

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL
HELD ON MAY 13, 2021 7:00 P.M.**

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, Jules Zimmer and Jeff Reynolds. Others present: Administrator Michele McPherson, Finance Director Tracy Peters, Public Works Director Bob Gerold, Police Chief Todd Frederick, Community Development Manager Stephanie Hillesheim, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Clerk Shawna Jenkins, and Attorney Damien Toven

AGENDA ADDITIONS/DELETIONS

Walker would like to add PFRD Foam Trailer to Old Business

HALLIN MOVED TO APPROVE THE AGENDA WITH THE ADDITION OF THE PFRD FOAM TRAILER TO OLD BUSINESS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. City Council Minutes of April 22, 2021
- B. City Council Minutes of May 6, 2021
- C. E&J's Sweet Treats Food Vendor License - 5 days of sales over 3 months
- D. Resolution 21-22 and Limited Use Permit for Riverside-Riebe Park Sign
- E. Resolution 21-23 - Supporting VFW Buddy Poppies
- F. Authorize Advertisement for Bids, Taxi Way Reconstruction Project
- G. Information - Results of BCA Audit
- H. Information - Receipt of Operational Award – WWTP
- I. Approval to Hire Rhonda Pierce as Splash Park Coordinator
- J. Accept Resignation of Liquor Clerk Angela Bentley effective 5-10-21
- K. Accept Resignation of Liquor Clerk Jane Shakespear effective 5-10-21
- L. Reschedule June 10, 2021 City Council Meeting
- M. ~~2021 Canoe Outfitter Contract~~ – moved to Old Business
- N. Bill List

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

OPEN FORUM

OLD BUSINESS

- A. Ordinance 805 – Amending Fee Schedule in regard to Knox Boxes – FINAL READING

Lawrence advised that the costs of the Knox Boxes have gone up, so he is requesting that cost be amended in the Fee Schedule.

ZIMMER MOVED TO APPROVE ORDINANCE 805. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- B. Foam Trailer

Lawrence apologized for adding this late and not having a memo. We do have a company willing to donate the cost of the trailer and some foam. The total donation will be approximately \$64,000. The Fire Department would like to purchase some foam as well. The company donating the trailer can also be used in the community as well.

Walker added that his priority is to get the liability of the old foam off our hands. Lawrence responded that the Distributor may have someone that would like the old foam.

J GEROLD MOVED TO APPROVE THE PURCHASE FOR THE FOAM TRAILER AND FOAM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. 2021 Canoe outfitter contract

Hillesheim reported that the contract has gone up a bit, as they will have the use of a newer vehicle, which will increase their insurance slightly. J Gerold asked how much more. Hillesheim replied that it was \$1000 more. She added that Fairview has donated again to the program.

WALKER MOVED TO APPROVE THE 2021 CANOE OUTFITTER CONTRACT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

A. Public Hearing - Annexation Request by Titcomb - Ordinance 804 - FIRST READING

WALKER MOVED TO OPEN THE PUBLIC HEARING AT 7:15PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Paula Schmoyer 12233 317th reported that Amicorp that has been mentioned to be involved in this property has a lawsuit filed against them in FL, regarding a real estate Ponzi scheme. She believes that lawsuit should be looked into. Also, the current mobile home park is not filled, so she is confused why they would want to increase the park size. Current population of the park is about 240. County Road 2 is already very heavily traveled and she is concerned that adding to the park would cause a lot of traffic issues.

Cartell Cooper 12304 317th states this annexation request is invalid as it does not abut city property. The owner is not a resident. If they want to annex, they can purchase all of their property for \$750,000 each. They have an official objection to this request.

Baldwin Township Chair Jay Swanson stated that the property owners never approached the Township with their prospective project, or desire for annexation.

Lee Steinbrecher lives in Fairway Estates that is at the top of the hill and they are in support of the project as homes are needed. Their concern is 4th Ave being opened up in the future. It is a small development and do not want that street opened up for a new development.

Robert Loeffler, 1109 Fairway Drive agreed that he is also concerned about 4th Ave being

opened up.

Cartell Cooper submitted some affidavits from the residents objecting to the annexation. Chief Frederick passed them to Walker.

Todd Olin, from Landform is representing the Titcomb's in this request. He asked the Council if they would like an overview, or to respond to the comments made by the residents. Walker asked if he could do some of both.

Olin advised that this request is only to annex the land into the City. The Trailer part is currently a legal non-conforming use so it could not be expanded. There is also not a zoning available in the Township that would allow this use, so they are looking to annex it into the City. They are not proposing any development as of yet, just the annexation. We would agree that there are issues with the speed and traffic on Co Rd 2. Those are local issues and could be remedied with police monitoring.

They have not gone out of their way to avoid Baldwin, and they can meet with them. The item on the agenda for tonight is just the annexation. There is a separate project that they are working on, regarding a property that is in the city. If that property was to be developed, they are not proposing the connection of 4th Ave. When that project application is submitted, it would be reviewed by all departments and the ordinances and long range planning would be considered.

The mobile home park is currently on their own sewer and water system, which they do not need to currently change. If a development was put in and services were put out to that area, they would have their option of hooking up.

The city has not had a chance to review that application as of yet, as it has not been submitted.

Walker asked if he can speak regarding the lawsuit that was mentioned. Olin responded that he does not know anything about that, but can look into it. The owners of the properties are Kent Titcomb and his son Brenton Titcomb. Brenton was a resident of Princeton until recently. The park has a manager who is a relative and local. He has some staff members that help him maintain the park as well.

J Gerold asked Toven his thoughts.

Toven said in regard to the objections, he will need to look into them. He will report back. The Council could close the public hearing, and suspend the first reading.

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:44PM. J GEROLD SECONDED THE MOTION.

J Gerold thinks the Council can hold off on the first reading of the Ordinance so the questions can be answered. McPherson said we can put it the next agenda. Staff can work out the details and concerns.

B. Public Hearing - Request to Vacate Right of Way, Dunham's Addition

WALKER MOVED TO OPEN THE PUBLIC HEARING AT 7:52PM. J GEROLD SECONDED THE MOTION.

McPherson advised that per the Agreement with CKW Developers, the City is to vacate the right of way between Outlots 7 & 8, Dunham's Addition to facilitate the development of the adjacent vacant lot.

A public hearing has been scheduled, advertised and proper notice given to adjacent landowners.

The Council is asked to hold the public hearing. The first reading of the ordinance to vacate the right of way will be scheduled for May 27, 2021

WALKER MOVED TO CLOSED THE PUBLIC HEARING AT 7:53PM. HALLIN SECONDED THE MOTION.

WALKER MOVED TO OPEN THE PUBLIC HEARING AT 7:44PM. J GEROLD SECONDED THE MOTION.

C. Resolution 21-21 - Accepting donation from Ruzek Family to Police Department

ZIMMER MOVED TO APPROVE RESOLUTION 21-21 ACCEPTING A DONATION TO THE POLICE DEPARTMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Resolution 21-25 - accept Donation from Twice New Clothing for the Splash Park

J GEROLD MOVED TO APPROVE RESOLUTION 21-25 ACCEPTING A DONATION TO THE SPLASH PARK. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Resolution 21-26 - Donation from Twice New Clothing for Cemetery Entrance Flowers

HALLIN MOVED TO APPROVE RESOLUTION 21-26 ACCEPTING A DONATION FOR CEMETERY ENTRANCE FLOWERS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

F. Presentations from Sherburne County Representatives

1. County Activity Update - Bruce Messelt

County Administrator Messelt provided a report on Sherburne County Stats in regard to election results, taxes, population growth, new construction, transportation and planning, grants

and upcoming events and activities.

2. Assessors Update - Michelle Moen

Assessor Moen provided an update on Property values throughout the County

G. Request by Community Gardeners to Expand Garden

McPherson advised that Randy Hatch, Chair of the Community Gardeners' Board, in his presentation on April 22, 2021, requested permission to expand the garden south of Central Avenue in the cemetery. He also requested permission to tap into the water line to supply water to the gardens.

There appears to be a demand for garden space. The Gardeners do a good job of self-governing and caring of the space that they have been granted for use.

Staff recommends that Mr. Hatch's requests on behalf of the Community Gardeners be granted.

Walker and Hallin said they are both very much in support of a garden expansion.

ZIMMER MOVED TO APPROVE THE EXPANSION OF THE COMMUNITY GARDEN. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

H. Transfer Ownership of Industrial Land from City Council to EDA – Resolution 21-27

Hillesheim reported that the Industrial Park Land that the City has purchased needs to be transferred to the Economic Development Authority. The City Attorney drafted Resolution 21-27 that approves this process.

REYNOLDS MOVED TO APPROVE RESOLUTION 21-27, TRANSFERRING THE LAND FROM THE CITY OF PRINCETON TO THE PRINCETON ECONOMIC DEVELOPMENT AUTHORITY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

I. Wine and Spirits Grant Request form Mille Lacs County Relay for Life

Mille Lacs County Relay for Life is requesting a Wine and Spirits Grant in the amount of \$1000. The Funds benefit the community members through research, education, 24/7 help-line, free lodging and transportation to appointments.

J Gerold stated that she likes how they provide Free lodging. Staff was not sure how much they have received in the past. Staff can look into that and come back with that information in 2 weeks.

WALKER MOVED TO TABLE THE REQUEST UNTIL THE MAY 27TH MEETING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J. Wine and Spirits Grant Request for Princeton Ambassador Program

The Princeton Ambassador Program is requesting a Wine and Spirits Grant for \$2,500. The Ambassador program provides Scholarships to young woman who strive to represent and serve the communities.

Walker asked if they have received a grant from us in the past. He also asked if this is just for the Princeton area, or if it expands out a bit. McPherson added that she is participating in the interviewing process this year.

Walker thought the \$2,500 requested is a bit high. The standard rule is that it has to benefit Princeton Residents, not those in other cities. Hillesheim added that the Ambassador's do volunteer a lot in Princeton. Zimmer agreed that \$2,500 is a bit high.

Walker asked staff to get some more information and bring it back to the Council.

WALKER MOVED TO TABLE THE REQUEST UNTIL THE NEXT MEETING. REYNOLDS SECONDED THE REQUEST. THE MOTION WAS CARRIED UNANIMOUSLY.

K. Chamber of Commerce Special Event Permit for Rum River Festival Parade

Chamber director Kim Young has submitted a request for the Road Closure of Rum River Drive for the Rum River Festival. Frederick stated that staff has met with the Chamber Committee and all the plans have been reviewed and approved by them.

ZIMMER MOVED TO APPROVE THE SPECIAL EVENT REQUEST FOR RUM RIVER FESTIVAL PARADE. J GEROLD SECONDED THE MOTION. THE MOTION WAS CARRIED UNANIMOUSLY

1. Resolution 21-24 - Street Closure for Rum River Festival

Staff will forward the Street Closure Request to the County for approval.

HALLIN MOVED TO APPROVE RESOLUTION 21-24 TO CLOSE STREETS FOR RUM RIVER FESTIVAL PARADE. REYNOLDS SECONDED THE MOTION. THE MOTION WAS CARRIED UNANIMOUSLY

L. Approve Task Order re AWOS Relocation and Authorize Mayor's Signature

McPherson advised that in order to facilitate development of the industrial park, the AWOS on the airport needs to be relocated. Several potential sites have been identified, each with their own site constraints, impacts to development on the airport, and costs.

To better facilitate a policy discussion, staff has requested a task order from KLJ to develop

an exhibit and compile the requirements regarding the AWOS site locations. Attached is the task order with a not to exceed lump sum of \$4,192.76. As this work benefits the industrial park, the monies to pay for this service will come from the proceeds of the sale of the park. This work is not eligible for FAA/MNDOT planning monies, but the detailed site design and ultimate relocation costs will be eligible.

McPherson is requesting the Council move to approve the task order and authorize the Mayor's signature on the same.

HALLIN MOVED TO APPROVE THE TASK ORDER AND TO AUTHORIZE THE MAYOR'S SIGNATURE ON THE SAME. WALKER SECONDED THE MOTION. THE MOTION WAS CARRIED UNANIMOUSLY

M. CIP - Authorize Purchase of Rescue Boat

Lawrence reported that with the upcoming canoeing season and the increased activities on the lakes and rivers around us, he has researched the costs for a rescue boat, motor, trailer, and accessories. We have \$25,000.00 in the CIP to purchase a rescue boat and equipment this year. City ownership of a rescue boat and properly trained staff will reduce response times for water rescues as adjacent jurisdictions would have response time from 45 minutes to an hour.

He found a supplier that can fit us with a boat, motor, and trailer for less than \$10,000.00. He also has pricing for the safety equipment and supplies listed at \$3,500.00 and training at \$5000.00. The training would bring in an instructor to teach firefighters swift water and boat operation safety. If this training was completed before June 30th, we may be able to get the training cost reimbursed from State funding. The total cost for the equipment, supplies and training should not exceed \$18,500.00.

I am requesting that Council approve the purchase of the rescue boat, motor, trailer, accessories, safety equipment/supplies and authorize training. I have also included a second quote for pricing.

REYNOLDS MOVED TO APPROVE THE PURCHASE OF THE RESCUE BOAT AND NECESSARY EQUIPMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

N. Award 2021 Sealcoating Bid

Staff advertised on the city's Website, in the Finance and Commerce Magazine and the Union Eagle to solicit bids for this year's sealcoating project..

Only two bids were received.

| | |
|--------------------------------|------------------------|
| Allied Blacktop | \$.79 per square yard |
| 10503 89 th Ave. N. | |
| Maple Grove MN 55369 | |

763-425-0575
Contact: Peter Capistrant
Email: pete@alliedblacktopmn.com

Pearson Brothers \$1.17 per square yard
Office Manager -Missy Hallich
11079 Lamont Ave NE
Hanover, MN 55341
Office: 763-391-6622
Fax: 763-391-6627
Cell: 763-568-6403

B Gerold advised that there is \$160,000 budgeted for sealcoating this year. Doing the proposed roads will cost \$105,200 with Allied Blacktops rate of \$.79 per square yard. If staff decides to increase the square footage done, they will keep it within the budgeted amount of \$160,000.

Staff recommends a motion to approve the 2021 Sealcoating Bid of \$.79 per yard from Allied Blacktop Inc.

HALLIN MOVED TO APPROVE THE 2021 SEALCOATING BID OF \$.79 FROM ALLIED BLACKTOP. WALKER SECONDED THE MOTION. THE MOTION WAS CARRIED UNANIMOUSLY

O. City Administrator Bi-Weekly Report

Airport

Other than the Airport Advisory Board meeting, there haven't been any significant updates relating to the airport. KLJ and I are assisting Mr. Zigler with constructing a hangar on the airport. It appears that the required FAA form has been in a holding pattern at the FAA. As Mr. Zigler is enlarging the hangar, the form will need to be amended and resubmitted.

KLJ is providing the necessary assistance as it relates to the 19th/21st Avenue project. They most recently provided information regarding an appropriate location of a fence that is part of the road project.

The AWOS relocation is a significant discussion item. As it relates to both the City Council and the Airport Advisory Board, I would like to invite the Airport Advisory Board to the July 1 Study Session to discuss the AWOS and other airport-related projects.

Development Projects

Industrial Park

The title work needed for the plat has been ordered from Home Security Abstract. Staff has a tentative Planning Commission review and approval schedule. If all goes well, the plat and zone change process should be completed by mid-August.

We are awaiting Federal release of the Federal EDA grant guidelines so that we can modify and re-submit our previous grant to pay for a portion of the infrastructure in the industrial park. They should be released soon and notice of approval after submittal usually happens fairly quickly.

Residential Development

Staff met again with local developers regarding a potential residential development. We reviewed the information previously gathered and will be meeting again next week to discuss a detailed process schedule and possible financing relating to infrastructure expansion.

Staff attended the PUC work session on April 27 to discuss the Sherburne Lakes 55+ community. There were a number of “asks” by the developer during his presentation to the PUC and staff is benchmarking other community policies in regards to those “asks”. Specifically, the developer asked if public utilities could be placed in easements as the proposed roads would be private and they asked for a waiver of trunk fees as they would be taking on the cost of installing trunk lines. Staff will present the results of the benchmarking to the PUC at their May meeting. Administrator’s Bi-Weekly Report May 11, 2021 Page 2

Staff met virtually with Damien Toven and Kelly Bourgeois regarding annexation options in preparation for the June Study Session.

Building/Fire Inspection

Repairs have been made to Dollar General such that the public can safely enter and exit the building.

Finance

Finance Director Peters is working on developing an interim solution to make bill paying less labor intensive. There is a lot of paper handling when bills need to be paid and the bill list prepared for Council approval. Hopefully, the new finance software will further streamline the process.

We are currently working with Source Well, of which we are a member, to investigate the WEX fleet fuel card program. This would allow us to purchase gas at any station, receive a rebate for fuel purchased, and hopefully streamline the gas receipt collection and again, bill paying process. We can also set the program up to pay for services and repairs by department. There is no cost to participate in the program and staff believes that there could be cost savings for the City in both the rebate and in effort.

Staff continues to monitor the offerings in the ARPA legislation. At this time, states are waiting for guidance from the Federal government on the various programs and direct payments. The League of MN Cities and Coalition of Greater MN Cities are partnering on a webinar May 18 to provide staff with the information known at this time.

Upcoming Meeting/Event Reminders

- May 13 – Chamber Ribbon Cutting/Open House, 11 am
- May 21 – Marv’s 55th Anniversary Celebration, 1 pm
- June 3 – Study Session, Annexation
- June 10 – Rum River Festival Parade
- July 1 – Study Session, Joint Meeting with the Airport Advisory Board

COMMITTEE REPORTS

Zimmer announced that the PILOT Committee is having their first meeting on May 25th.

J Gerold reported that she attended the Chamber Ribbon Cutting today for their new Office on First Street.

ADJOURNMENT

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:53PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor