

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
APRIL 14, 2022 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. Council members present were Vicki Hallin, Jenny Gerold, Jeff Reynolds, and Jules Zimmer. Others present: Administrator Michele McPherson, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Police Chief Todd Frederick, Fire Chief Ron Lawrence, Liquor Store Manager Dylan Donner, Clerk Shawna Jenkins, Attorney Damien Toven and Public Utilities Manager Keith Butcher

**2. Agenda Additions / Deletions**

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

**3. Consent Agenda**

- 3.1. City Council Meeting Minutes of March 24, 2022
- 3.2. City Council / Airport Board Joint Meeting of April 7, 2022
- 3.3. Approval to Hire Kris Macko for Public Works General Maintenance 2
- 3.4. Approve hiring of Angelo Vito as Liquor Clerk
- 3.5. Increase Splash Park Attendant Hourly Pay to \$12
- 3.6. Disband Tree Board
- 3.7. Authorize Donation of Retired Technology and Computer Equipment to PCs for People
- 3.8. Approve Siding of Solheim Concession Stand
- 3.9. Planning Commission Minutes of March 21, 2022
- 3.10. Airport Board Meeting Minutes of March 7, 2022
- 3.11. Park Board Meeting Minutes of March 28, 2022

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

**4. Open Forum**

**5. Old Business**

**6. New Business**

- 6.1. Wine and Spirits Grant Request for Princeton Senior Party

McPherson advised that the Senior Party is again requesting a grant for this year's party. In the past, they had always requested pop. Those attending are not drinking much pop, so they are asking for funds to help pay for prizes.

HALLIN MOVED TO APPROVE THE GRANT REQUEST OF \$500 TO HELP PAY FOR PRIZES FOR THE SENIOR PARTY. ZIMMER SECONDED THE MOTION. TH EMOTION CARRIED UNANIOUSLY.

- 6.2. Accept Resignation from Public Utility Commissioner Greg Hanson

Walker asked Butcher to give Hanson our thanks for serving on the commission.

WALKER MOVED TO ACCEPT GREG HANSONS RESIGNATION FROM THE PRINCETON PUBLIC UTILITY COMMISSION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **6.2.1. Consider Appointment Process/Schedule**

McPherson advised that Greg Hanson, PUC Commissioner has submitted his resignation effective June 1, 2022. Staff would like to submit for the Council's consideration the following appointment process.

1. Open an application window from April 15 to April 26 at noon.
2. Receive applications April 28.
3. Review and select interview questions April 28 (a list of possible questions is attached as a starting point; staff would ask that the Council also provide questions).
4. Direct staff to send, on April 29, each applicant the list of interview questions to be returned (answered) by May 3 at noon.
5. Applications and the answered questions to be submitted to Council as the Study Session packet of May 5.
6. Conduct interviews of the applicants during the May 5 Study Session.
7. Appoint a candidate at the May 12 meeting.

Given that staff is suggesting using the May 5 Study Session for candidate interviews; staff would like to reschedule the joint meeting with the PUC to later in the year. It would be good to have the joint meeting when DGR is presenting the results of the rate study (sometime in August or early September), that way all present can hear the same presentation and ask questions.

Staff requests that the Council discuss the above process and provide further direction to staff.

J Gerold requested that it be published in both the Shopper and the Union Times

Walker would like to get the applications back, and then the Council can ask them additional questions or allow them to elaborate more on their answers.

Zimmer commented that this would be deviating the normal way that they have appointed people to board and commissions. Walker added that they could go about it the same way for other boards and commissions if the Council would like.

McPherson will make the changes to the schedule and email it out to staff. Staff will also let the previous applicant know as well.

### **6.3. Authorize Old Crap LLC as Code Enforcement Clean Up Company**

McPherson stated that the city has entered into an abatement agreement with a continuous violator of the junk/nuisance ordinance. The agreement gives the City permission, upon seven (7) days' notice to clean up the property, the ability to have the property cleaned up and the costs assessed to the property.

In order for the property to be cleaned up on Day eight (8), the City needs to have a company on stand-by. Our previous experience with Old Crap LLC found them to be prompt, courteous, and the lowest cost. Ultimately, a more formal agreement should be executed, but in the interim, a motion to approve them as the City's clean up company with

the prices noted on the attached schedule will be sufficient to move forward on the current need to abate the nuisance at the property.

**Recommendation:**

Staff recommends that the City Council authorize Old Crap LLC as the City's code enforcement clean up company with costs based on the attached pricing schedule.

HALLIN MOVED TO APPROVE AUTHORIZE OLD CRAP LLC AS THE CITY'S CODE ENFORCEMENT CLEANUP COMPANY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**6.4. Authorize Execution of Agreement with BED Investments**

In November 2021, the City Council discussed a possible land swap with BED Investments (Butch Drews) in order to preserve right of way at 13<sup>th</sup> Avenue and West Branch Street for a crossing of Highway 95.

Staff was able to negotiate the terms contained within the attached agreement. WSB has provided a scope of services to prepare a preliminary and final plat per the illustration contained within the agreement.

**Recommendation:**

Staff recommends that the City Council:

1. Authorize execution of the agreement with BED Investments, and
2. Approve the Scope of Services with WSB for platting.

J GEROLD MOVED TO APPROVE THE EXECUTION OF THE AGREEMENT WITH BED INVESTMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**6.4.1. Approve Scope of Services with WSB for Platting**

REYNOLDS MOVED TO APPROVE THE SCOPE OF SERVICES WITH WSB FOR PLATTING. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**6.5. Approval to have the Liquor Store Duct Work Cleaned**

Donner reported that Princeton Wine & Spirits requested bids to have the duct work cleaned, both inside and out. The ducts have never been cleaned since the opening of the building over 15 years ago. This will help with the air quality and the dust on the bottles and shelves.

Staff has received two bids:

- Mohr's Furnace & Duct Cleaning for \$3995.00
- ServiceMaster Clean for \$7,150.00 plus tax. An additional \$225 a day for a scissor lift rental.

Staff recommends accepting the bid from Mohr's Furnace for \$3995.00. They came in at a better price and have experience cleaning liquor stores.

HALLIN MOVED TO ACCEPT THE BID FROM MOHR'S FURNACE FOR \$3995.00. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **6.6. Approve removal and/or sale of Old Fire Department Equipment**

Lawrence advised that the Executive Board met last week to go through some old equipment that has been in storage for quite some time. After going through several pallets, items were placed in a sell pile or garbage pile. There are a lot of items that may have some sentimental value to our current firefighters. He would like to offer this outdated equipment to our members before we sell or throw away anything. I am asking council approval to accomplish this. Anything with a possible large amount of value, will be sold on an auction soon.

J Gerold said she would like to know what the items are.

Toven added that if there is a value to anything, it should not be given away.

Lawrence will report back to the Council with the items they would like to get rid of.

HALLIN MOVED TO TABLE THIS UNTIL THE NEXT MEETING. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **6.7. PFRD Grant Application Request**

Lawrence stated that he is seeking approval from the council to apply for two different grants. Both are 50/50 grants. One grant is from the DNR. The second grant is from Center Point Energy.

If successful, I would like to purchase updated wildland firefighting gear for the firefighters. We are short on wildland jackets and some of our current jackets are worn out and unsafe to use. We are also in need of new water packs. Our current ones were purchased several years ago, and parts are not easily available. We use these packs to reach areas that are inaccessible to our vehicles.

The costs of these two items will not exceed \$5,300.00. The matching requirements from the fire department will come from the equipment fund for the fire department.

HALLIN MOVED TO APPROVE THE GRANT APPLICATIONS FOR THE DNR AND CENTERPOINT ENERGY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **6.8. Bill List**

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$144,795.54 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 84617 TO 84709 FOR A TOTAL OF \$818,293.56. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **6.9. City Administrator Bi-Weekly Report**

McPherson had the following observations and information to share from the last two weeks:

### **Finance**

The audit prep help temporary staff will start April 18. We are preparing the technology for them to access the information that they need.

A schedule has been prepared for implementation of the new Finance software. The transition will be in July with various trainings occurring in July, August and October (time entry).

### **Grants**

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. Work on preparing the bid documents has been paused at this time. WSB is looking at the BDPI funding pool, so we may apply for that money as well.

### **Legislation**

I have been monitoring legislation that may impact the city. Two hot-button issues are LGA and PFAs. Attached is an LMC PowerPoint that provides an overview of the various bills and revisions to the formula that are being considered in the House and Senate. At a minimum, if nothing changes, we should be held harmless for 2023. This is a snip of the April 7 CGMC run, the first column is the current formula, the second is the 2023 House Bill with additional \$34M added in, and the third column is the 2023 House Bill with an additional \$90M added.

The next snip is from the unmet needs calculation and new formula:

The MPCA issued their list of facilities that are included in the PFAs monitoring plan. At this point, no industrial users nor the City's wastewater plant have made the list. The Elk River Landfill, St. Cloud Regional Airport, and Tri-County Organics in St. Cloud did make the list. Other topics being considered by the legislature include earned sick and safe time (1 hour of paid time per every 30 hours worked), changes to the PERA Police & Fire Plan (rate of return lowered, reduced employee contribution, COLA increase), changes to liquor laws (multiple provisions), residential construction Modular building statewide, change in valuation basis), and an expansion of the medical exception to the Open Meeting Law. I will keep you updated as to what is included in the various omnibus bills.

### **Personnel**

The search for a Finance Director continues. I am reworking the job posting for LMC and will also request assistance from PUC General Manager Butcher to post through his associations. I have sent personal invites to apply through both Indeed and Zip Recruiter; while I did receive an expression of interest from two job seekers, neither have yet to apply.

### **Miscellaneous Correspondence/Information**

See the attachments for various thank-you's, community events and information from Sherburne County regarding taxes.

### **Upcoming Meeting/Event Reminders**

- \* PUC Meeting – April 27 followed by a tour of PUC Facilities
- \* CGMC Summer Conference – July 27 to 29, Red Wing
- \* CGMC Fall Conference – November 17-18, Alexandria

**6.10. Closed Sessions - Please Read both Scripts**

- 6.10.1.** Real Estate Transactions per MS 13D.05 Subdv 3(a)(3)  
**6.10.2.** Personnel Matter per MS 13D.05 Subdv 2(a)(3)

**Real Estate Sale / Purchase**

**Introduction**

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

**A. Opening Statement**

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.

Walker advised that the 2<sup>nd</sup> agenda item for this meeting is to discuss the personnel matters. This portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the personnel non-public data exception to the Minnesota Open Meeting Law, pursuant to Minnesota Statute Section 13D.05 Subd 2(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 employee's private data.

- 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 potential personnel issue.
- The only business to be discussed in this portion of the meeting is the personnel issue, and what action, if any, should be taken.

**II. Closed Sessions**

The Council will now go into a closed session. The time is 7:54

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.

I will now entertain a motion to close this portion of the meeting.

J GEROLD MOVED TO CLOSE THE MEETING AT 7:54PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Walker addressed the Members of the Council, following the completion of our business, we will now adjourn into open session, and I will entertain a motion to adjourn the closed portion of the meeting and go back into open session.

HALLIN MOVED TO ADJOURN THE CLOSED SESSION AND GO BACK INTO OPEN SESSION AT 8:37PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven reported that there are parcels of city owned property and the city council discussed some potential sales of those parcels. The city council also discussed some personnel issues.

## **7. Committee Reports**

Hallin reported that the next ECCC meeting is June 25<sup>th</sup>.

McPherson advised the Council that there is an open house meeting on the Great Northern Trail on Wednesday, April 20<sup>th</sup> at the Depot from 4pm to 7pm.

## **8. Adjournment**

HALLIN MOVED TO ADJOURN THE MEETING AT 8:42 PM. ZIMMER 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