

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
APRIL 27, 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, 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, Attorney Damien Toven, and Public Utility Manager Keith Butcher. Absent was Community Developer Planner Stacy Marquardt and Liquor Store Manager Dylan Donner

2. Pledge of Allegiance

3. ** Mille Lacs County Board of Appeal and Equalization **

County Assessor Vigdal reported that while no one from the public is in attendance, they have two properties that are owned by Nathan Dunnquerry that they are requesting a change to. The main property is 708 4th Street South. This house is on the Historical Registry. The County has the value at \$470,500 and they are requesting it be lowered to \$371,100 due to some upstairs ice dam damage, they removed a basement finish and the inside of the home is pretty outdated. Dunnquerry also owns the parcel to the north of the home. That lot cannot be split so they are requesting the value of \$34,000 be lowered to \$17,000.

J Gerold mentioned that insurance should cover the ice dam damage, so she was wondering why that was a reason to lower the value. Vigdal responded that the removal of the partial basement finish and the fact that it is quite outdated are also valid reasons to lower the value.

EDMONDS MOVED TO ACCEPT THE ASSESSOR'S RECOMMENDATION TO LOWER THE VALUE OF 24-561-0030 FROM \$470,500 TO \$371,100 AND 24-160-0210 FROM \$34,000 TO \$17,000. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4. Agenda Additions / Deletions

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

5. Consent Agenda

Walker would like to remove 5.9 – awarding the Pickleball Court Construction to New Business as he has a question regarding the bids received.

- 5.1. Approval of City Council Minutes of April 13, 2023
- 5.2. Public Works GMII Kris Macko Step Increase effective 5-2-23
- 5.3. TIF District 9-3: Resolution 23-23 Calling for a Public Hearing
- 5.4. Calling for a Public Hearing for MN Improvement Fund Grant - Resolution 23-26
- 5.5. Authorize Execution of Ground Lease with Qwest Corporation
- 5.6. Approve and Execute Lease Portion of Off-Site Gambling Permit; Veterans Support Brigade - Rum River Festival Beer Garden
- 5.7. Princeton Lions Raffle Gambling Permit for June 11
- 5.8. Resolution 23-24 - Supporting VFW Buddy Poppies
- ~~5.9. Award Pickleball Court Construction to J & S Concrete and Masonry Contractors, Inc.—~~
- 5.10. Award 2023 Sealcoating Project
- 5.11. Authorize Execution of Updated Memorandum of Understanding (MOU), Great Northern Trail

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

6. 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.*

7. Old Business

8. New Business

8.1. Award Pickleball Court Construction to J & S Concrete and Masonry Contractors, Inc.

Walker stated that one bid includes a sub cut, and the other one does not and questioned why it is not listed in both. B Gerold said both bidders were provided the location and construction requirements of the pickleball court. The proposed 4 courts will be going in at the Civic Center. One bid includes fiber mesh, and the other rebar. The city has received a grant for \$20,000 that will be put towards these courts.

J GEROLD MOVED TO AWARD THE PICKLEBALL COURT PROJECT TO J & S CONCRETE.
HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.2. Special Event permit for Rum River Festival 5k

McPherson advised that staff has received a special permit request for the Rum River Festival 5k. Staff has talked with Chamber Director Kim Young and for future Rum River Festivals, staff would like to have everything on one permit.

HALLIN MOVED TO APPROVE THE RUM RIVER FESTIVAL 5K. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.3. Wine and Spirits Grant Request from Mille Lacs County Relay for Life

Denice Jansen requested a Wine and Spirits Grant for the Mille Lacs County Relay for Life event on August 26th. They requested \$500.

HALLIN MOVED TO APPROVE MILLE LACS COUNTY RELAY FOR LIFE WINE AND SPIRITS GRANT FOR \$500. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.4. Princeton Business Park

8.4.1. Conduct Public Hearing for Princeton Business Park Street and Utility Project PG 70

Engineer Edison reported that the proposed Industrial Park Expansion is a 46-acre parcel located in the southwest quadrant of the 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 who 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 total project cost is estimated at \$1,842,026. Funding for these improvements will consist of assessments to benefitting properties, utility trunk funds, and other City designated funds.

	Sanitary Sewer Trunk	Watermain Trunk	City Funds	Assessments	Total
Sanitary Sewer	\$55,611		\$148,791	\$148,792	\$353,194
Watermain		\$83,417	\$186,507	\$186,507	\$456,431
Bituminous Trail			\$28,735	\$29,070	\$57,805
Lighting			\$84,565	\$85,953	\$170,518
Street /Storm Sewer			\$401,905	\$402,173	\$804,078
TOTAL	\$55,611	\$83,417	\$850,503	\$852,495	\$1,842,026

HALLIN MOVED TO OPEN THE PUBLIC HEARING AT 7:31PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO CLOSE THE PUBLIC HEARING AT 7:32PM WITH NO COMMENTS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

8.4.2. Accept Feasibility Report and Order Princeton Business Park Street and Utility Project

Edison reported that the in order to assess per 429 statutes, a feasibility study is required to be prepared. She stated the study was prepared. The Council is asked to accept the feasibility study and approve Resolution 23-28 ordering the improvement.

EDMONDS MOVED TO ACCEPT THE FEASIBILITY REPORT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J GEROLD MOVED TO APPROVE RESOLUTION 23-28. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.4.3. Accept Bids and Award Princeton Business Park Street and Utility Project

Edison reported that bids were received online for the above-referenced project on Tuesday, April 18, 2023, and were viewed and read aloud. Eleven bids were received.

The bid summary indicates Burschville Construction, Inc., Hanover, Minnesota, as the low bidder with a grand total bid amount of \$1,601,761.05. The Engineer's Estimate for the project was \$1,586,116.70.

Staff recommends that the City Council consider these bids and award a contract for the grand total bid in the amount of \$1,601,761.05 to Burschville Construction, Inc., based on the results of the bids received.

Edison noted a proposal for construction services in the amount of \$137,871 is also on the agenda.

EDMONDS MOVED TO APPROVE THE CONSTRUCTION SERVICES CONTRACT WITH WSB. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO APPROVE RESOLUTION 23-27. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.4.4. Resolution 23-25 Authorizing the Business Development Infrastructure Grant Application for the Princeton Business Park Expansion

McPherson advised that this grant is for \$400,000. One buyer is scheduled towards an end of May closing, and the other will likely close the end of August.

HALLIN MOVED TO APPROVE RESOLUTION 23-25. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.5. Authorize Contract with Realtor to Market City Owned Properties

McPherson advised that at the April 13th, 2023 staff recommended that Maria Solberg be hired to market city owned properties that are for sale. Maria assisted the City with researching the parcels to find comparables and with establishing with a price for each parcel. The Council was provided a copy of listing contract, seller disclosure alternative, arbitration form, the agency representation disclosure required by the state of MN and the land disclosure forms.

Each listing will have its own contract. Typically, on land listings they do a 12-month contract. (they typically take longer to sell) but Solberg stated she is flexible if the Council would like a shorter or longer contract period. Each property contract will be a 6% brokerage fee. The breakdown is 3.3% listing broker and 2.7% to buyer broker.

The parcels we would be working with are as follows, note we removed the parking lots for now as they will take some additional research and correspondence with adjacent owners.

PID 24-320-0380, PID 24-080-0030, PID's 90-407-0320 and 90-407-0325

Staff recommends hiring Maria Solberg to market the properties discussed and allow the Mayor to sign the listing contract to move forward with getting the properties on the market.

J Gerold asked why we are not having her list the parking lots now as well. McPherson responded that they had contact with one interested party and staff would like to contact the adjacent properties. It was agreed to allow staff to reach out to adjacent owners, and if not successful by July 15th, add the parking lots to the realtor contract,

HALLIN MOVED TO APPROVE MARIA SOLBERG TO LIST THE PROPERTIES AS DISCUSSED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.6. Bill List

HALLIN MOVED TO APPROVE THE APRIL 18, 24 AND 27 CHECK REGISTERS CONTAINING CHECKS 86452 TO 86523 IN THE AMOUNT OF \$474,490.35, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 8 TRANSMITTAL REGISTER IN THE AMOUNT OF \$75,127.30 AND PAY PERIOD 8 CHECK REGISTER IN THE AMOUNT OF \$179,298.35 (EQUALS THE AMOUNT OF CHECK 86452). J GEROLD SECONDED THE MOTION. THE MOTION CARREID UNANIMOUSLY.

8.7. City Administrator Bi-Weekly Report

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

Airport

Mr. Moriarty, representing Duane Kruse and Sharon Sandberg has returned a revised through the fence agreement. The revisions proposed are a non-starter, it puts the entire cost of maintenance and re-placement of the single-use taxiway on the backs of the taxpayers. I am working with Attorney Toven on an appropriate response.

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

Development

Staff continues to work on the various Glen Metalcraft items: establishment of a TIF District, completion of the MN Investment Fund application to DEED, and a potential closing on May 26. So far, with staff and consultants pulling together, it all appears to be on track.

Staff met with Rick Schwartz regarding various developments not related to his property. He is interested in finding a role to play to move the projects along and to help increase the tax base.

Finance

Staff continues to work with Abdo and Smith Schafer on compiling information for completion of the audit. Staff from Smith Schafer will be in the office April 26 to 28, 2023.

Infrastructure

Staff is meeting with Mille Lacs County on April 26 to discuss a possible roundabout or traffic control change at the intersection of 1st Street and 21st Avenue. With the completion of 21st Avenue, there has been an increase in traffic through the intersection and some movements are becoming more difficult. This will only get worse as development occurs in the Princeton Business Park, the Charlie-Bravo site, and with additional phases of apartments off of 1st Street.

Work continues on establishing requirements to rent the Surrey Bike. If modifications to a building to create a storage space come to fruition, rentals may yet be available this summer.

Personnel

Work continues on the Personnel Manual. The work is progressing nicely.

The interviews for the open Police Officer position were successful. Three applicants were interviewed and the panel unanimously agreed that one should be offered the position. A conditional offer of employment was extended and accepted. The candidate will be introduced and sworn in once the remaining employment steps are completed.

Upcoming Meeting/Event Reminders

- April 27 – LMC Safety & Loss Control Workshop, St. Cloud. Public Works Director Gerold, Chief of Police Frederick, Technology Services Manager Yost and Administrator McPherson are attending. This is a very inexpensive offering from the League and they have excellent topics and speakers.
- May 9 – State of the City Address. McPherson will be presenting the State of the City to Chamber members at their May Lunch and Learn. Superintendent Barton will be present for the State of the School District. The Address is being held at the media center at the Princeton Middle School.

8.8. Committee Reports

J Gerold advised that they would like to see more attendance at the Chamber's Evening Networking Events. July 19th is the golf tournament.

J Gerold reported that WSB was at the Park Board meeting and are working on updating the Park Plan.

Edmonds reported that the PUC is paying off a bond early as part of their CIP plan financing.

Hallin reported that the East Central Cable Commission lost about 150 subscribers and the Library has roof / ceiling issues.

8.9. Job Classification and Compensation Study Report - Flaherty & Hood

Rachel Parker from Flaherty-Hood provided a short presentation on the Compensation Study that they performed on each position.

8.10. * CLOSED SESSION *** - Labor Negotiations Strategy under MN. State. sec 13D03, subd. 1 (b)**

Walker stated that this agenda item for this Closed session is to discuss the Labor Negotiations

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.

HALLIN MOVED TO GO INTO CLOSED SESSION AT 8:22 PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

The Council will now go into a closed session. The time is 8:22pm.

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.

The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location; who was present at the meeting; and the purpose of the meeting.

HALLIN MOVED TO ADJOURN THE CLOSED PORTION OF THE MEETING AND GO BACK INTO OPEN SESSION AT 9:21 PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven advised that the City Council received information regarding market data and our implementation strategy for the Classification – Compensation Study. Form action to occur at a later date.

9. Adjournment

J GEROLD MOVED TO ADJOURN THE MEETING AT 9:22 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor