

**MINUTES OF THE STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JANUARY 4TH, 2023, 4:30 P.M.**

1. Call To Order / Roll Call

Vice Mayor Jenny Gerold called the meeting to order. Councilors present were Victoria Hallin, Jack Edmonds, and Jeff Reynolds. Staff present, Administrator Michele McPherson, Clerk Shawna Jenkins, Community Development – Planner Stacy Marquardt, IT Manager Ed Yost, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Dylan Donner, Fire Chief Ron Lawrence, Attorney Damien Toven and PPU General Manager Keith Butcher.

Mayor Thom Walker attended remotely.

2. Pledge of Allegiance

3. Building Inspection Program Transition

Marquardt advised that Princeton has used Metro West as the Building Official and Inspection Services provider for several years. We will be transitioning to MNSPECT starting this year. As we are transitioning services to a new provider there are many details that need to be worked out with both companies. State Rules along with the current Metro West contract are binding in what the City can do through this transition. Staff feels that Metro West should be compensated for the work they have completed on outstanding permits but also want to ensure that MNSPECT is paid for completion of these permits.

There are about 170 permits that have been issued under Metro West but have not been finalled because the projects are not complete. These permits by MN Rule must be transitioned to the new Building Official on the date the Metro West contract ceases. Because we value Metro West's business for the last 30 plus years, we would like to compensate them for the plan reviews they have completed with these permits. Plan reviews are done on all permits that are not over-the-counter permits and can be very time-consuming. There are roughly 35 permits that retain a plan review fee. All issued permits have been paid for, so the money is there to reimburse the company for their services. This would roughly come to about \$15,250 (note permits are fluid so this could fluctuate a bit up or down). We feel this is a fair way to transition to the new Building Official. The new company would then only be compensated for a portion of the remaining building permit fee for inspecting these permits, which they are amenable to.

If needed we may start MNSPECT sooner than February 2nd as we understand that Metro West may not want to continue to February 2nd if they are not going to get paid for permits where the projects are not 100% complete, which is what their contract language states.

To compensate Metro West for plan review fees only on permits that were issued through their company to date. This would not be paid until we received all active plans and permits back to our office and we officially part ways. We would also like to reserve the right to bump up the start date for the MNSPECT contract if necessary to accomplish a smooth transition.

3.1. MNSPECT Draft Contract – Informational Only

Marquardt provided the draft contract and supporting documents for MNSPECT. She said she met with their Staff and Attorney Toven. The documents are in draft form and have some sections that will be revised, and new language inserted.

Some of the language we will be adding to the contract is as follows:

1. Language that talks about the permits transferring over from Metro West and how that process and payment will look.

2. Refund policy language.
3. Insertion of Exhibit A and B as referenced in contract.
4. Payment schedule for reimbursement language will be added; and
5. Some other miscellaneous items.

Staff wanted the Council to have the bulk of the documents to review so the contract can be adopted at the January 11th City Council meeting. The Council will have the final documents with all the revisions with the January 11th City Council packet to review ahead of time.

4. Advisory Board Code of Conduct

McPherson would like to establish an Advisory Board Code of Conduct in place for all the current advisory Boards and any that the City Council may establish in the future. PPU Manager Butcher stated that they have their own Code of Conduct, so the PPU can be removed from this one.

J Gerold suggested it specify acting professionally and respectfully. She asked what the Council can do if there is an issue with the Fire Board, as they are appointed by the Townships. Toven suggested that in that case, a letter could be sent to the Town Board requesting another representative.

Walker mentioned that some of the Boards have Bylaws, we may want to add the Code of Conduct to those Bylaws as well.

5. Baldwin Township Incorporation

McPherson stated that the City has received a notice of intent from Baldwin Township to file for incorporation. McPherson, Marquardt, Attorney Toven and Attorney Bourgeois met via Zoom this afternoon to discuss the proposed incorporation and steps to object to the incorporation if the City Council chooses to go that route.

J Gerold questioned how Baldwin Township was going to provide services to their residents, as the statute mentions that. Princeton has a plant large enough to provide services to the Township and there is a sewer and water line that could be easily extended.

Walker would like to strongly object to the incorporation, and said it seems like Princeton cares more about the Baldwin Township residents than Baldwin does.

Walker, Hallin, Edmonds, and Gerold are in favor of objecting to the incorporation of Baldwin Township. Reynolds is supportive of the incorporation.

6. Adjournment

J GEROLD MOVED TO ADJOURN THE MEETING AT 5:06 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor