

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 9, 2023, 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. Council members present were Vicki Hallin, Jenny Gerold, Jack Edmonds, and Jeff Reynolds. Others present: City Administrator Michele McPherson, Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Police Chief Todd Frederick, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Liquor Store Manager Dylan Donner, Attorney Damien Toven, and Public Utility Manager Keith Butcher.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

Walker stated that due to the firefighters in attendance, he stated that those consent agenda items will be moved New Business so the firefighters can be introduced and approved separately.

J Gerold would like to add a letter request from M Health Fairview that she just received to New Business as well.

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

4. Consent Agenda

- 4.1. Approval of City Council Minutes of February 23, 2023
- 4.2. Police Officer Jace Cooper Step Increase effective 3-14-23
- 4.3. Accept Resignation of Liquor Clerk Jeanne Putnam effective 3-6-23
- 4.4. Fire Department
 - ~~4.4.1. Billy Gerold from Probationary Status to Regular Firefighter~~
 - ~~4.4.2. Brandon Jeanotte to probationary Status~~
 - ~~4.4.3. Approval to Hire three Firefighters to start the Hiring Process~~
- 4.5. Sherburne County Assessor Data

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. J GEROLD 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

7. New Business

- 7.1. Fire Department
 - 7.1.1. Billy Gerold from Probationary Status to Regular Firefighter

J GEROLD MOVED TO APPROVE BILLY GEROLD FROM PROBATIONARY STATUS TO REGULAR FIREFIGHTER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- 7.1.2. Brandon Jeanotte to probationary Status

HALLIN MOVED TO APPROVE BRANDON JEANOTTE AS A FIREFIGHTER ON PROBATIONARY STATUS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.1.3. Approval to Hire three Firefighters to start the Hiring Process

HALLIN MOVED TO BEGIN THE HIRING PROCESS FOR FIREFIGHTERS BRITTANY MOSER, BRENT THOLEN AND MICHAEL POWERS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Resolution 23-14 - Accept Donation from Twice New Clothing for the Surrey Bike Storage

HALLIN MOVED TO APPROVE RESOLUTION 23-14. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Presentation by Keith Butcher, PPU General Manager - PPU Year in Review

7.3.1. Review of Bond Issuance Schedule

Butcher provided an overview of 2022 accomplishments for Princeton Utilities and went over their Bond Issuance Schedule.

7.4. Liquor License Fee Return Request - Lumberjack Lounge

Jenkins stated that she was contacted by Lori Giffen with Lumberjack Lounge asking for a refund. To be approved for her loan for Lumberjack Lounge, she needed her liquor license so she applied for it early. Mid-February, they found out the landlord misled them on multiple items and their space was flooded. They have searched for a new location for their business, but have not been able to find anything in their price range or size needed. At this time, their bank is telling them to keep looking, but it may take six months to a year before something opens up. Therefore, they likely will not be using the liquor license this year and are requesting a refund.

J GEROLD MOVED TO APPROVE THE REQUEST FOR THE LIQUOR LICENSE REFUND. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. Special Event Permit for Rum River Festival

Neighbors Bar and Grill owner Joel Holtz stated that Frederick, B Gerold and Marquardt have met and discussed the Beer Garden idea for the Rum River Festival. He is proposing the following for each day:

Thursday, June 8th 4 to 8pm - Beer and Liquor service

Friday June 9th, 3pm to 1am – Beer, Liquor, Food and a DJ

Saturday June 10th, 2pm to 12am – Food, Beer, Liquor, Bean Bag Tournament, Beer Pong and a Band from 8pm to 12am.

He also put in a request to have the National Guard come and bring the rock wall and obstacle course for the children.

Neighbors will also abide by all ordinances and festival rules, as well as have paid security throughout the opening hours. Since there is an expense for him to purchase the fencing and other items to set up, he asked if an agreement would be approved for 5-7 years.

J Gerold commented that she is worried about how the music will affect the apartments that are nearby.

Toven stated that the Council can approve the request by Neighbors Bar and Grill to hold the Beer Garden at the Rum River Festival pending final approval by City Staff. Staff will work on drafting an agreement and bring it back to the Council for approval.

HALLIN MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR THE RUM RIVER FESTIVAL BEER GARDEN PENDING FINAL APPROVAL BY CITY STAFF. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.6. Resolution 23-13 - Approval of Preliminary and Final Plat for West Branch Addition

McPherson advised that staff is finalizing the exchange of parcels PID #24-028-0101 and #24-322-0260 for a portion of BED Investments, LLC parcel #24-028-3402. The reasoning for this exchange is that future plans are to close the West Branch Street access to TH 95 and extend 13th Avenue North to intersect with TH 95 and a proposed roundabout. The City will exchange a 140' foot west section of #24-028-3402 for future access to TH 95 in exchange of #24-028-0101 and #24-322-0260. This process will require a Preliminary and Final Plat.

The properties are located on the north side of West Branch Street and south of TH 95. The site is in the R-3, Multi-Family Residential District. The property owner of parcel #24-028-3402 would like to develop each lot with a duplex.

The plat proposes to combine Outlot A, Great Northern Addition with Parcel #24-028-0101 and Parcel #24-028-3402 into Lot 1 and Lot 2, Block 1, West Branch Addition with a proposed 13th Avenue North Right-of-Way.

The proposed Preliminary and Final Plat is being processed as a "Short Plat", which requires only one review by the Planning Commission and City Council, with a public hearing held at the Planning Commission level for the Preliminary Plat.

A requested Variance is informational only, no action is required by City Council.

The proposed layout for the two lots meets the size requirements for the Zoning Ordinance, but the removal of the largest section on parcel #24-028-3402 for the proposed ROW makes it difficult to place an adequate residential site and meet the setbacks. BED Investments, LLC would like to build a 40' x 90' duplex on Lot 1 and a 36' x 86' duplex on Lot 2, reducing the rear yard setback from 30' feet to 10' feet and the front yard from 30' feet to 20' feet where the drainage and utility easement would be included inside those setbacks. The Planning Commission held a public hearing on February 27th, 2023 for the Variance and Preliminary Plat (and review of the Final Plat) where the Variance approval would be a condition for the Preliminary and Final Plat approval.

The Planning Commission approved the Variance Resolution #23-01 for the front yard setback reduction from 30' foot to 20' foot with the 16' foot easement inside that 20' feet and the rear setback from 30' foot to 10' foot with the easement of 16' foot reduced to 10' feet inside that setback, for the proposed plat of West Branch Addition, Lot 1 and Lot 2, Block 1, subject to the following conditions:

- 1) The proposed duplex building pad placement for Lot 1 is 40' x 90' sq. ft. and cannot exceed this size.
- 2) The proposed duplex building pad placement for Lot 2 is 36' x 86' sq. ft. and cannot exceed this size.
- 3) The R-3, Multiple Family Residential Zoning Ordinance requirements be followed.
- 4) The Developer will need to provide computations of all storm water directed toward the right of way to Mn DOT and provide written approval to the City prior to issuance of building permits.
- 5) Access to the parcels is only from West Branch Street.
- 6) Grading plans need to be submitted to the City prior to the building permit approval.
- 7) Developer will need to contact Princeton Public Utilities and Public Works for individual connection for each living unit for water and sewer hookup from West Branch Street.
- 8) Developer will need to contact Princeton Public Utilities on power to the sites for individual connection for each living unit.

- 9) The Developer will obtain a Digging Permit from the City prior to digging in the street.
- 10) A building permit and SAC/WAC permit must be applied for and approved prior to construction for each site. Staff will provide the addresses for each site.
- 11) The Preliminary and Final Plat for West Branch Addition approved by the Planning Commission and City Council.
- 12) The Developer will provide a site survey and utility plan showing how each parcel will be serviced through utility extension for each unit service connection and will be subject to approval by the City Engineer.
- 13) Where the water curb stop is in a paved area (usually driveway) there needs to be a mini-manhole.
- 14) When work on the site begins, the work shall be carried on with minimum of interference with traffic.
- 15) The Developer shall replace in-kind or better all streets, curbs, and sidewalks disturbed by this operation.

Based on the analysis of the above-referenced information, the Preliminary and Final Plat follow the provisions of the Zoning and Subdivision Ordinance and Comprehensive Plan. The Planning Commission approved the Preliminary Plat and the Final Plat for West Branch Addition and forward the recommendation of approval to the City Council with Resolution #23-13 subject to:

1. The Variance for the proposed West Branch Addition plat be approved by the Planning Commission and the conditions of the Variance followed.

HALLIN MOVED TO APPROVE RESOLUTION 23-13 APPROVING THE PRELIMINARY AND FINAL PLAT FOR WEST BRANCH ADDITION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.7. Bill List

HALLIN MOVED TO APPROVE THE FEBRUARY 27 AND MARCH 7 TO 9, 2023 CHECK REGISTERS CONTAINING CHECKS 86222 TO 86297 IN THE AMOUNT OF \$394,265.85, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 5 TRANSMITTAL REGISTER IN THE AMOUNT OF \$73,695.95 AND PAY PERIOD 5 CHECK REGISTER IN THE AMOUNT OF \$114,308.08 (EQUALS THE AMOUNT OF CHECK 86230). WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.8. Discuss Business Park Infrastructure and Authorize Publication of Bids

Edison reported that the proposed Industrial Park Expansion is a 46-acre parcel located in the southwest quadrant of County Road 31 and 21st Avenue South intersection. In 2021, the previous 8-acre Aero Business Park was combined with the 46-acre parcel and re-platted as part of a new Industrial Park Expansion, and in 2022 the parcel was again re-platted due to interest from a Princeton business owner to relocate to the Industrial Park but needed a larger lot than what was originally platted.

Final design includes the construction of over 2,000-ft of two-lane urban roadway with curb and gutter and storm sewer. The pavement is designed to meet a 10-ton roadway to support heavy trucking from business development.

Sanitary sewer and watermain will be extended from the existing mains in 21st Avenue South to serve the developing lots, and the watermain will also be connected to the existing watermain in County Road 31 to provide the new Industrial Park with a "looped" system for water quality and fire protection.

Streetlights will also be installed through the road corridor, and a conduit system will be extended for the future installation of fiber optic services.

The construction plans are not yet complete; however, to meet the approval dates for the City Council and meet deadlines for submitting the advertisement to bid to the local paper, we are requesting Council authorize bidding at this time.

Staff has put together the following schedule for bidding the project:

- Council Authorizes Bidding March 9, 2023
- Open Bids April 12, 2023
- Award Project April 27, 2023
- Start Construction Spring 2023
- Final Completion Spring 2024

EDMONDS MOVED TO AUTHORIZE THE BIDDING FOR THE PROJECT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.9. City Administrator Bi-Weekly Report

McPherson reported on her the following observations and information to share from the last update:

Airport

The revised AWOS siting options (East and West) have been submitted to MNDOT and FAA to obtain a preliminary determination regarding commissioning of the equipment at either or both sites. KLJ is attempting to schedule a meeting with the relevant agency staff in order to go over the options and answer any questions they have.

The Joint Planning Board public hearing on the amendment to the Airport Zoning Ordinance is scheduled for Monday, March 13 at 6:00 pm. Relevant property owners, counties and townships have received written notice and the notice in the paper will be published March 9.

Public Works Director Gerold and McPherson met with FAA staff currently housed in the Flight Service Station on February 28 to discuss relocation alternatives. While the FAA as an organization wants to vacate the building for financial reasons, the staff would like to remain in Princeton. McPherson provided them with contacts, including Steve Hage that is developing Charlie-Bravo.

There is a vacancy on the Airport Advisory Board, so any assistance in recruitment would be fantastic.

Development

Staff continues to work with Glen Metalcraft/Elemet Group regarding their new building project. Staff, including PUC representatives met with Joe Glenn, Dan Patnode (Glen Metalcraft/Elemet Group) and Jack Grotkin (RJRyan Construction) March 7 to review the timetable for construction (in the ground May 1) and to go through the tax abatement process. We are in contact with Mille Lacs County on their tax abatement process and have also contacted Northland Securities who will perform the analysis required for tax abatement.

The Charlie-Bravo closing went smoothly on February 24.

Finance

Work continues on reconciling, reviewing transactions, and preparing for audit field work which will occur in April.

Staff determined that four of the Townships that participate in the fire service contract were over-charged for 2021 services; reimbursement checks will be issued. Two townships underpaid;

including one that opted to arbitrarily pay what they wished. They will be invoiced accordingly along with receiving their 2022 service invoice.

Infrastructure

The request to Congressman Stauber's office for support in funding the radio simulcast system was submitted March 3. A similar request will be submitted to Senator Klobuchar's office through their web portal; that request is due March 10.

Personnel

Councilor Gerold, Accountant Hodge and McPherson started working on the personnel manual. We are using as a base the League of MN Cities' model manual with the City's manual's provisions interwoven where appropriate and selecting the best language. This method will allow the City to keep the manual up to date with the League's assistance as they are continually sending out updates as various rules and regulations change at the State and Federal level.

Councilor Gerold and McPherson attended a Women In Business/MN Chamber of Commerce event regarding marijuana in the workplace on March 1. There was an interesting panel discussion and this will be a topic to monitor going forward once recreational marijuana is authorized by the Legislature.

Legislative Monitoring

McPherson stated she is monitoring, with help from CGMC and LMC various legislative topics. Of interest:

- *Bill to Address Public Safety PTSD (House File 1234, Senate File 1959)*; requires treatment for a mental injury prior to filing for a duty disability, keeps employees on payroll while receiving treatment, financial support to backfill positions, fully reimburses employers for health insurance provide the employer has implemented mental health injury prevention measures, requires preservice training to prepare staff for stressful events and to teach coping mechanisms. No action since February 13.
- *Earned Sick and Safe Time (House File 19, Senate File 34)*; requires employers to provide on hour of paid sick and safe time for every 30 hours worked. This covers all employees including part-time and seasonal, working 80 hours in a year for the employer. Passed the House vote on February 16 and referred to the Senate on February 20 where it was referred to the Finance Committee; on February 21 it was re-referred to Human Services.
- *Creation of Street Improvement Districts (House File 1183, Senate File 1627)*; allows cities to create street improvement districts for the purpose of construction and reconstruction of streets and related components (minus underground utilities). Cities would be allowed to impose a street improvement fee after providing public notice and holding a public hearing. Since the last update, the only action has been in the Senate where it was re-referred to Transportation from State and Local Government and Veterans.
- *Competing Bonding Bills*; two bills have been unveiled, a General Obligation bonding bill totaling \$1.5 billion and a "cash only" bill of \$392 million. There has been no news on the bonding bill front.
- *Local Government Aid Increase (House File 1377, Senate File 1828)*; increases the appropriation for local government aid and modifies the calculation for distribution. The House referred it to the Taxes Committee and the Chair referred it to the Property Tax Division. The Senate has referred it to the Taxes Committee. There has been no additional action since the February 21 update.

- *Indigenous Peoples Day (House File 211, Senate File 104)*; eliminates and replaces Columbus Day, requires observance where no public business could be conducted on the second Mon-day in October. If passed, it would become effective for 2023. In the House, it has received its second reading; in the Senate it is still in the Education Policy Committee as it has some requirements for schools.

In the CGMC Brief, there is a list of other “bills to watch” listed in the February 16 edition.

Miscellaneous Correspondence

- Thank you from the Fredericks family.
- Princeton Ambassador Program Distinguished Service Awards Dinner invitation.

Upcoming Meeting/Event Reminders

- March 13 – Public Hearing to amend the Airport Zoning Ordinance.

7.10 M Health Fairview Letter Request

J Gerold stated that she received an email from M Health Fairview. The Princeton location is going to ask for funding to expand the Emergency Room. She was asked if she could sign a letter of support. She did not want to speak for the whole Council and thought if everyone was in support, it would mean more coming from the whole City Council. The Council by consensus agreed to sign the letter of support requested by M Health Fairview.

8. Committee Reports

9. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 8:08 PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor