September 10, 2020 City Council Meeting
Sep 10, 2020 7:00 PM CDT

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MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 27, 2020 7:00 P.M.

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Jack Edmonds Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist 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

Barbian would like to add an update on the Finance Director position hiring. He will provide an update under the Reports section of the agenda.

J GEROLD MOVED TO APPROVE THE AGENDA AS AMENDED. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Study Session meeting Minutes of August 6th, 2020
B. Regular Meeting minutes of August 13, 2020
C. Special Meeting Minutes of August 21, 2020

J GEROLD MOVED TO APPROVE THE AUGUST 6, 2020 STUDY SESSION MINUTES, THE AUGUST 13 2020 REGULAR MEETING MINUTES AND AUGUST 21, 2020 SPECIAL MEETING MINUTES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
C. Donations and Designations

OPEN FORUM

Lee Steinbrecher notified the Council that there has been a citizen group started to save the Princeton Public Utility Commission. Some false information has been passed along that they are the most expensive in the area. However, the study that was done shows that they are average in comparing them to other local utility companies. The Citizen group will challenge every untruth stated and get the correct information out to the residents. They trust the Utilities Commission and they are there to make the best decisions for the residents.

PUBLIC HEARINGS - None

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES
A. Public Utility Commission agenda packet for August 26, 2020

J Gerold gave an update on the Public Utilities meeting. They have changed the billing a bit to color code it so it is easier to understand as to what is electric, water and sewer. An informational sheet and survey went with the bill as well. Much of the meeting was discussing the Council’s vote to include the question on abolishing the public utilities on the November ballot.

B. Planning Commission Minutes of August 17, 2020

C. Finance Director hiring update

Barbian said they have had a good response to the job posting and have reviewed the applicants narrowing it down to several to interview.

Edmonds asked if the entire council will be interviewing the candidates. Barbian stated that he believes as has been done in the past, 2 council members, and himself will conduct the interviews.

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

A. Mille Lacs Relay for Life Special Event Permit for August 30, 2020

Frederick and B Gerold have reviewed and have approved of this application.

REYNOLDS MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR MILLE LACS RELAY FOR LIFE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. FEMA Approval for Sherburne County Mitigation Plan

Lawrence advised that the City has received a letter from FEMA approving the Sherburne Mitigation Plan.

Thank you for submitting the adoption documentation for the Sherburne County Multi-Hazard Mitigation Plan. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. The Sherburne County plan met the required criteria for a multi-jurisdiction hazard mitigation plan and the plan is now approved for the city of Princeton. Please submit the adoption resolutions for any remaining jurisdictions who participated in the planning process.

The approval of this plan ensures continued availability of the full complement of Hazard Mitigation Assistance (HMA) Grants. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted.

We encourage Sherburne County and the participating jurisdictions to follow the plan’s schedule for monitoring and updating the plan, and to continue their efforts to implement the mitigation measures. The expiration date of the Sherburne County plan is July 30, 2025. To continue project grant eligibility, the plan must be reviewed, revised as appropriate, resubmitted, and approved no later than the plan expiration date.

Please pass on our congratulations to the city of Princeton for completing this significant action. If you or the communities have any questions, please contact Cadence Peterson.
C. Allow the Emergency Declaration to expire midnight 8-27-20

Lawrence said they are recommending the Council allow this to expire, and continue following that state mandates.

Reynolds thanked the emergency management team for all their work through this. J Gerold added that staff and residents really have no idea just how much time Lawrence, B Gerold and Frederick spent on this the last few months.

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Public Safety Storage Building Site plan – FYI, no action needed

DeWitt’s Memo advised that the City of Princeton is purchasing a 1.907-acre section of land adjoining the Princeton Public Safety Building located at 305 21st Avenue South, from the west (backside) of the site. This added land will accommodate the addition of a storage building for the Police and Fire Department. The land is in Princeton Township and the City Council is in the process of annexing this section of land into the City. When the City receives approval of the annexation, staff will complete an Administrative Lot Line Adjustment to add the section of land to the:

Public Safety Building, Lot 8, Block 1, Aero Business Park First Addition.

The proposed storage facility will be 60’ x 104’ sq. ft., totaling 6,240 square feet. No water or sewer will be extended to the building. There will only be electrical and the Princeton Public Utilities are aware of the expansion.

Zoning:
The proposed annexed section of land will be attached to the Public Safety Building and automatically zoned as B-3 General Commercial District.

Setback requirements:
Side yard minimum 5 feet, proposed setback on the north side 21’ feet and south 429’ feet Rear yard minimum 20 feet, proposed setback is 55’ feet
Maximum height 30 feet, proposed building will be 26’ feet in height

Stormwater Pondage:
The City Engineer has designed the Site Plan with the grading and drainage. The maximum lot coverage not to exceed the 60% requirement and the proposed Site Plan is 43%. No additional pondage will be necessary.

Driveway:
There will be asphalt added from the back of the current Public Safety Building to this storage facility.

Sidewalk:
In the B-3 District the requirement is for a 6’-foot sidewalk and this proposed site is installing a 4’-foot sidewalk along the front garage door area and along the south wall. The site will be fenced in and residents will not be able to access it so the sidewalk area should be okay.

**Lighting:**
There will be lighting installed on the building above the doors on the front and back of the building and one light on the two sides. The lighting will be directed downward with LED lighting. There are no proposed light poles.

**Building Materials:**
The building will be a pole building with a cement floor. The metal will be exposed fastener in a color to match the Public Safety Building. There will be four garage doors in a maximum height of 14’ feet at the front of the building along with a standard service door and standard garage door.

**Site Plan Review Recommendation:**
The Planning Commission has approved the Site Plan application at their August 17th meeting with the following conditions:

1. Contingent on State approval on the annexation of the section of land.
2. Lot Line Adjustment Resolution be recorded at Mille Lacs County.
3. A Building Permit shall be applied for and approved prior to construction.
4. Installation of the fence follow the Zoning Ordinance requirement.
5. The sodding or seeding must be completed. If because of weather conditions sodding and/or seeding is unadvisable, it should be in compliance by no later than July 1st of the following year.
6. The driveway area must be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface is unadvisable, it should be in compliance by no later than July 1st of the following year.

**B. Letter of Support for Simulcast System Grant**

Lawrence stated that staff has written a letter to show their support for the simulcast system. It was requested from Mille Lacs County so they can send it in with the grant application. Staff is asking for the Mayor to sign the letter so it can be sent to the County.

ZIMMER MOVED TO APPROVE THE LETTER OF SUPPORT FOR THE SIMULCAST SYSTEM BE SIGNED AND SENT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

A. Princeton Fire Relief Association Retirement Benefit Increase request
Lawrence advised that the relief committee met and discussed increasing the retirement amount for the firefighters. The committee agreed that we should suggest that we raise the amount from $3600.00 to $4100.00. This amount would still keep the amount 121% funded.

The firefighters agreed that this would be a good increase and also keep the city safe with the 121% funding. He is looking for council approval to raise the retirement to $4,100.00.

J Gerold stated she has a conflict of interest and removed herself from this discussion and vote.

Schumacher said he was on this committee that looked at this. In the discussion, they could split the difference, but it is required to be an even amount. He spoke with another fire department who had a goal to get to 106%, but he understands the council’s goal is to keep it about 120%. He added that if the percentage does not increase, there would not be an increase in the rate.

Lawrence stated that summer of 2023 is when they will meet their 5-year requirement, so they do expect some retirements at that time.

Zimmer says that this shows the firefighters the city cares about them. We want to retain people, and hire new. He does not think it should be an automatic 120% percentage. Lawrence added that since being in the PERA program, it is a safe program and they have seen how the funds are doing well.

Zimmer asked if we were in the ballpark of neighboring communities. Lawrence replied that they are higher than Milaca and Baldwin, but lower than Cambridge and Isanti. He can share some information put out by PERA that shows all the cities and their different levels.

Schumacher asked if there should be a committee again to look at this next year. Zimmer replied that he thinks it is a good idea.

**ZIMMER MOVED TO APPROVE THE RETIREMENT BENEFIT INCREASE FROM $3600 TO $4100 PER YEAR. EDMONDS SECONDED THE MOTION. VOTE 4:0:1 ZIMMER, EDMONDS, REYNOLDS AND SCHUMACHER IN FAVOR, J GEROLD ABSTAINED. THE MOTION CARRIED.**

B. Adoption of MN State Fire Code

Lawrence stated he is asking for the council to adopt the Minnesota State Fire Code book for the City of Princeton and for the Princeton Fire and Rescue Department. This is also a recommendation from the State Fire Marshal’s office.

**REYNOLDS MOVED TO ADOPT THE MN STATE FIRE CODE AS RECOMMENDED BY THE STATE FIRE MARSHAL’S OFFICE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

C. Request for disposition of squad car

Frederick advised that he is council authorization to dispose of a 2015 Ford Police Interceptor Utility (Squad 525, Vin # 1FM5K8AR5FGC26848) with approximately 98,000 miles on it. The vehicle that is being disposed of is within the normal replacement plan with the police department.

He has been able to negotiated a sale of the squad car to the Baldwin Fire and rescue Department. He has reached a satisfactory price of $5,700.00. In past history we have been
averaging approximately $3,500.00 to $5,500 at auctions. The sale of this squad car to the Baldwin Fire Department would fulfill their needs in regards to a much-needed response vehicle to calls. The other advantage is the we are saving money in our tear down as Baldwin Fire will be using the current lights in the vehicle.

With the department still being cognitive of getting the most out of the police department’s used equipment it would allow the department to use the $ 5,700 from the sale of the vehicle to offset expenses with a new camera that is needed for the new squad that wasn’t budgeted.

ZIMMER MOVED TO APPROVE THE SALE OF THE SQUAD CAR AND USE OF THE PROCEEDS TO BUY NEEDED CAMERA EQUIPMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $158,008.36 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81642 TO 81689 FOR A TOTAL OF $219,467.86. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher asked Finance Director Jackson if the checks will go back to one stamp and 2 signatures now that the Emergency Declaration is expiring. Jackson responded that since it was only done during the emergency management period, it will automatically revert back to only one stamp being allowed.

Hillesheim shared a photo of the Riverside Boat launch that is almost complete. Just the dock system needs to done. Public works has been working right along with the contractors, and the project is looking great.

J Gerold said she agrees it is looking great, it is very exciting to see these improvements.

B Gerold said he was called by Mille Lacs Sheriff and they are going to bring their rescue boat down to try the launch out.

Hillesheim reported that the ribbon cutting for the park will be September 28th and 4:30pm

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 7:57PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:
Shawna Jenkins Tadych Brad Schumacher, Mayor
City Clerk
Mayor Brad Schumacher called the meeting to order. Council members present were Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell and Fire Chief Ron Lawrence.

AARP – Age Friendly Community – presented by Jay Harpaala

Hillesheim advised the City of Princeton has been working in guidance from Jay Hapaala from AARP, along with Julie Schoen to begin the process of becoming an Age Friendly City.

Governor Walz proclaimed the State of MN as an age-friendly state. Stating an Age Friendly Minnesota is: A statewide policy to promote healthy aging requires engaging with older adults as contributors to the social, economic and civic fabric of our communities, encouraging physical and psychological health and well-being.

ANALYSIS:
AARP focuses on projects that allow people to age in place and provide inclusive opportunities for aging adults to maintain healthy and connected lifestyles.

Julie Schoen and her committee of volunteers who currently represent ACT on Alzheimer’s are dedicated to using their experience to lead Princeton through the process.

RECOMMENDATION:
City staff requests the Council’s approval to permit staff to move forward with Resolution 20-48 to declare the City of Princeton as an Age Friendly City.

EDMONDS MOVED TO APPROVE RESOLUTION 20-48 TO DECLARE THE CITY OF PRINCETON AS AN AGE FRIENDLY CITY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Discussion on recording Council Meetings – continuation from 7-2-20 Study Session

Barbian advised that the plan is to continue recording meetings as we have been. Once the meetings go back to normal, the meeting Owl will be used to stream the videos on the City’s Facebook page, and they will be put on the city’s website as well.

Edmonds asked how long the meetings are required to be kept. Hillesheim replied that she believe it was 3-6 months. Jenkins confirmed that according to the Data Retention schedule, audio and video recordings from open meetings are required to be kept for 3 months. Hillesheim added that staff is planning to keep them up for at least a year. Once a new year is started, 2 years prior will be deleted to keep the amount on our website down to a manageable amount.

EDMONDS MOVED TO CONTINUE RECORDING THE COUNCIL MEETINGS AND MAKE THEM AVAILABLE ON THE CITY’S WEBSITE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Accept donation of land from Rogers, Richard and Cheryl Anderson
Barbian gave a brief update on this lot. There have been a couple interested people looking at the land to purchase and develop.

J Gerold wanted clarification that during the road / water project, they were offered fill to make the lot buildable, and WSB had offered to remove the pipe. B Gerold confirmed that was correct.

Barbian stated Anderson’s have been paying the property taxes, but not the assessments.

**Trail Snow Clearing**

**BACKGROUND:**
Mayor, Council and community members have requested the Public Works Department consider the consequences of plowing the trails throughout town for the upcoming winter. Upon further review Public Works Staff have clarified it is possible taking into consideration equipment and staff time.

**ANALYSIS:**
City staff have discussed the idea with the Parks Board and they are supportive of the City plowing these paths.

Discussion of plowing trails raised questions on how the Princeton Township or County trails would be cleared. Questions include: who’s cost, by whom and if the City would be allowed to plow trails on County routes within the City limits?

**RECOMMENDATION:**
City staff recommends plowing trails within the City of Princeton, concluding a follow-up discussion with the County as directed by the Council.

Reynolds asked if the trail that goes underneath Hwy 169 would be a little higher up on the priority list, as it seems that it would likely be used more than the one on the north side. B Gerold said the portion under Hwy 169 will likely be a bit tricky with the snow wash from the plows going over the bridge, but it would be used much more than the trails on the north side.

B Gerold said he was asked by Sherburne County if we were going to clear the new trail. B Gerold said he had told them at the time that the city does not clear the trails in the winter. He will reach out to them to update them that we are making that change for this winter.

Barbian asked B Gerold if the County could clear that section of trail with their wing blade. B Gerold replied that there is some boulevard in there, so that is not an option as they would be tearing up sod.

**ZIMMER MOVED TO APPROVE THE CITY TO CLEAR THE SNOW FROM THE CITY’S TRAILS. J GEROLD SECONDED THE MOTION.**

Schumacher suggested a friendly to include that it will be started for winter 2020 – 2021 and reviewed to determine whether it will be continued.

**ZIMMER AND J GEROLD ACCEPTED THE FIRNEDLY AMENDMENT TO INCLUDE THAT IT WILL BE FOR WINTER 2020 – 2021 AND THEN REVIEW. THE MOTION CARRIED UNANIMOUSLY.**
Airport Hanger Lease terms

Barbian reported that a new hanger prospect would like a longer-term land lease for financing purposes and to have rights to rent the land the hanger is to be placed on. Currently the city offers two lease options. A 5-year lease at 8 cents or a 10-year lease at 10 cents. The prospect would like rights to the land for an extended period, 20 years at a maximum lot rental rate.

Currently the lease calls out in section 29 a right of first refusal on a land lease and in section 5 a clause calling for a right of Revision of Rents. A clarification of the meaning of these two sections has been requested from the City Attorney. Upon gaining greater clarification, modification(s) to the terms may be appropriate depending upon the outcome of the City Council discussion.

The practice of the City has been to allow renewals at whatever terms are available when requested. For example, if a party wished to have their lease rewrote for five or ten years now it would be able to be rewrote at eight cents or ten cents respectively. The current lease rate, according to a memo from 2004 has been in place for at least 33 years. For your information, an imperfect survey of lease rates conducted by another airport is attached. In addition, tenants are responsible for paying personal property tax collected by the County. Research on typical amounts is being researched.

ANALYSIS

With new buildings often times a longer term is needed for financing as well as to encourage investment. Establishing rights on land rentals to place a hanger will provide an owner greater predictability. A question that comes up is how long of a period of time would the City be willing to consider for land rental rights and how long of time period is the City comfortable with to establish a rate?

The hanger owner mentioned above is requesting, a 20-year lease, with the first ten years at 10 cents and thereafter not to exceed 20 cents per square foot.

J Gerold added that she was in Barbian’s office when he received the phone call regarding this. Like Princeton, many other airports have not increased their rates in many years. The leases are just renewed for the same rate. However, she doesn’t want to be locked into a low rate for 20 years if it were to be increased.

Barbian said there have been some discussions in regard to the lease rates.

Gerold said the Buffalo Airport looks at their lease rates every year to determine if the lease rate needs to be increased.

Edmonds stated the he would think a lease should be open ended, since they own the building on airport land. Schumacher said that banks financing these hangers probably would not want an open-ended lease in case of a default.

J Gerold she feels the lease and policy should be reviewed and amended as needed.

Ramage said he just had a T hanger, but there are other costs associated than the land lease. He just had a small T-hanger and the personal property taxes were about $700 per year. It
doesn’t necessarily equate to cheap. Although, he does know Mille Lacs county is quite a bit cheaper than Sherburne County. There is even a T hangar that is both located in Mille Lacs and Sherburne, so they pay a personal property tax to both counties.

Schumacher stated that this looks to be a very complex issue and there is a lot of information to review and go through. He can foresee it being on a few upcoming meetings.

Zimmer would like to set a moratorium to hold off on any new leases until the Council is able to review leases, policies and rates.

Zimmer would like to see all the contracts the city has and have them reviewed and approved by the Council yearly, as is done with the yearly licenses. He would like to meet with the Airport Board and staff.

Schumacher asked Zimmer how long he would like a moratorium to be for.

**ZIMMER MOVED TO APPROVE A 60 DAY MORATORIUM ON SIGNING ANY NEW AIRPORT LEASES. J GEROLD SECONDED THE MOTION.**

Edmonds asked about the lease that just asked about a longer lease. Schumacher responded that the party has already signed a lease. Barbian added it was a 10-year lease.

**THE MOTION CARRIED UNANIMOUSLY.**

Council consensus was to have the airport lot leases on the consent agenda for approval to renew each year.

Barbian said he is not aware of when they end. Jenkins responded that they all end on December 31st. if a new lease is signed in the middle of the year, it would be a bit short of 5 or 10 years when it was up for renewal.

Schumacher asked the Council is okay with the study sessions seating to be laid out the way it has been to continue with social distancing and allowance of the meetings to be recorded by the meeting owl. The consensus was to continue this seating arrangement.

**Adjournment**

REYNOLDS MOVED TO ADJOURN THE STUDY SESSION AT 6:04PM. EDMONDS SECOND-ED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

______________________________  ATTEST:
Shawna Jenkins Tadych
City Clerk

______________________________
Brad Schumacher, Mayor
RESOLUTION #20-49

A RESOLUTION ACCEPTING $1000 DONATION FROM SHERBURNE STATE BANK FOR A BENCH FOR THE RIVERSIDE-RIEBE PARK PROJECT

WHEREAS, The Sherburne State Bank donated $1000 to the City of Princeton

WHEREAS, the Sherburne State Bank has requested their donation be used for a bench in Riverside-Riebe Park.

WHEREAS, this Business has donated a total amount of $1000

WHEREAS, the City Council of the City of Princeton agrees that said contributions would be of benefit to the citizens of Princeton,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Princeton, Minnesota hereby acknowledges and agrees to accept said donations by Sherburne State Bank, who have donated on behalf of the citizens of Princeton.

BE IT FURTHER RESOLVED that the City Council of the City of Princeton designates said donation to be used for a bench for the Riverside-Riebe Park Project as requested.

ADOPTED this 10th day of September, 2020.

ATTEST: Brad Schumacher, Mayor

Shawna Jenkins Tadych
City Clerk
MINUTES OF THE PROCEEDINGS OF THE PARK & RECREATION ADVISORY BOARD OF THE CITY OF PRINCETON IN THE COUNTY OF MILLE LACS AND IN THE STATE OF MINNESOTA
REGULAR MEETING
MONDAY, JULY 27, 2020

Gruber, Travis Koenen, Jill Papesh, Robert Peters, Jacquilien Strandberg, and Carla Vita.

Others: Bob Gerold and Jules Zimmer

1. Call to Order
The Park and Recreation Advisory Board met in Regular Session and Chairman Jill Papesh called the meeting to order at 6:60 PM.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Jill Papesh</td>
<td>Chair</td>
<td>Present</td>
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<tr>
<td>Blake Broding</td>
<td>Vice-Chair</td>
<td>Present</td>
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<tr>
<td>Carla Vita</td>
<td>Secretary</td>
<td>Present</td>
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<tr>
<td>Aaron Gruber</td>
<td>Board Member</td>
<td>Present</td>
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<tr>
<td>Travis Koenen</td>
<td>Board Member</td>
<td>Present</td>
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<tr>
<td>Robert Peters</td>
<td>Board Member</td>
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<tr>
<td>Jacquilien Strandberg</td>
<td>Board Member</td>
<td>Present</td>
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<tr>
<td>Bob Gerold</td>
<td>Staff</td>
<td>Present</td>
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<tr>
<td>Jules Zimmer</td>
<td>City Council Liaison</td>
<td>Present</td>
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2. Approval of Minutes of Regular Meeting of June 22nd, 2020
The following were requested to be modified in the June 22, 2020 minutes. 6) 1 - Change Grand Trail to Great Northern Trail.

Conversation on what was literally said and intent from the previous meeting. Zimmer wanted minutes noted that Staff does have an idea to where funding for grants will come from. Not
100% certain. He wanted it known that Staff and the Council will figure out where funds will come from if a grant is received. Papesh stated that the Park and Recreation Advisory Board wants to know that funds exist before recommending approval of a grant as that is the Board’s responsibility. Vita, indicated that when she writes minutes she writes what is said, not intent as she cannot assume intent.

Motion by Broding, second by Strandberg to approve with the changes. Motion carried unanimously.

3. New Business:
   a) Discussion on plowing trails
      Gerold informed that the City maintains sidewalks adjacent to City Property and other locations as stated by City Ordinance. The Mayor has requested Park Board’s advice on maintaining paved trails. Vita questioned if the City owns the equipment to plow. Gerold stated that the equipment to plow is owned by the City and informed the plowing priority schedule. Discussion on insurance, salt on trails, vandalism and paved trails within parks. Continued discussion on what other cities do to plow trails. Conversion on kids using trails to get to school.
      Via consensus the Park Board is recommending to plow the trails, furthermore, that we will re-consider in a year. Peters wanted it known that he is against the plowing due to his concern of people falling.
   b) Logo - Tab B
      Gerold informed that the City is re-branding. Broding informed that he has been marketing for over 30 years and that the current logo is good and people identify the logo to Princeton, which is the purpose. Broding informed that consistency is important. He recommended not changing the logo at all, but if change is chosen, options #1 or #6. Papesh stated that she does not agree on the logo process as the citizens were not given input. Koenen informed that he was not aware of the new logo process. Papesh stated that re-branding is expensive, that we are in the middle of a pandemic and the funding is needed for other areas of the City, including parks. She stated she prefers the current logo, but if it determined to change, option #1. Papesh stated that Princeton has been known for decades to be the “City of Flowers” not “On the River’s Edge”. Broding thanked Zimmer for asking the Park Board.
      Gruber has rebranded and been a part of re-branding numerous times. He stated that who gets to have input, process, why, etc are all important. Gruber is also not impressed with the options. Difficult to read “Princeton” in the logos. Cattails are busy. Logos and taglines need to be memorable, neither are memorable. Papesh stated her concern that other logo companies were not consulted. Gerold informed that the Community Development Director and Chamber chose the company to create the logo. Peters stated she does not prefer any of the options.
Via consensus the Park Board is recommending to not change the logo or to come up with a better option. The name of the City needs to “pop”.

4. Reports by Staff
   A. Mark Park
   Gerold informed that the park is doing well. Zimmer informed that the fence at Solheim is being painted.

   B. Splash Park
   Closed - no report.

   C. Riverside Park
   1) Update on project
   Gerold informed that the Board has a memo from Hilleshiem regarding the Riverside-Riebe Park Update. Papesh stated that she called Hilleshiem and Papesh was informed that bids came higher than expected. Looking at donations. Papesh stated that Hilleshiem informed her that park project completion is expected in July 2021. Vita inquired to the Pollinator garden. Gerold informed that it will be contracted. Hilleshiem informed Papesh that 2 benches were donated.

   D. Rainbow Park
   No updates.

   E. Riebe Park
   1) Picnic shelter update
   Gerold informed that the Lion’s are putting in the picnic shelter.

   F. Pioneer Park
   Gerold informed that his team is cutting buckthorn.

   G. Riverview Terrace Nature Park
   Gerold informed that his team is working on buckthorne and prickly ash. Mosquitoes have been low.

   H. Civic Center Park
   1) Multi-generational exercise equipment grant update
   Papesh informed that the City did not receive the AARP grant. Hilleshiem will be investigating to why.
5. Old Business:
None

6. Miscellaneous:
Next month’s meeting will take place at Rainbow Park.

7. Adjourn
Motion by Koenen second by Gruber to adjourn at 7:11pm. Motion carried unanimously.
# City of Princeton

## Special Event Permit Application

**Application fee $25**

<table>
<thead>
<tr>
<th><strong>Contact Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group/Organization:</strong></td>
<td>Neighbors on the Run (631) 389-5800 - Bar</td>
</tr>
<tr>
<td><strong>Contact Person:</strong></td>
<td>Joe Holz</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(631) 389-5800</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>589 5th Ave N, Princeton</td>
</tr>
<tr>
<td><strong>cell:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>email:</strong></td>
<td>holzje@<a href="mailto:j@yahoo.com">j@yahoo.com</a></td>
</tr>
<tr>
<td><strong>Event Day on-site Contact:</strong></td>
<td>Oct 2-3rd</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Event Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Event:</strong></td>
<td>Anniversary Party</td>
</tr>
<tr>
<td><strong>New or Renewal (date of last event):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Event Name/Title:</strong></td>
<td>7th Year Anniversary Parking Lot Party</td>
</tr>
<tr>
<td><strong>Description of Event:</strong></td>
<td>Live Bands, outdoor bar, outdoor Burger + Brats Kids event during the day</td>
</tr>
<tr>
<td><strong>Proposed Location:</strong></td>
<td>Main Parking Lot</td>
</tr>
</tbody>
</table>

**Large Events may be subject to a damage deposit of no more than $500**

<table>
<thead>
<tr>
<th><strong>Event Date and Times</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Set Up Date and Time:</strong></td>
<td>Set up Friday afternoon Stop outside at 12pm Sat</td>
</tr>
<tr>
<td><strong>Actual Event Time:</strong></td>
<td>6-10pm Friday</td>
</tr>
<tr>
<td><strong>Clean Up Date and Time:</strong></td>
<td>Sunday the 4th plus cleanup in between</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Event Features</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Will any signs / banners be put up?</strong></td>
<td>yes if yes, number and size:</td>
</tr>
<tr>
<td><strong>Will there be any inflatables?</strong></td>
<td>possibly if yes, provide insurance certificates from rental provider</td>
</tr>
<tr>
<td><strong>Will there be any entertainment?</strong></td>
<td>yes if yes, what type and time: 7pm - 10pm</td>
</tr>
<tr>
<td><strong>Will sound amplification be used?</strong></td>
<td>yes if yes, hours and type: When bands playing</td>
</tr>
<tr>
<td><strong>Will a stage or tent be set up?</strong></td>
<td>yes if yes, dimensions: 20x40</td>
</tr>
<tr>
<td><strong>Will Merchandise be sold?</strong></td>
<td>Hopefully if yes, provide a list to City Hall</td>
</tr>
<tr>
<td><strong>Will Food be prepared or sold?</strong></td>
<td>yes if yes, provide a list &amp; the MN Health Licenses to City Hall</td>
</tr>
<tr>
<td><strong>Will there be a Fireworks display?</strong></td>
<td>no if yes, obtain permit from City Hall</td>
</tr>
</tbody>
</table>

**NA**
Services

Will the Event Use, close, or block any of the following:
City Streets or Right-of-ways: Y or N if yes, Streets ____________________
City Sidewalks or Trails: Y or N if yes, Location ____________________
Public Parking Lots or Spaces: Y or N if yes, location ____________________
County Streets (First Street, or Rum River Drive) require County approval, contact City Hall for the County’s form

**** answering yes to any of the above, services may be required for the event, and you must contact the Princeton Police Department to have a Pre-planning meeting.

Will the event need barricades? Y or N if so, how many are needed ________________
Will Alcohol be served? Y or N if so, who is serving it (include copy of their license) ____________________
Will portable restrooms be used? Y or N if yes, how many ____________________
Will extra trash receptacles be needed? Y or N if yes, how many are needed ____________________
Describe trash removal and cleanup after the event We will provide unless the City has some available

Will the event need traffic control? Y or N if yes, contact Princeton Police Dept at 763-389-4879
Will the event need a Princeton Police Officer present for the event? If yes, contact Princeton Police 763-389-4879
Describe crowd control procedure to ensure safety of participants and spectators We will have a controlled gate with tos y wristbands
Will “No Parking Signs” be needed? Y or N if yes, how many ____________________
Will the event need EMS / Fire Department? Y or N if yes, contact the Princeton Fire Dept at 763-389-2410
Describe plans to provide first aid, if needed ________________
Describe the emergency action plan if severe weather should arrive ________________

How does the event benefit the residents and/or businesses in the City of Princeton? Yes Resdients and patrons have been asking for this for a long time
List any other pertinent information (animals, etc) We would like to do a Veteran’s day donations/addition to this

Possible costs of items that may be requested:

Firefighters / EMT .............................................................................................................$11 per hour per person
Police – Special events – Reserve Officers ......................................................................$25 per hour per person
Police – Special events – Police Officer .........................................................................$52 per hour per person
Barricades ..........................................................................................................................$1 each per day
Generator ..........................................................................................................................$275 per day / 8hrs

TOTAL ____________________
- Site Plan (This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)

- Certificate of Insurance (Include: Policy Number, Amount and Provisions that the City of Princeton is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.)

- Permits / List of Solicitors, and Food Vendors with the necessary Department of Health Certificates

- Signatures of Business Owners / Managers of all properties that the City deems as affected by the event, the City will provide a list of all signatures needed for approval.

- Proof of Non-Profit Status

**Hold Harmless Agreement**

The sponsor(s) of this event hereby agrees to save and hold harmless the City of Princeton, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Princeton and is a release of Liability.

Signature  

Date  

---

**To be completed by City Hall**

<table>
<thead>
<tr>
<th>Department</th>
<th>Approval Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Works / Parks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
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Application Fee $25  

<table>
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<tr>
<th>Item</th>
<th>Qty Requested</th>
<th>Rate per Hour</th>
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<td>Barricades</td>
<td></td>
<td>$1 each/day</td>
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</tr>
<tr>
<td>Generator (per day)</td>
<td></td>
<td>$275 per day</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FEES**  

Site Plan  
Certificate of Insurance  
Permits / vendor lists  
Non-profit status  

Application Fee  
Damage Deposit  
21 Council Date  
Approve / Denial
Site Plan:
Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.
Finance Director

Position Title: FINANCE DIRECTOR
Department: FINANCE
Accountable To: CITY ADMINISTRATOR
Status: FLSA EXEMPT

PRIMARY OBJECTIVE OF POSITION

To plan and implement sound administration of financial operations of all City departments, City enterprises, and assist the City Council, City Administrator, and department heads in the decision-making process by providing information on financial impact. Serves as City Treasurer and performs all statutory duties of that position.

The Finance Director provides strategic leadership and management to operating departments and is part of the City’s leadership team. Coordinates the annual capital improvement plan, budget, financial management plan and audit preparation; administers debt and risk management; administers cash management and the investment of City funds. As part of the leadership team helps prepare, develop, implement and evaluate policies and procedures related to the overall financial management of the City general fund and enterprise funds; Fire District, Liquor Store and Airport.

ESSENTIAL FUNCTIONS

Duties shall include, but not be limited to, the following areas:

Leadership/Supervision
- Defines work responsibility for assigned personnel and clearly communicates authority delegated so employees may proceed with certainty in the performance of their duties.
- Participates in the selection of qualified personnel for department areas supervised and directs their orientation and training to achieve the desired level of work performance.
- Continually evaluates the effectiveness of assigned personnel and the results achieved to provide a basis for training and guidance to improve performance.
- Conducts performance reviews in accordance with established City policies and recommends salary adjustments, promotions, or terminations based upon demonstrated work performance.
- Develops and maintains a respected level of discipline and working climate in which personnel are motivated to perform to the best of their ability.
- Demonstrates by personal example the desired standards of conduct and work performance for all personnel.

Organization/Procedures
- Plans and develops sound accounting policies and administrative practices which will provide the City Administrator and the City Council with financial data necessary to guide their planning and decision making.
- Oversees the maintenance of all accounting and financial records so they conform to accepted government accounting principles and provide an accurate and current reflection of the City’s financial condition.
- Prepares various reports required by State and Federal agencies.
- Continually evaluates financial control systems for the purpose of strengthening systems
- Evaluates on a continuing basis the organization and functioning of the finance and accounting areas and implements changes to improve the results achieved in each area.
Organization/Procedures Continued

- Recognizes potential legal liability for the City resulting from City policies and practices and recommends actions to control or minimize the potential liability of such activities and to ensure the City has adequate insurance coverage.
- Maintains compensation/wage/salary history, employee vacation, sick, holiday and other forms of compensation pay records in accordance with established policy.
- Oversees the preparation of payroll processing, quarterly reports, W-2’s and related activities and reporting as required by State and Federal regulations.
- Represents City at county, regional, and state-wide meetings relative to financial matters in which the City has an interest.
- Verifies that City cash transaction records reconcile to monthly bank statements.
- Plans and develops policies regarding the cashing of checks, purchasing, and receiving of merchandise inventory controls.
- Keeps City Administrator informed of all significant developments which the Administrator will need to know to perform effectively as chief administrative officer.

Investments

- Manages and invests City funds according to legally approved investment practices and in accordance with current city and state policy.

Budget/Funding

- Assists the Administrator in the development of a comprehensive annual budget and Capital Improvement Program.
- Provides consultation and guidance to department heads in the budget process.
- Oversees, reviews, and controls all disbursements and credit card purchases to see that they are in line with the budget and have been properly authorized. Tracks project costs.
- Acts as primary contact for the City’s auditors; performs all audit entries; reviews draft audit reports; prepares reporting forms.
- Keeps informed on pending state and/or federal legislation that could impact the City of Princeton and interprets the impact of such legislation.
- Recognizes and recommends opportunity to secure funding for desirable projects from federal, state, county, and/or other agencies when the use of such funding would be advantageous for the City.
- Provides consultation and guidance regarding pricing used in regards to various City services and enterprises.

Data Processing/Computer

- Assists in the organization’s coordination of Technology implementation.
- Reviews and analyzes the data processing operation to assure the informational services being provided are of highest quality and are cost effective and makes system implementation recommendations.
- Oversees the municipal liquor data processing operation and equipment.

Debt Service and Assessments

- Maintains control of all bond issue records and prepares and administers all special assessment records.
- Oversees property assessment procedures.
- Reviews the projected sewer and fee for service rates to assure required City revenue will be attained.

Special Projects/Duties

- Serves as the organization’s Risk Manager and coordinates insurance to assure protection of employees and assets.
- Performs special research studies and assists the City Administrator as directed.
Special Projects/Duties Continued

- Assists City Administrator in the employee benefits package, contract analysis, Union negotiations, discussions and personnel matters. Implements and administers City's benefit plans.
- Serves as City Administrator during the absence of the City Administrator.
- Responsible for compliance with OSHA injury and illness reporting requirements.
- Performs other duties and assumes other responsibilities as apparent or assigned.

MINIMUM REQUIREMENTS

- 4-year Bachelor Degree in accounting, business administration or related field, preference for CPA certified, CPFO or related Master’s Degree.
- Three (3) years minimum related experience, preference for previous governmental setting experience working with general fund and enterprise fund management.
- Computer experience.
- MN Drivers License.
- Able to be bonded.
- Able to input and verify accuracy of data entry and typing efficiency.

RESPONSIBILITY FOR WORK OF OTHERS

- Accountant

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be added to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear, and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 20 pounds. Examples of lifting and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Office environment; significant exposure to computer screens; the noise level is usually quiet, although the ability to work with noise and distractions is required; this position works in an office.

EXPECTED HOURS OF WORK

This is a full-time position. Normal business hours and evening meetings.

It is the policy of the City of Princeton to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statutes.