

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
DECEMBER 28, 2023, 7:00 P.M.**

1. Call to Order - Roll Call

Vice Mayor Jenny Gerold called the meeting to order and led the Pledge of Allegiance to the Flag. Councilors 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, Police Chief Todd Frederick, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Fire Chief Ron Lawrence, Technology Services Manager Ed Yost, Attorney Damien Toven, Liquor Store Manager Dylan Donner and Public Utility Manager Keith Butcher.

Mayor Thom Walker attended remotely from the library located at 6209 East McKellips, Mesa AZ 85215

2. Agenda Additions / Deletions

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

3. Consent Agenda

3.1. Approval of December 14, 2023, City Council Minutes

3.2. Employee Step Increases

3.2.1. Community Development- Planner Stacy Marquardt Step Increase effective 1-1-24.

3.2.2. Community Development Zoning Specialist Mary Lou DeWitt Step Increase effective 1-1-24.

3.2.3. Accountant Karen Hodge Step Increase effective 1-1-24.

3.2.4. City Clerk Shawna Jenkins Tadych Step Increase effective 1-1-24.

3.2.5. WWTP Chris Klinghagen Step Increase effective 1-1-24.

3.2.6. Fire Chief Ron Lawrence Step Increase effective 1-1-24.

3.2.7. Police Investigator Matt Mullins Step Increase effective 1-1-24.

3.2.8. Police K9 Officer Step Increase effective 1-1-24.

3.2.9. Police Officer Kristi Kuyper Step Increase effective 1-1-24.

3.2.10. Police Officer Arnie Soden Step Increase effective 1-1-24.

3.2.11. Police Officer Cole Wubben Step Increase effective 1-1-24.

3.2.12. Public Works General Maintenance II AJ Jones Step Increase effective 1-3-24.

3.2.13. Liquor Store Manager Dylan Donner Step Increase effective 1-9-24.

3.2.14. IT Manager Ed Yost Step Increase effective 1-9-24.

3.2.15. Accountant Lynn Hoheisel Step Increase effective 1-17-24.

3.3. Authorize Execution of Master Service Agreement, Lexipol & Princeton Police Department

3.4. Authorize Execution of Land Lease, Tim Braun

3.5. Knights of Columbus Gambling Permit for Raffle and Bingo on March 10, 2024

3.6. Accept PFRD Executive Board Election Results

3.7. Acknowledge Receipt of PFRD "No Confidence" Letter

3.8. Authorize Workplace Assessment

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

4. 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.*

Julie Delfass lives in Dalbo Township but is a business owner in Princeton. She is concerned there won't be a Fire Department to call when needed.

5. Old Business

5.1. Ordinance 844 - 2024 Fee Schedule Amendment - FINAL READING

HALLIN MOVED TO APPROVE ORDINANCE 844 APPROVING THE 2024 FEE SCHEDULE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

5.2. Ordinance - 842 Vacating Alley in Damon's Addition - FINAL READING

EDMONDS MOVED TO APPROVE ORDINANCE 842 VACATING THE ALLEY IN DAMON'S ADDITION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

6. New Business

6.1. Public Hearing - MN Investment Fund Program for North Woods Finishing, LLC

Marquardt advised that Northwoods Finishing is applying for a grant through the Minnesota Investment Fund program.

HALLIN MOVED TO OPEN THE PUBLIC HEARING AT 7:07PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO CLOSE THE PUBLIC HEARING AT 7:07PM WITH NO COMMENTS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

6.1.1. Resolution 23-96 Authorizing Submission of MIF Application to DEED for North Woods Finishing LLC

EDMONDS MOVED TO APPROVE RESOLUTION 23-96. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

6.2. Res. 23-95 Approving Amendment to Development Agreement TIF 9-3 (Elemet Group)

Marquardt advised that in the original agreement, it included the employee number and amounts for the five year plan instead of two years. They are proposing that the TIF Agreement be amended to include the two-year numbers.

HALLIN MOVED TO APPROVE RESOLUTION 23-95 APPROVING THE AMENDMENT TO DEVELOPMENT AGREEMENT TIF 9-3. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

6.3. Ordinance 845 Rezoning for Spire Credit Union - FIRST READING

HALLIN MOVED TO INTRODUCE ORDINANCE 845. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

6.4. Approve Changes to Personnel Manual Effective January 1, 2024

McPherson reported that as previously indicated, staff completed one final review of the Personnel Manual originally adopted in November. The following changes were made and are noted by either strikethroughs or highlights in yellow. Minor punctuation or spacing corrections are not noted.

Page 11 Changed Twitter to X

Page 15 Added an allowance to allow PFRD members to work for State and Federal agencies.

Page 33 Delete the first sentence under Vacation Leave, contextually it makes no sense.

Page 34 Delete the paragraph relating to Annual Leave; Annual Leave is no longer a thing and Police Officers did not have Annual Leave. The paragraph is unnecessary with the changes to PTO.

Page 35 Funeral Leave days are defined as eight (8) hour blocks; included reference to benefit eligible part-time employees as receiving pro-rated time.

Page 59 Modified the paragraph regarding the timing of payment to terminated employees to be consistent with statutory requirements.

Page 63 Modified the paragraph as on Page 15 noted above.

Pages 64-68 Added language relating to cannabis use and added or modified definitions in this section relating to DOT drug testing.

Staff recommends that the City Council adopt the above changes to the Personnel Manual effective January 1, 2024. Staff recommends the prohibition of firefighters working on two adjacent departments be removed. After the workplace assessment is completed by Flaherty and Hood that may be added back in.

HALLIN MOVED TO APPROVE THE CHANGES TO THE PERSONNEL MANUAL EFFECTIVE JANUARY 1ST 2024. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Residents that were in attendance were informed that this is not a public hearing. All firefighters will be contacted by Flaherty and Hood for the workplace assessment. They can talk about all their concerns at that time. Anyone not on the Department can email Administrator McPherson or the Council Members with their concerns.

6.5. Resolution 23-97 - Accept Donation to Police K9 from Shield Services

Frederick reported on December 18th, the Princeton Police Department received a donation in the amount of \$1000.00 from Shield Services, LLC. Shield Services asked that the donation be used for the K9 program. The Princeton Police Department is truly grateful for this donation. Shield Services has donated to the Princeton Police Department K9 program for many years and continues to assist the program in making it one of the best in the state.

The donation will be used for miscellaneous expenses throughout the year associated with the K9 program.

HALLIN MOVED TO APPROVE RESOLUTION 23-97. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

6.6. Res 23-98 - Accept Donation from Fairway Ponds to the Princeton Fire Department

Lawrence advised that he received a donation of \$100 from Fairway Ponds Townhomes for burning their brush pile last Sunday.

HALLIN MOVED TO APPROVE RESOLUTION 23-98. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

6.7. Resolution 23-99 Approving the 2024 Budget and Tax Levy

EDMONDS MOVED TO APPROVE RESOLUTION 23-99 APPROVING THE 2024 BUDGET AND TAX LEVY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPROVE THE 2024 CAPITAL EXPENSES AS LISTED IN THE 2023-35 CIP BUDGET. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

6.8. Bill List

HALLIN MOVED TO APPROVE THE DECEMBER 26 AND 28, 2023 CHECK REGISTERS CONTAINING CHECKS 87575 TO 87645 IN THE AMOUNT OF \$490,316.47, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 26 TRANSMITTAL REGISTER IN THE AMOUNT OF \$76,345.23 AND PAY PERIOD 26 CHECK REGISTER IN THE AMOUNT OF \$187,657.79. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6.9. City Administrator Bi-Weekly Report – None this agenda

7. Committee Reports

Edmonds reported Princeton Public Utilities had their meeting on December 20th. The electric rates will see a 1% increase, and water rates a 5% decrease.

Hallin advised that the Cable Commission negotiations were started in November. We should be receiving the final contract soon.

J Gerold stated that the Chamber of Commerce had their final meeting of the year, and they elected their officials for 2024.

8. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 7:28PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor