

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL
HELD ON APRIL 8, 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, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

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

CONSENT AGENDA

- A. City Council Minutes of March 25, 2021
- B. City Council Study Session Minutes of April 1, 2021
- C. Bill List
- D. Fireworks Sale permit for TNT Fireworks for Walmart Parking Lot
- E. Approval Hire Liquor Clerk Jane Shakespeare
- F. Res 21-17 – call for Public Hearing on vacation of Alley, Dunham’s addition
- G. Res 21-18 – calling for Public Hearing on Titcomb Annexation Request
- H. Approval to Obtain 2021 Sealcoat Bids
- I. DEED Restriction – Outdoor Recreation Grant
- J. Information: 2021 Events at Fairgrounds
- K. Information: Airport Advisory Board minutes of April 5, 2021

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

OPEN FORUM

OLD BUSINESS

- A. Ordinance 802 Schwartz Annexation Request – Final Reading

McPherson reported that Rick Schwartz has contacted the City and asked for this to be tabled indefinitely, as there are some various development ideas, but nothing concrete as of yet.

WALKER MOVED TO TABLE ORDINANCE 802 UNTIL SCHWARTZ REQUESTS IT TO BE MOVED FORWARD TO THE FINAL READING. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. Resolution 21-19 – Accept donation from Constance & Rodney Hamann to Fire Department

Lawrence reported that the Fire Department has received a donation from Constance and Rodney Hamann.

J GEROLD MOVED TO APPROVE RESOLUTION 21-19 ACCEPTING THE DONATION FROM

CONSTANCE AND RODNEY TO THE FIRE DEPARTMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Wine and Spirits Grant Request from Light up Princeton

Hillesheim is requesting a \$2000 Wine and Spirits Grant Request for Light up Princeton. This past year was the first year of the event and it went very well. The Grant will be used to encourage 4 youth organizations to volunteer to help set up and take down the lights. Each youth organization will be required to provide a certain number of volunteers for a set number of hours. For their time they will receive \$500. We will just 4 different organizations from a hat each year.

Peters reported that the year-to-date balance in the Liquor Fund is \$255,000.

ZIMMER MOVED TO APPROVE THE \$2000 WINE AND SPIRITS GRANT REQUEST FOR LIGHT UP PRINCETON. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. School District – City Joint Workgroup, Fieldhouse/Community Center project

McPherson advised that Superintendent Barton has asked to convene a School District-City Joint Work Group to work through the issues raised on April 1 regarding a fieldhouse/community center project.

Members from the School District will be:

- Superintendent Barton
- Business Manager Czech
- Community Education Director Anderson
- Two Board Members who serve on the District' Long Range Planning Committee

I propose the following City Members:

- Two City Councilors
- Administrator McPherson
- Finance Director Peters
- Community Development Manager Hillesheim

Recommendation: Motion to appoint the above City representatives to the School District-City Joint Work Group for the Fieldhouse/Community Center project.

Council consensus was that Zimmer and Hallin will be in this work group.

D. Approve KLJ Scope of work

McPherson advised that the airport runway project needs to be re-bid. KLJ has submitted the attached scope of work to complete the tasks necessary for the re-bid. KLJ has confirmed that MNDOT will fund 75% (\$11,611.74) of the cost of the work, leaving the City's share at 25% (\$3,870.58).

Recommendation: Motion to accept the scope of work submitted by KLJ for the airport runway and authorize the Mayor's signature on the same.

HALLIN MOVED TO APPROVE THE MAYOR TO SIGN THE KLJ SCOPE OF WORK. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. CIP – approval to purchase lawnmower

B Gerold advised that the Park and Recreation 2021 CIP budget includes \$25,000 for the purchase of a lawn mower. Staff is proposing that the city purchase 1 Toro Master 7500 D Series mower. This mower is on the State Bid, and we are looking to purchase this from MTI. The Quote follows. A motion to approve the purchase is recommended.

J GEROLD MOVED TO APPROVE PURCHASE OF THE TORO MASTER 7500 D SERIES MOWER. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

F. CIP – Approval to purchase Playground Equipment for Civic Center Park

B Gerold reported that the Park Board has put in the 2021 CIP for playground equipment for the Civic Center park area, staff has found an exceptional opportunity on a new unit from Game Time. It is listed at a 40% discount at this time for \$48,108.00, normally \$80,180.

There is \$50,000 budgeted in the CIP. The Quote from Game time was provided for review. With the material surcharge and freight, we will be \$5,380.40 over what was allocated; however, we are \$2,445.30 under budget on the lawnmower purchase leaving \$2,935.10 left to cover. After discussing this with the Finance Director we should be able to cover the difference from the same fund with what was budged for paving in Riverside Park due to the donation for Bernick's.

WALKER MOVED TO APPROVE CIP PURCHASE OF PLAYGROUND EQUIPMENT FOR CIVIC CENTER PARK. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

G. City Administrator Bi-Weekly Report

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

Airport: The meeting with the FAA on the release of Parcels 2, 10, 11 and 18 for the 19th/21st Avenue connection project went fairly well but revealed that there will be some significant work in order to release Parcel 18 (see attached map for reference). Parcel 18 is tied to both FAA and MNDOT acquisition monies, so the release needs to go through "environmental review" as part of the FAA's release review. FAA's guidance recently changed, so they have a new set of standards that they are working through, so we are waiting for a list of items that they will need for this review. That list should be arriving in approximately two weeks. The lessons learned here will assist staff should the Council desire to sell the Flight Service Station as the same funding sources were used for its purchase and a similar review process will be required. I continue to review the Airport Zoning Ordinance and the process to update the ordinance to remove the cross-wind runway. I prepared the agenda for and attended my first

Airport Advisory Board meeting.

Development Projects:

AT & T Tower: We have been in contact with the various consultants on transferring the tower to City ownership. We provided our FCC registration number, confirmed that the tower does not need a light or special paint to comply with FAA regulations, and requested a replacement value for insurance purposes. Landscaping will go in once the weather permits and supplies are available.

Shipwreck Building: The Smiths are currently evaluating the numbers on this project. Staff provided them information on SAC/WAC fees, electrical connection fees and the contact information for Coborn's on the fee in lieu of special assessment payment.

Connexus Energy: I met with representatives from Connexus Energy. They are very active in maintaining community relations in Princeton as their largest commercial and industrial account base is in the city. There will be an event in June for the solar installation on the Prairie Restoration site. They are working to eliminate their \$3.95 credit card service fee.

Howard Homes: Staff met with Dan and Dylan Howard regarding the commercial property they own in Rivertown Crossing. They were interested in the City's plans for the industrial park and to determine how they and the City could work together to market their commercial property. They are interested in selling it given the significant tax payments that they are making on vacant land.

Northwoods Finishing: Staff met with Northwoods Finishing to confirm their interest in locating in the new industrial park. They are looking at four to five acres and to construct an initial building of 50,000 square feet with room to expand. Staff has requested a scope of services from WSB to prepare the preliminary and final plat so that it can go through the approval process.

CKW Developers: The vacation of the right of way adjacent to the CKW site is outstanding. The call for a public hearing was on the agenda and this item should be completed by the end of May.

Finance/Personnel

She advised that she completed the last of my meetings with staff, visiting both the Liquor Store and Fire Station. The new cell phones for staff have been deployed. An updated directory should be distributed shortly. I would respectfully remind the Council to use city-issued devices to communicate with staff regarding city business.

Staff met with Northland Securities to review the Tax Increment Financing districts, reporting and district establishment. Two districts, 8-3 and 8-4 did not have projects that moved forward and will not be certified. It is the recommendation from Northland Securities that these districts be rescinded by Council resolution. A resolution will be placed on a future Council agenda.

Casual Fridays have been implemented. Blue or black jeans paired with "Princeton wear" – logo'd shirts or name badges are allowed.

Upcoming Meeting Reminders

May 6 – Joint Meeting with the Princeton PUC

September 11 – Public Safety Day, 10 am to 2 pm

She added that she would like to check into having some type of Panic button in the office where it would call the police if there was an issue.

COMMITTEE REPORTS

Walker apologized for missing the recent Airport Board meeting.

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:43PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor