# September 24, 2020 City Council Meeting

Sep 24, 2020 7:00 PM CDT

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MEMORANDUM

To: City of Princeton
From: Tammy Omdal
Date: September 16, 2020
Re: Tax Increment Financing Assistance for Housing Project

The City of Princeton (the “City”) received an application from the Briggs Companies (the “Developer”) for public financial assistance to assist with the development and financing of certain project costs for the construction of two apartment buildings, constructed in phases, include approximately 49 rental units in each of the two buildings (the “Project”). The Proposed is proposed to be market rate with an affordable component.

The first building of the Project will be located along First Street and the second building will be located just behind the first building, on a site that is owned by the Developer. The first building is proposed to be completed and at 50% occupancy by 2022 and full occupancy by 2023. The second building is proposed to be completed and at 50% occupancy by 2024 and full occupancy by 2025. The Developer’s plan and timing is contingent on receiving public financial assistance to assist with the affordable component of the market rate building, among other items.

The cost for the Project (inclusive of 98 units, both buildings) is estimated at approximately $15.4 million in today’s dollars. See Exhibit A for more information on the estimated Project cost, based on the Developer’s pro forma. The Developer’s request for public financial assistance is to assist with the extraordinary costs, including public improvements, and the cost to be provide the affordable housing units. The Developer has represented that it will not undertake the Project as proposed without public financial assistance. The timing of commencement of the Project has not been confirmed, but for planning purposes is anticipated to begin in 2021.

This memorandum provides a review of the request based on Northland’s analysis of the Developer’s application for assistance, including sources and uses of funds and operating pro forma for the Project. It is Northland’s opinion that the Project as proposed, which includes indoor parking, is unlikely to occur but for the proposed public financial assistance, inclusive of the tax increment financing. Without the assistance, the Project is not expected to achieve the level of debt service coverage and returns needed to secure the necessary private financing and equity.

The present value of the tax increment revenue available to reimburse the Developer for project costs on a pay-go basis over a 15-year term is approximately $2.8 million. The future value of the total payments to the Developer, with interest at 3.0%, is estimated at $3.6 million. The Developer requested a 25-year term. The additional 10 years would provide approximately $1.6 million of additional tax increment revenues to reimburse project costs. Based on Northland’s analysis, the additional 10 years of assistance may not be necessary for the project based on current assumptions. This conclusion may change as the assumption for project costs are refined and updated by the Developer, including estimates for public improvements and development fees, for example.
The Developer’s anticipated source of funds for the Project (as shown in the application) includes a combination of mortgage, contribution of the land, and deferral of the general contracting and development fees.

Public Financial Assistance

Due to the extraordinary costs associated with acquisition and development of the Project, the Developer is seeking public financial assistance from the City in the form of pay-go tax increment financing assistance. The tax increment revenue is proposed to come from the establishment of Tax Increment Financing District No. 9-2 (the “TIF District”) within the existing Development District No. 9. The City plans to consider approval of the establishment of the TIF District, following a public hearing on September 24, 2020. The City will not consider approval of an agreement with the Developer for the financial assistance until a later date. Proposed terms for assistance have not been presented or agreed to by the Developer. The specifics for the Projects are subject to change.

The proposed plan for the TIF District is for the City to retain 100% of the increased net tax capacity from the Project to pay certain eligible project costs. The City may retain up to 10% of the tax increment derived from the Property to reimburse the City for the cost of administering the TIF District. The City may determine to use tax increments to pay for City costs incurred that are directly related to the housing project and/or to reimburse the Developer for eligible project costs. Eligible project costs may include land acquisition (the Developer is planning to establish a separate legal entity to own and manage the Project), costs of site preparation, street and utility improvements directly related to the housing.

Exhibit B provides a summary of the estimated potential tax increment cash flow from the TIF District, based on certain assumptions. State law provides that the increase in property taxes from the captured tax capacity (from the increase in market value) applied against the local tax capacity rates may be captured to assist the Project. Referendum market value taxes and the State of Minnesota property tax for commercial property (not applicable for residential property) are not captured for tax increment financing.

To reimburse the eligible costs incurred by the Developer, the City may determine to issue, and the Developer may purchase a Tax Increment Financing Revenue Note (the “TIF Note”) in a maximum principal amount. Based on a 15-year term for the assistance, the maximum estimated principal amount is $2.8 million. The TIF Note will be payable solely from net available semi-annual tax increments. Net available semi-annual tax increments is estimated to be based on 90% of the tax increment collected from the Project within the TIF District, subject to final negotiation and agreement with the Developer. The TIF Note is assumed to bear simple, non-compounding interest from the date that the City determines paid invoices, as paid by the Developer, in compliance with the terms of an agreement, at an estimated 3.0%, from the date of issue per annum. As noted, the terms for the TIF Note are preliminary for planning purposes and have not been negotiated with the Developer.

Review of Need for Assistance

Northland conducted a review of the Developer’s application for financial assistance and pro forma as submitted to the City. Northland reviewed project cost estimates to ensure all anticipated sources and uses for the Project were properly included. Exhibit A provides information on the sources and uses of funds for the Project. Based on our review of the pro forma and under current market conditions, we find that the Project, as proposed, may not reasonably be expected to occur solely through private investment within the reasonably near future. Due to the costs associated with construction of the affordable housing units (among other extraordinary costs), the Project as proposed is feasible only through assistance, in part, from tax increment financing. This conclusion is supported by the following:
The Developer plans for the estimated $15.4 million cost for the Project to be funded from a combination of debt $13.1 million (85.0%), and equity and deferred construction management and developer fees of $2.3 million (15.0%). The present value of the estimated future tax increment revenue from the TIF Note payments to the Developer reduces the effective cost of the Project by $2.8 million. Based on estimated net operating income, the effective return without the public financial assistance is not at a level the Project, as proposed, would proceed.

The total average cost per housing unit is estimated at approximately $157,000 (in today’s dollars) for the construction of the 98 units, including the cost of the parking. Each building for the Project will include 13 studio units, 22 one-bedroom units, and 14 two-bedroom units. Based on Northland's experience with similar projects and given the location of the Project, we would expect total development costs to range between $97,000 and $160,000 per unit. The total per unit project cost is generally within this range.

The estimated average gross monthly rent per unit for the first building, in the first stabilized year of the Project, is estimated at approximately $1,054 per month (in year 2023). The Project is estimated to include three stories, with indoor and surface parking. Monthly average gross rents are estimated at $636-$950 for the studios, $1,075 for a one-bedroom unit to $1,200 for a two-bedroom unit. A minimum of 20% of the units are planned to be affordable at 50% of the average median income (AMI) for Mille Lacs County as of fiscal year 2020 is $72,600). The annual total gross rental income for the first building is estimated at approximately $620,000 in the first year of stabilized occupancy, before adjusting for estimated apartment vacancy and rental loss of 5%.

The total annual expense, operating and non-operating, is estimated at $5,125 per unit (after completion of both buildings). This includes a 5% management fee and approximately $265 per unit (2%) for replacement reserve. This includes an estimated average $3,091 per unit for real estate taxes. The contribution to reserves is reasonable and the projected total annual expense is within industry standards.

The estimated average debt service coverage with tax increment financing is estimated to average 1.19X during the first five years of stabilized operations, and without tax increment assistance the average is 0.95X. The coverage for the mortgage without the tax increment is not at a level that we would expect the Project, as proposed, to proceed. The financing of this type of project would be expected to be at a minimum of approximately 1.2X coverage.

The deferred construction fee and developer fee is projected to paid within the first ten years of operations. The beginning balance is estimated at $1,025,000, and the pro forma assumes this balance will be repaid with interest at 3.0% rate.

The estimated annual cash on cash return (net annual operating income divided by total development project costs) with tax increment financing is estimated to average 5.4% during the first five years of stabilized operations and 4.2% without tax increment assistance. The cash on cash return is reasonable for this type of project and the proposed source of financing.

Process for Approval
The first step in creating the TIF District is the adoption of a Tax Increment Financing Plan for the TIF District (the “TIF Plan”). The TIF Plan provides information about the Project to be funded with tax increment from the TIF district and authorizes the use of tax increment from the district to pay TIF-eligible project costs, among other items.
A tax increment financing district established by the City must be established within the boundaries of a Development District. The Development District is sometimes commonly referred to as a “Project Area”. The City has previously established Development District No. 9. The boundaries of the Development District are proposed to be set to be contiguous with the boundaries of the City. When a new tax increment financing district is established by the City, the Development Program for the Development District, may be amended and supplemented from time to time. The Development Program is a written plan that contains the statement of objectives for the Development District and contains the information set forth in Minnesota Statutes. The Development Program may be included in the same document that contains the TIF Plan, but the two plans are separate and must comply with respective statutory requirements.

After the TIF District is established (TIF Plan adopted), the City may consider entering into a development (TIF) agreement with the Developer for tax increment financing assistance at a future date. The City plans for this to occur at a date following the public hearing date. The proposed terms of the agreement and project specifics are still under discussion between the City and the Developer.

**Notice to County and School District**

Before the public hearing and the establishment of a TIF district, the City must provide certain notices to the county and the school district, including providing a copy of a draft TIF plan. The county and school district may comment on the proposed TIF district but cannot prevent the creation of the TIF district. On behalf of the City, Northland submitted a letter and a draft copy of the TIF Plan for the TIF District to Mille Lacs County and Independent School District No. 477 on August 25, 2020 asking to receive written comments. As of the date of this memorandum no comments, written or oral, have been received by Northland.

**Adoption of Modified Development Program and TIF Plan**

Following the public hearing, the City Council may consider a resolution approving the modification to the Development Program for Development District No. 9 and the establishment of the TIF District within the Development District and the adoption of the TIF Plan relating thereto (the “Resolution”). The City Council may consider adoption of the Resolution on the same date of the public hearing (after closing the hearing) or a date following.
## EXHIBIT A

City of Princeton  
Briggs Company Affordable Housing Project  
Developer Sources and Uses of Funds for Construction

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<th>Total</th>
<th>% of Total</th>
<th>Per Unit</th>
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<td><strong>Sources of Funds</strong></td>
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<td></td>
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<td>First Mortgage</td>
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<td>Other Private Funds (Cash/General Contracting)</td>
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<td>Developer Equity</td>
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<td><strong>Total Sources of Funds</strong></td>
<td>$15,419,630</td>
<td>100.0%</td>
<td>$157,343</td>
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| **Uses of Funds**        |           |            |          |
| Land Acquisition and Site Work | $1,920,000 | 12.5%      | $19,592  |
| Construction             | $10,939,970 | 70.9%      | $111,632 |
| General Contracting      | $625,000   | 4.1%       | $6,378   |
| Development Fee          | $400,000   | 2.6%       | $4,082   |
| WAC and SAC              | $669,790   | 4.3%       | $6,835   |
| Financing and Other Soft Costs | $389,870 | 2.5%       | $3,978   |
| Contingency              | $475,000   | 3.1%       | $4,847   |
| **Total Uses of Funds**  | $15,419,630 | 100.0%     | $157,343 |

Number of Units  
98
### Key Assumptions for Cash Flow:

- **TMV (Taxable Market Value)** annual growth assumption = 1.00%

### Housing Project: Trade Area Market Value

<table>
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<tr>
<th>Year</th>
<th>TMV ($)</th>
<th>Original Tax Capacity</th>
<th>Captured Tax Capacity</th>
<th>TIF Value (TMV)</th>
<th>TIF Value (TIF)</th>
<th>PV of TIF (TIF)</th>
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#### Notes:
- **TIF** stands for Tax Increment Financing.
- **PV of TIF** stands for Present Value of TIF.
- **TIF Value (TIF)** is the value captured by the developer.
- **TIF Value (TMV)** is the value captured by the TIF district.
- **Original Tax Capacity** is the tax capacity calculated based on the original tax rates.
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Gross Income (before TIF): 208,812

Less Expenses before real estate taxes: (75,996)

Less real estate taxes: (73,504)

Net Operating Income (NOI): 208,812

Plus TIF Revenue: 60,237

NOI with TIF: 208,812

Debt Service: 150,000

Net Cash Flow before Payment on Deferred Developer Fee: 58,812

Payment on Deferred Fees: 0

Net Cash Flow after Payment on Deferred Developer Fee: 58,812

Cash on cost with TIF (NOI/TDC): 6.8%

Cash on cost without TIF: 5.2%

Debt Coverage with TIF: 1.39

Debt Coverage without TIF: 0.95

Notes:
1/ Total Development Cost (TDC): $15,419,630
2/ Assumes construction management fee deferred. Proforma assumes no construction management fee paid at closing. The proforma above assumes the deferred fee is payable with 3.0% interest.
3/ Paramount of TIF note for Phase I is estimated at $1.5M, 15 year term, 3.0% rate. Paramount of TIF Note for Phase II is estimated at $1.3M, 15 year term, 3.0% rate. The source of funds does not assume amortization of the note.
Map

City of Princeton, MN

Tax Increment Financing District No. 9-2 within Development District No. 9

Note: Boundaries of Development District No. 9-2 within the City of Princeton are coterminous with the municipal boundaries of the City of Princeton.

Date: 8/19/2020

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.
Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Princeton, Mille Lacs and Sherburne Counties, Minnesota, was duly held on the 24th day of September, 2020 at 7:00 p.m.

The following members of the Council were present:

and the following were absent:

Member ______________ introduced the following resolution and moved its adoption.

RESOLUTION NO. 20-53

RESOLUTION APPROVING MODIFIED DEVELOPMENT DISTRICT NO. 9, APPROVING THE MODIFIED DEVELOPMENT PROGRAM THEREFOR, ESTABLISHING TAX INCREMENT FINANCING (HOUSING) DISTRICT NO. 9-2 AND APPROVING THE TAX INCREMENT FINANCING PLAN THEREFOR WITHIN THE DEVELOPMENT DISTRICT

WHEREAS:

A. The City of Princeton, Minnesota (the “City”) has proposed modification to Development District No. 9 (the “Development District”) and the adoption of a modified Development Program therefor (the “Development Program”) and has proposed to establish Tax Increment Financing (Housing) District No. 9-2 (the “TIF District”) therein and approve and accept the proposed Tax Increment Financing Plan therefor (the “TIF Plan”) under the provisions of Minnesota Statutes, Sections 469.134 through 469.133, both inclusive, as amended and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the ”Act”); and

B. The City has performed all actions required by law to be performed prior to the establishment of the Development District and the establishment of the TIF District therein and the adoption of the proposed Development Program and TIF Plan relating thereto, including, but not limited to, notification of Mille Lacs County and Princeton Public School District (ISD No. 477) having taxing jurisdiction over the property to be included in the TIF District; and

D. The City Council of the City (the “Council”) has fully reviewed the contents of the Development Program and the TIF Plan, and on this date conducted a public hearing thereon at which the views of all interested persons were heard.
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Princeton as follows:

1. **Development District No. 9.** The modification to Development District No. 9 and the Development Program are approved and adopted.

2. **Tax Increment Financing (Housing) District No 9-2.** Tax Increment Financing (Housing) District No. 9-2 is hereby established within the Development District. The initial boundaries of the TIF District are fixed and determined as described in the TIF Plan.

3. **Tax Increment Financing Plan.** The TIF Plan is adopted as the tax increment financing plan for the TIF District.

4. **Findings.** In taking these actions, the City Council makes the following findings:
   
a. The TIF District is a housing district as defined in Minnesota Statutes, Section 469.174, Subdivision 11, the specific basis for such determination being that the approximate 49 unit multifamily rental housing project will provide safe, decent, affordable, sanitary housing for residents of the city and it will result in the preservation and enhancement of the tax base of the State.

b. The proposed development, in the opinion of the City Council, would not occur solely through private investment. The reasons supporting these findings are that:
   
i. The developer, Briggs Companies, has represented to the City that private investment will not finance these development activities because of prohibitive construction costs relative to rental revenues for low and moderate income housing units. It is necessary to finance these development activities through the use of tax increment financing so that this and other development by private enterprise will occur within the Development District.

   ii. A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above. Such analysis is found in Exhibit I of the TIF Plan, which is hereby incorporated, herein by reference, and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the TIF District and the use of tax increments.

   iii. In the opinion of the City Council, the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District.
permitted by the TIF Plan. The reasons supporting this finding can be found in Exhibit I of the TIF Plan.

c. The TIF Plan for the TIF District conforms to the general plan for the development of the City as a whole. The reasons for supporting this finding are that:

i. The TIF District is property zoned; and

ii. The TIF Plan will generally complement and serve to implement policies adopted in the City's comprehensive Plan.

d. The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise.

5. Public Purpose. The adoption of the Development Program for the Development District, and the adoption of the TIF Plan for the TIF District therein conform in all respects to the requirements of the Act and will help fulfill a need to provide affordable housing choices, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.

6. Certification and Filing. The City Administrator, or designee, is authorized and directed to transmit a certified copy of this resolution together with a certified copy of the TIF Plan to the Auditor of Mille Lacs County with a request that the original tax capacity of the property within the TIF District be certified to the City pursuant to Section 469.177, Subdivision 1, of the Act, and to file a copy of the Development Program and the TIF Plan with the Minnesota Commissioner of Revenue and State Auditor as required by the Act.

7. Administration. The administration of the Development District and the TIF District is assigned to the City Administrator who shall from time to time be granted such powers and duties pursuant to the Act as the City Council may deem appropriate.
The motion for the adoption of the foregoing resolution was duly seconded by member ________________ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.
STATE OF MINNESOTA
COUNTIES OF MILLE LACS AND SHERBURNE
CITY OF PRINCETON

I, the undersigned, being the duly qualified and acting City Clerk of the City of Princeton, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to tax increment financing in the City.

WITNESS my hand this ____ day of __________________, 2020.

__________________________________
City Clerk
CITY OF PRINCETON

RESOLUTION NO. 20-54

AUTHORIZING INTERFUND LOAN FOR
ADVANCE OF CERTAIN COSTS
IN CONNECTION WITH TAX INCREMENT
FINANCING DISTRICT NO. 9-2

BE IT RESOLVED By the City Council of the City of Princeton, Minnesota (the “City”) as follows:

Section 1. Background.

1.01. The City has established Tax Increment Financing District No. 9-2 (the “TIF District”) within the Development District No. 9 (the "Development District") pursuant to Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the “TIF Act”) and Sections 469.124 to 469.134, as amended.

1.02. Subject to the approval by the City Council, the City may incur certain costs related to the TIF District, which costs may be financed on a temporary basis from available City funds.

1.03. Under Section 469.178, Subdivision 7 of the TIF Act, the City is authorized to advance or loan money from any fund from which such advances may be legally made in order to finance expenditures that are eligible to be paid with tax increments under the TIF Act.

1.04. The City has determined that it may be necessary to finance up to $50,000 in administrative costs associated with the TIF District (the “Administrative Costs”) using City funds legally authorized for such purpose, and to reimburse such funds from tax increments from the TIF District when received.

1.05. Accordingly, the City hereby designates the payment of the Administrative Costs, as an interfund loan in accordance with the terms of this resolution and the TIF Act.

Section 2. Repayment of Interfund Loan.

2.01. The City hereby authorizes the advance of up to $50,000 in legally available City funds to pay the Administrative Costs, together with interest at the rate of 3% per annum (the “Interfund Loan”). Interest shall accrue on the principal amount of each advance from the date of
such advance. The interest rate is no more than the greatest of the rate specified under Minnesota Statutes, Section 270C.40 and Section 549.09, both in effect for calendar year 2018, and will not be adjusted.

2.02. Principal and interest ("Payments") on the Interfund Loan shall be paid semi-annually on each August 1 and February 1 (each a “Payment Date”), commencing on the first Payment Date on which the City has Available Tax Increment (defined below), or on any other dates determined by the City Administrator, through the date of last receipt of tax increment from the TIF District.

2.03. Payments on the Interfund Loan will be made solely from Available Tax Increment, which is defined as 10% of tax increment from the TIF District received by the City from Mille Lacs County, Minnesota in the six-month period before any Payment Date. Payments shall be applied first to accrued interest, and then to unpaid principal. Simple interest will accrue from the Closing Date, unless otherwise specified by the City Administrator.

2.04. The principal sum and all accrued interest payable under this resolution is pre-payable in whole or in part at any time by the City or the Authority without premium or penalty.

2.05. This resolution is evidence of an internal borrowing by the Authority and the City in accordance with Section 469.178, subdivision 7 of the TIF Act, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. The Interfund Loan shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the Authority and the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of Available Tax Increment. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.06. The City may at any time make a determination to forgive the outstanding principal amount and accrued interest on the Interfund Loan to the extent permissible under law.

2.07. The City may from time to time amend the terms of this Resolution to the extent permitted by law, including without limitation amendment to the payment schedule and the interest rate; provided that the interest rate may not be increased above the maximum specified in Section 469.178. subd. 7 of the TIF Act.

Section 3. Effective Date. This resolution is effective upon approval.

Adopted by the City Council of the City of Princeton, Minnesota, this ____ day of

_______________________________
Mayor

ATTEST:

_______________________________
City Clerk
1. Call to Order – Roll Call

2. Approval of Minutes
   a. Public Utilities Commission – Regular Meeting – August 26th, 2020

3. Public Comment
   (This agenda section is for the purpose of allowing customers to address the Utility Board. Comments are limited to 3 minutes)

4. Approval of Agenda – Additions or Deletions

5. Approval of Accounts Payable

6. Reports & Correspondence
   a. SMPPA Board Meeting
      i. SMPPA Key Metrics worksheet
      ii. Meeting Minutes – August 12th, 2020
   b. Electric Department updates
      i. Generation Plant
      ii. Distribution System
   c. Water Department Updates
   d. City of Princeton update
   e. General Manager’s report

7. Unfinished Business
   a. Communications
   b. Bill re-design feedback

8. New Business
   a. Delinquent Bills and Property Tax Assessments
   b. MMUA Safety Management Program Contract
   c. Public Power Week – October 4th – 10th
      i. Public event: Saturday, October 10th (9am to noon)
   d. Be Bright Campaign
   e. Collective Bargaining Notice
      i. Stinson Engagement Letter
   f. Heat Share Agreement Renewal
   g. 2020 Commission Calendar
   h. General Manager Review and Salary Discussion

9. Adjournment
PUBLIC UTILITIES COMMISSION

REGULAR MEETING

August 26, 2020, 1:00 P.M.

Pursuant to due call and notice thereof, the Regular Meeting of the Public Utilities Commission, City of Princeton, was held in Princeton City Hall, 705 North 2nd Street, on August 26, 2020, at 1:00 P.M.

Present: Chairman Greg Hanson and Commissioners Dan Erickson and Rick Schwartz.

Also Present: Manager Keith Butcher, Secretary Kathy Ohman, City Councilor Jenny Gerold, City Administrator Bob Barbian, Union Times Reporter Tim Hennagir, and PPU customer Jack Edmonds.

Meeting was called to order by Chairman Hanson at 1:00 P.M.

Chairman Greg Hanson made a statement at the beginning of the meeting. There is concern in regards to City Councilor Jenny Gerold being the liaison of the Princeton Public Utilities. The word Liaison means an agent to bring things together. Councilor Gerold voted to abolish the PPU Commission, she refused to read a statement from Chairman Greg Hanson at the Special Meeting of the Princeton Council, and twice she was asked to vote on bringing that statement into the public record and she voted no.

Mr. Erickson moved to approve the Minutes for the July 22, 2020 Regular PUC Commission Meeting. Mr. Schwartz seconded. Motion carried unanimously. Mr. Erickson moved to approve the Minutes for the August 19, 2020 PUC Work Session Meeting. Mr. Schwartz seconded. Motion carried unanimously.

During Public Comments, PUC customer Jack Edmonds reserved the right to comment after the Ballot Question Discussion.

Union Times Reporter Tim Hennagir requested if the microphones are live to please use them to better hear discussions.

City Councilor Jenny Gerold responded to the statement made by Chairman Greg Hanson at the start of the meeting. She stated "as the City Liaison my job is to report information between the PUC and the Princeton City Council. She stated "one of the reasons I made the decision um I was extremely torn and it was a very difficult decision to make and I was not sure how I was going to vote until that night. And it was clear to me that the council was divided. Um whether we should dissolve the board or keep it the same and um the decision I made was to allow the people of the City since the Council was so torn on what to do, it was split. Um to hear the voice of the people and let the people decide. And I'm fine with it either way. If they want to dissolve the board and move forward I am fine with that and we'll get that figured out. If they decide they want to keep the board, then I'm fine with that as well. But um my decision was based on hearing the voice of the people and letting the people decide since we were so torn. And that is where that decision came." She feels she can relay information professionally and does not see any conflict because she voted to hear the voice of the people. And until the Princeton City Council makes a decision that she is no longer a City Council Liaison, she plans to continue to attend the meetings and relay information back and forth.
Union Times Reporter Tim Hennagir asked for an explanation as to why in previous agendas for the PUC meetings there has been a section for the Mayor to comment, in this agenda there is no section for the Mayor. General Manager Keith Butcher explained in the past if the mayor had a topic to discuss we would put that on the agenda. Mayor Schumacher did not reach out to him regarding being put on the agenda for this meeting.

Chairman Hanson called for additions or deletions to the agenda. PPU customer Jack Edmonds requested to be added to the agenda:

New Business:
- Comment from Princeton Citizen Jack Edmonds

Manager Keith Butcher added to the agenda:
- Princeton City Communications

On the open forum, PPU Commissioner Rick Schwartz commented City Councilor Jenny Gerold had clearly stated all three PPU Commissioner names at the City Council Meeting and it was the City Council that put the PUC in this position. If the City Council does not feel the PPU Commissioners can run the PUC why did all of the Council Members vote for them and appoint them for the position. All PPU Commissioners are very knowledgeable. The language was used that the City Council does not trust any of the PPU Commissioners. Commissioner Rick Schwartz stated he had contacted City Councilor Jenny Gerold asking what he had done to give you the indication that you could not trust me since he had only been appointed a PPU Commissioner for two months. He does not know of anything they have done that you cannot trust them for, they are trustworthy people. He stated with statements made like that publicly, he takes offense to.

City Councilor Jenny Gerold stated she did not state that any of the PPU Commissioners could not run the PUC. She stated "What I do not trust is the decisions that have been made which appear to me to be emotional and feeling based on the views or the feelings or the disdain of the current mayor. That is how I view decision-making. Have you done that? I have not witnessed you doing that Mr. Schwartz and I will apologize publicly for putting you in that category because you were not on the board when the board made the decision to stop making the PILOT payments. You were not included in that decision-making. You have not given me any reason to personally to not trust your decision making but I don’t trust the rest of the decision making at times because I feel like it’s all based on the disdain for one person and not what is best for the whole community and City of Princeton. I did not read Mr. Hanson’s letter because Jack offered to do it. He said if you don’t want to Jenny, I will do it. Which apparently he was also asked to do it. It was decided not to read that letter because we decided not to have an Open Forum. We were under a time crunch, we had a deadline. If we would have opened it up to Open Forum there is a possibility we would have gone over our deadline, we would not have been able to get the information to the um to the county. That letter was viewed no different than allowing Open Forum." She stated the voices of the Princeton residents will be heard when they vote on November 3rd. Commissioner Rick Schwartz stated the people’s voice should always be heard.

Mr. Erickson made a motion to approve the agenda with additions of the August 26, 2020 Regular PUC Commission Meeting. Mr. Schwartz seconded. Motion carried unanimously.

After a discussion, Mr. Schwartz made a motion to approve the accounts payable listing for the period of July 1, 2020 through July 31, 2020. Mr. Erickson seconded. Motion carried unanimously.

6. REPORTS AND CORRESPONDENCE:
   A. The SMMPA Board Meeting was held August 12, 2020 via video conference. General Manager Keith Butcher was unable to attend the video conference. The Key Metrics were provided to the PPU Commission. There was a discussion of including the minutes from the SMMPA Board Meeting in the packets for the PPU Commission Meetings. The consensus of the PUC Commission was to include the SMMPA Board Meeting minutes in their packets.
B. In the Generation Plant, they continue working on the radiator.

In the Electric Department, to date 40.1% of the electric meters have been converted to AMI meters. By this time next year, they hope to be 90% to 95% completed. Installation of the DC fast charger continues with the boring at Coborn's being completed. The line crew continues with underground work around Princeton to help improve the PPU's reliability.

C. In the Water Department, 14.6% of the water meters have been converted to AMI meters. There was a delay in the installation because the hand tool had failed. They have received the new hand tool and are initializing water nodes for installation. Water meters take additional time as water meters are located inside the home and working around customers schedules.

D. City Administrator Bob Barbian reported they continue on River West Suites apartments. A TIF will be presented to the Planning Commission next month for review and then to the City Council for approval. Construction on the AT&T cellular tower will begin in September. There was a discussion on the watermain loop extension by 7 Barrel Brewery which is on hold at this time.

E. General Manager Keith Butcher reported the following:
   i. New bills are being mailed with week along with a survey to complete and return. The public is encouraged to let us know their thoughts on the bill change. Customers can return the survey to us, comment on Facebook, or e-mail us their thoughts. Complete feedback will be compiled and brought back to the PPU Commission for review.
   ii. General Manager Keith Butcher participated in MMUA's Virtual Summer Conference. Majority of the conference centered on COVID responses. Three new members joined the MMUA board. A new President-Elect was nominated and the passing of the gavel took place. MMUA dues will remain unchanged for 2021.

7. UNFINISHED BUSINESS:

   a. There was no Unfinished Business

8. NEW BUSINESS:

   a. BALLOT QUESTION DISCUSSION

   There was a discussion on the Ballot question “Shall the Public Utility Commission be abolished?” Commissioner Rick Schwartz fears if this should pass, he does not feel the Princeton City Council understands the obligations that they will have to perform. Right now the PPU Commissioners are the directors as is the General Manager. He has a strong concern that Princeton itself and the PPU customers will be the ones that will suffer the consequences. He stated there is no guarantee any of the employees will stay if this should pass.

   Commissioner Dan Erickson the PPU Commission is a citizen group that stands between the Princeton City Council and the ratepayers as a buffer. His predecessors have done a very good job of managing this utility for the past 100+ years getting the PUC in a very solid financial position. This could change with the snap of a finger. He is concerned if people are not aware of what the PPU Commission does for them, that the ratepayers will suffer down the road if the wrong group of people were to get their hands on the reserves that are set aside for large for capital improvements such as transformers. It is the responsibility of the PUC Commission from this time forward to educate the ratepayers and voters of what they stand to lose.
Commissioner Greg Hanson stated prior to Dan Erickson being appointed to the PPU Commission, he had stated one of his goals was he wanted to change the perception of PPU and the public to show that we were in fact working towards their best interest. The decision they made to stop paying the PILOT was a decision not based on personalities, it was based specifically on getting the electric reserve funds back up to what we felt an important minimum target. There was a work session just a week ago talking about specific strategies to move money to get to that target so the PPU could be in a position to discuss PILOT in the future. That decision was based on doing what was best for the customers. He also stated the PUC should not be a source of additional income to the City Council. The City Council has the responsibility to set taxes, set franchise fees, etc. The PPU is a not a taxable government entity, it is a municipal entity. The PPU has a responsibility to make sure that the water and electricity we provide are at the best. PPU employees respond to outages at a moments notice when people in this community need it whether there is a leak in a water line, a transformer, or a polar vortex. We have employees who respond to any instance to make sure our people are not shut off. That is the PPU’s responsibility. It is clearly the PUC Commissioners job to not get involved in who said what, it is irrelevant. However, it is critically important that the community knows and understands what it is we do and how we do it and who is involved in doing it every single day.

Minnesota State Legislature many years ago wanted to keep cites and utilities separate so the utilities would not be caught up in any political issues so a State Statute was written for this matter. The responsibility of the PPU is to provide the commodities that we do, provide the services they expect and to be completely open and forthcoming as a Commission and as a utility. That should be the focus of our work and until we are dissolved we have a job to do and we will do it.

PUC customer Jack Edmonds commented on the state statute that he falls back on consistently. The state statute can be challenged and has been challenged. There is already a committee that has been formed to Vote No. They will be going out to answer questions customers would have.

Chairman Greg Hanson re-iterated that it is still the PPU Commissions’ responsibility to be open and forthcoming about what it is we do, the decisions we make and the services we offer to the PPU customers. These components need to be shared with the Princeton community. Commissioner Rick Schwartz stated the PUC customer base is not just within the Princeton city limits. The customers outside the city limits do not have a voice in the ballot question. The business owners also do not have a voice.

b. COMMUNICATIONS
The Commission continues to focus on improving the public perception of the PPU and help customers to better understand who the PUC is and what we do. Due to COVID-19 tours of the PPU facilities have been suspended. Prior to COVID-19, tours had been provided to the public during normal business hours which is difficult for working families.

There is an opportunity through our website company to work with a videographer to develop a series of videos to highlight Princeton Public Utilities. The videos could provide virtual tours of the power plant, substations, water treatment plants and water towers. There could be videos on news and current events pertaining to PPU activities. There could be interviews with staff and officers (past and present). There could also be videos on work activities such as replacing a power pole, inspecting equipment and running a generator. There could be videos on PSA’s (Gopher State One Call, power line safety, protecting ground water resources, paying your bill online).
The videos could hit every aspect of what the PPU does. The videos could be posted on YouTube, Facebook and the PPU website. The goal would be to produce videos of the PPU and the City of Princeton working together and promoting the City of Princeton, not just Princeton Public Utilities. The discussion of the videos included promoting the Princeton community and the entire area to have your business in, to live in and to work in. The PPU Commissioners would like to see more information being placed in the local newspapers to help promote businesses. Mr. Schwartz made a motion to move forward with the development of these educational videos and posting them on PPU and social media. Mr. Erickson seconded. Motion carried unanimously.

There being no further business, Mr. Schwartz made a motion to adjourn the meeting at 2:00 p.m. Mr. Erickson seconded. Motion carried unanimously.

Gregory Hanson
Chairman

Kathy Ohman
Secretary
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<th>Vendor</th>
<th>Description</th>
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<td>2   Ameripride Linen &amp; Apparel Services</td>
<td>Cleaning Supplies &amp; Services</td>
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<td>3   Arc Irrigation</td>
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<td>4   Border States Elec. Supply</td>
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<td>Faceshields, Battery Hydrometers</td>
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<td>21  Marv's True Value</td>
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<td>40  U.S. Bank Operations Center</td>
<td>2006 Bond Interest Pymt. &amp; Admin. Fees</td>
<td>$4,934.42</td>
</tr>
<tr>
<td>41  SMMFA</td>
<td>July Purchased Power</td>
<td>$426,897.61</td>
</tr>
<tr>
<td>42  U.S. Bank Equipment Finance</td>
<td>Monthly Copier Lease Payment</td>
<td>$182.00</td>
</tr>
<tr>
<td>43  Postmaster</td>
<td>Postage for Monthly Billing</td>
<td>$751.40</td>
</tr>
<tr>
<td>44  Amarillo Uniform Company</td>
<td>FR Rated Clothing</td>
<td>$2,773.61</td>
</tr>
<tr>
<td>45  American Solutions for Business</td>
<td>Utility Bill Paper, Envelopes</td>
<td>$2,023.47</td>
</tr>
<tr>
<td>46  Auto Value Princeton</td>
<td>Reflective Tape</td>
<td>$89.63</td>
</tr>
<tr>
<td>47  Bob Hoskins Electric</td>
<td>Install Meter Sockets</td>
<td>$930.00</td>
</tr>
<tr>
<td>48  Cannon Technologies, Inc.</td>
<td>Network Scout Field Tool for AMI Meters</td>
<td>$5,407.02</td>
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<tr>
<td>49  Cardmember Service (Mastercard)</td>
<td>Supplies, Zoom Video Conference, Gate Opener, Paint</td>
<td>$4,646.79</td>
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<tr>
<td>50  Cash Gas, Inc.</td>
<td>#2 Red B10 Diesel Fuel</td>
<td>$10,468.01</td>
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<tr>
<td>51  Centerpoint Energy</td>
<td>Monthly Natural Gas</td>
<td>$684.40</td>
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<tr>
<td>52  Chemsearch</td>
<td>Antibacterial Hand Wipes</td>
<td>$229.63</td>
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<tr>
<td>53  City of Princeton</td>
<td>July Sewer Billing &amp; Lake Charges</td>
<td>$106,834.15</td>
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<tr>
<td>54  Connexus Energy</td>
<td>Monthly Utilities</td>
<td>$2,981.08</td>
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<tr>
<td>55  Dahlheimer Trucking &amp; Excavating</td>
<td>Clay</td>
<td>$1,375.00</td>
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<tr>
<td>56  John D. Dunham</td>
<td>1/2 Cost of Sealing Well</td>
<td>$192.50</td>
</tr>
<tr>
<td>57  Fairview Health Services</td>
<td>Random Drug &amp; Alcohol Testing</td>
<td>$82.00</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Amount</td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>58</td>
<td>FS3, Inc.</td>
<td>Bonduit, Nozzles</td>
</tr>
<tr>
<td>59</td>
<td>HealthPartners</td>
<td>September Health Insurance</td>
</tr>
<tr>
<td>60</td>
<td>McGrann Shea Carnival Straughn</td>
<td>Legal Fees</td>
</tr>
<tr>
<td>61</td>
<td>Menards</td>
<td>Supplies, Covid-19 Barriers, Return</td>
</tr>
<tr>
<td>62</td>
<td>Metro Sales Incorporated</td>
<td>Maint. Contract &amp; Usage Charges Copier</td>
</tr>
<tr>
<td>63</td>
<td>MN Dept. of Health</td>
<td>Class C Water Operators License</td>
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<tr>
<td>64</td>
<td>MN Rural Water Association</td>
<td>Education</td>
</tr>
<tr>
<td>65</td>
<td>NCPERS Group Life Insurance</td>
<td>August Life Insurance</td>
</tr>
<tr>
<td>66</td>
<td>Olsen Chain &amp; Cable, Inc.</td>
<td>Annual Inspections</td>
</tr>
<tr>
<td>67</td>
<td>Pekarek Utilities Midwest, Inc.</td>
<td>Directional Bore - DC Fast Charger</td>
</tr>
<tr>
<td>68</td>
<td>Princeton Public Utilities</td>
<td>Supplies, Postage, Safety Books, Jacket</td>
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<tr>
<td>69</td>
<td>Princeton Electric</td>
<td>Repairs</td>
</tr>
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<td>70</td>
<td>Princeton Health &amp; Fitness</td>
<td>Commercial Rebate</td>
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<td>71</td>
<td>Public Utilities Commission</td>
<td>Monthly Utilities</td>
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<tr>
<td>72</td>
<td>Reliable Fire Protection</td>
<td>Recharge Fire Extinguisher &amp; Replace 2 Fire Extinguishers</td>
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<tr>
<td>73</td>
<td>Resco</td>
<td>Inventory, Meter Adapters</td>
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<td>74</td>
<td>Salvation Army Heat Share</td>
<td>July Heat Share &amp; PUC Matching</td>
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<td>75</td>
<td>Shred-It USA</td>
<td>Shredding Service</td>
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<tr>
<td>76</td>
<td>Southern MN Mun Power Agency</td>
<td>EV DC Fast Charger</td>
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<tr>
<td>77</td>
<td>Speed Props &amp; Pylons, LLC</td>
<td>Embroidered Logos</td>
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<td>78</td>
<td>Summit Companies</td>
<td>Annual Monitoring Fee</td>
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<td>79</td>
<td>Sun Life Financial</td>
<td>September Short &amp; Long Term Disability</td>
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<tr>
<td>80</td>
<td>TASC</td>
<td>COBRA Admin. Fees</td>
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<tr>
<td>81</td>
<td>Unum Life Insurance Company</td>
<td>September Life Insurance</td>
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<td>82</td>
<td>Wesco</td>
<td>Flagshooter &amp; Flags</td>
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<td>83</td>
<td>West Branch Construction Co.</td>
<td>Clay &amp; Crushed Blacktop</td>
</tr>
<tr>
<td>84</td>
<td>Delta Dental</td>
<td>August Dental Insurance</td>
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<tr>
<td>85</td>
<td>PERA</td>
<td>August PERA Contribution</td>
</tr>
<tr>
<td>86</td>
<td>Optum</td>
<td>July &amp; August H S A Contributions</td>
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<tr>
<td>87</td>
<td>MN Dept. of Revenue</td>
<td>June Sales &amp; Use Tax</td>
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<tr>
<td>88</td>
<td>Blue 42 LLC</td>
<td>September Monthly Website Hosting, Support, Social Media</td>
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<td>89</td>
<td>Credit Card Company</td>
<td>Monthly Credit Card, eCheck Charges</td>
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<tr>
<td>90</td>
<td>Refunds</td>
<td>Customer Meter Deposits</td>
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<tr>
<td>91</td>
<td>Refunds</td>
<td>Overpayment Refunds on Final Bills</td>
</tr>
<tr>
<td>92</td>
<td>Rebates</td>
<td>Residential Energy Star Rebates</td>
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</tbody>
</table>

**TOTAL** | **810,891.78**
President Hoffman called the meeting to order at 9:00 a.m. via internet meeting service due to the COVID-2019 pandemic.

**Board Members Present Via Conference Call:**

President Joseph A. Hoffman, Preston; Vice President Mark R. Kotschevar, Rochester; Secretary Bruce A. Reimers, New Prague; Treasurer Peter T. Moulton, Saint Peter; Mark E. Nibaur, Austin; Roger E. Warehime, Owatonna; and Doug Plaehn, Spring Valley.

**Others Present Via Conference Call:**

David P. Geschwind, Executive Director & CEO; Alex Bumgardner, Austin; Jerry M. Mausbach, Blooming Prairie; Troy G. Nemmers, Fairmont; T. Scott Jensen, Lake City; Michael B. Geers, George Baldwin, Litchfield; Lindy Crawford, Mora; Bob Cockriel, North Branch; Charles B. Heins, Redwood Falls; Jeremy Sutton, Rochester; Chris Rolli, Spring Valley; Jeffery D. Amy, Wells; Beth A. Fondell, Naomi A. Goll, Lisa A. King, Mark S. Mitchell, and Christopher P. Schoenherr of the Agency staff.

**#1 Agenda Approval:**

Mr. Reimers moved to approve the agenda, seconded by Mr. Moulton, passed upon a unanimous vote of the board members present.

**#2 Consent Agenda:**

Mr. Warehime moved to approve the consent agenda, seconded by Mr. Plaehn, passed upon a unanimous vote of the board members present.

APPROVED the July 8, 2020 board meeting minutes.

**#3 Load Forecast-King:**

Ms. King reported on the load forecast.

The load forecast was developed by Mr. Jonathan Nunes of nFront Consulting Services. Mr. Nunes has been working with SMMPA staff to develop the forecast since 2010.

Discussion.

The new forecast will be used in the development of the 2021 budget.

**#4 Wholesale Rate Comparison-Fondell:**

Ms. Fondell reported on the wholesale rate comparison. She compared SMMPA’s rates with a
group of other wholesale electricity suppliers in the region.

The SMMPA wholesale rate remains comparable and competitive with peer organizations.

Discussion.

There was board consensus to present this information on an annual basis.

#5 COVID-19 Impacts-Geschwind:

Mr. Geschwind reported on the COVID-19 pandemic impacts.

Energy Load Impacts
There have been electric load impacts from the governor’s Stay Safe plan. Graphs were shown of daily energy load as a function of temperature and loads compared to a 5-year average for the same time period. An average daily high and low range within the 5-year average was also shown. Data for each member showed energy variances resulting from the Stay Safe plan.

Discussion.

#6 APPA eReliability Tracker-Schoenherr:

Mr. Schoenherr reported on the APPA eReliability tracker.

A demonstration of APPA’s eReliability tracking software was held on July 17, 2020. The system is easy to use and was perceived favorably by participants. Some members already use the software and about three members are interested in obtaining the software.

There is a discount if SMMPA purchases the software on behalf of the members. A 1-year subscription costs $3,856 and a 3-year subscription costs $10,410.

Discussion.

Mr. Reimers moved to approve SMMPA purchasing a 3-year APPA eReliability tracking software subscription for all members, seconded by Mr. Nibaur, passed upon a unanimous vote of the board members present.

#7 Sherco 3 Regional Haze and Retirement Date-Mitchell:

Mr. Mitchell reported on the Sherco 3 regional haze and retirement date.

Xcel Energy received a request from the Minnesota Pollution Control Agency (MPCA) in January 2020 for information needed by the MPCA to complete their required report to the Environmental Protection Agency (EPA) on progress in implementing Minnesota’s Regional Haze State Implementation Plan. Sherco Units 1, 2, and 3 were identified as significant sources of NOx and SO2 that may contribute to visual impairment in the Boundary Waters Canoe Area Wilderness and Voyagers National Park, both in Minnesota.

EPA defined a four-factor analysis that must be completed for each of the identified emissions
sources. The four factors are:

- The cost of compliance.
- The time necessary for compliance.
- The energy and non-air quality impacts of compliance.
- The remaining useful life of the source.

MPCA indicated that Xcel can avoid doing the four-factor analysis if it would commit to enforceable retirement dates for the emissions sources.

Because Xcel’s plan to retire Sherco Units 1 and 2 in 2026 and 2023, respectively, has been approved by the Minnesota Public Utilities Commission (MPUC) in an Integrated Resource Plan, Xcel is willing to commit to enforceable retirement dates for those units.

However, the MPUC has not yet approved Xcel’s Integrated Resource Plan that includes the retirement of Sherco 3 in 2030. Xcel is willing to commit to an enforceable retirement date of no later than December 31, 2030 for Sherco 3, subject to MPUC’s approval, which is expected by spring 2021.

Xcel asked if the Agency would also be willing to commit to the same retirement date. Because the Agency’s SMMPA 2.0 information says the Agency “plans to” retire Sherco 3 in 2030, board action would be necessary to agree to an enforceable date.

The Agency allowed Xcel to include in their filing to the MPCA (due and filed on July 31, 2020) that SMMPA is willing to commit to an enforceable retirement date of no later than December 31, 2030, subject to SMMPA Board approval. This is consistent with Xcel’s level of commitment.

Mr. Mitchell suggested the board could consider action on this commitment at this board meeting or could defer a decision to a later date.

Discussion.

Mr. Warehime moved to approve committing to an enforceable Sherco 3 retirement date of no later than December 31, 2030. Motion not seconded; motion failed.

The SMMPA Board would like additional time to consider the issue and would like to know if the MPCA approves Xcel’s response with the joint commitments subject to approvals by regulatory authorities, or if they will require the four-factor analysis for Sherco 3.

After a short break, the board reconvened at 10:25 a.m.

#8 Wells Engine Replacement-Mitchell:

Mr. Mitchell reported on the Wells engine replacement.

On August 6, 2019, Wells Public Utilities Unit 3 was damaged by water and fire. The initial repairs were thought to be limited to replacing the generator leads and cleaning the generator from smoke damage. Upon further inspection, damage was found to a generator bearing and the generator shaft, which were determined to not be related to the water and fire incident but were existing wear. The Agency planned to pay for the shaft and bearing repairs and Wells’ property insurance was going to pay for the generator leads and cleaning. Once the vendor that was going
to perform the work began disassembling the generator, they discovered that the generator needs to be completely rewound because the insulation was severely deteriorated due to the nearly 70 years of age of the unit. The cost of all work required was going to exceed $100,000.

After considering options, Wells and the Agency agreed that money would be better spent on a newer replacement generator and proposed to share in the replacement cost. The proposal is for the Agency to contribute $100,000 (equivalent to the insurance deductible and consistent with the approval of a replacement unit at Blooming Prairie) toward the purchase of a replacement unit at Wells, with Wells being responsible for the balance of the costs.

**Recommendation and Request**
- Authorize replacing the damaged unit at Wells with a replacement unit under the existing Capacity Purchase Agreement.
- Authorize the Agency to invest $100,000 toward purchase of a replacement unit.
- Direct the Agency to document the terms of this proposal in an agreement with Wells and to modify the Capacity Purchase Agreement with Wells to reflect the replacement unit once it is installed.

Discussion.

Mr. Reimers moved to authorize replacing the damaged unit at Wells with a replacement unit under the existing Capacity Purchase Agreement, authorize the Agency to invest $100,000 toward the purchase of a replacement unit, and direct the Agency to document the terms of this proposal in an agreement with Wells and to modify the Capacity Purchase Agreement with Wells to reflect the replacement unit once it is installed, seconded by Mr. Moulton, passed upon a unanimous vote of the board members present.

**#9 Confidential Board Report Summary-Mitchell:**

Mr. Mitchell summarized the confidential board report.

**Financial Report June 2020-Fondell:**

Ms. Fondell summarized Agency financial results through June as provided in the board book materials.

**MISO Energy Market Prices**

LMP prices spiked for a short period but are lower than budget.

**Financial Planning Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/2020</td>
<td>Preview budget and rates at board meeting.</td>
</tr>
<tr>
<td>9/16/2020</td>
<td>Distribute draft budget materials to members.</td>
</tr>
<tr>
<td>9/23/2020</td>
<td>Budget Workshop.</td>
</tr>
<tr>
<td>9/24/2020-10/2/2020</td>
<td>Budget adjustments identified during Budget Workshop are compiled.</td>
</tr>
<tr>
<td>10/16/2020</td>
<td>Budget approval at board meeting.</td>
</tr>
</tbody>
</table>

**SMMPA Budget Workshop**

Absent any changes in the Minnesota Stay Safe plan, there was discussion to default to an online
SMMPA Budget Workshop format on September 23, 2020 due to the ongoing pandemic.

**Government Affairs/Member Services Report-Schoenherr:**

Mr. Schoenherr summarized the government affairs/member services report detailed in the board book.

The Minnesota Governor’s Stay Safe plan remains in effect.

**Demand Side Management**

DSM savings levels, based on information currently available, are at 2.38% when compared to estimated member sales year-to-date.

**Member Services**

Mr. Schoenherr reviewed various approaches to meeting potential larger customer demands for solar energy and indicated that SMMPA staff stands ready to meet with members and their retail customers to explore options.

Mr. Schoenherr provided a status update on the EV charger deployment.

**Resource Report/Marketing Update:**

**New Prague Utilities Plant**

The New Prague Utilities Plant had a significant water leak in the cooling tower pipe. The leak was repaired and the unbudgeted expenditures were processed under the Executive Director & CEO’s authority.

**OSI SCADA Software Update**

SMMPA purchased and installed the Open Systems International (OSI) SCADA system in 2015. The quarterly security patches are no longer available for the system. SMMPA will commit to a new operating system, applying the $15,000 budgeted in 2020 plus $35,000 to be included in the 2021 budget. The commitment will reserve a place on the OSI schedule. The software upgrade will be implemented in early 2021.

**Sherco 3 Economic Dispatch Strategy Update**

Received a draft agreement from Xcel Energy that defines the offering and settlement process for offering Sherco 3 into the MISO market as a single asset. The agreement is being reviewed by staff and counsel. The Agency and Xcel Energy plan to change Sherco 3 to a single asset in MISO in December and to begin economic commitment offering in March 2021. Additional updates will be provided.

**Agency Generation Operations**

Mr. Mitchell presented graphs showing that Fairmont Energy Station (FES) and Owatonna Energy Station (OES) ran frequently during the month of July 2020.

**Mora Landfill Gas**

Mr. Mitchell presented a graph showing consistent output from the Mora Landfill Gas Generator in July 2020. The output is currently limited by the air permit test level. The landfill has been
working to improve gas production and collection and a new emissions test for the unit is scheduled in October 2020, which is expected to increase the permitted operating level.

**Market Price Update**
A graph of recent natural gas and on-peak electricity prices was discussed.

**President’s Report:**

Mr. Hoffman reported:

- **SMMPA Board Meeting:** The SMMPA Board meeting scheduled for September 9, 2020 in Princeton, Minnesota, will be held via internet meeting service due to the Coronavirus pandemic, unless the Minnesota governor’s Stay Safe plan changes.

- **SMMPA Alternate Representative:** The change of alternate representative for the City of Owatonna from Beth Fondell to David Olson, Jr. was effective July 28, 2020. (Attachment A.)

**Executive Director & CEO’s Report:**

Mr. Geschwind reported:

- **SMMPA Board Retreat:** President Hoffman and Mr. Geschwind will send an email to the SMMPA Board with SMMPA Board Retreat meeting options for the board’s consideration.

- **SMMPA Annual Meeting:** There was board consensus not to have an in-person SMMPA annual meeting in 2020.

- **Meeting with Members:** Where possible, Mr. Geschwind plans to meet with member communities in the upcoming months.

- **SMMPA Wisconsin, LLC:** The SMMPA Wisconsin, LLC annual tax invoice from the State of Wisconsin was reduced from approximately $600,000 to approximately $100,000 by working with the State to change their tax assessment method for the Agency’s share of the Badger Coulee transmission line. Mr. Geschwind acknowledged the work of Mr. Pignato, Mr. Mitchell, and Ms. Fondell in successfully resolving the issue.

**Member Forum:**

None.

**Other Business:**

There was no other business.
Adjourn:

A motion to adjourn the meeting was made by Mr. Nibaur, seconded by Mr. Plachn, passed upon a unanimous vote of the board members present.

The meeting was adjourned at 11:55 a.m.

__________________________
Secretary
MEMORANDUM 20-05

TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: Utility Bill Make-over Responses
DATE: September 23rd, 2020

ITEM SUMMARY
A bill make-over was introduce in the last billing cycle. PPU solicited responses from customers to gauge their feedback. Out of 69 responses, 91% liked it, 4% were neutral, and 4% dis-liked it.

BACKGROUND INFORMATION
With the new bill layout, we asked the following question:

“Let us know your thoughts on the redesign” : Thumbs Up or Thumbs Down

Results

<table>
<thead>
<tr>
<th>Thumbs Up</th>
<th>Did not respond</th>
<th>Thumbs Down</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>63</td>
<td>3</td>
<td>3</td>
<td>69</td>
</tr>
<tr>
<td>91%</td>
<td>4%</td>
<td>4%</td>
<td></td>
</tr>
</tbody>
</table>

Comments from those that replied with a Thumbs Up

- It's easier to read
- I like the change. PUC vs city changes.
- Where total monthly charges are, add person’s name.
- Yes, I like and appreciate the new look to the bill. Thank you!
- They are fine. But if anyone had issues w/other bills- not sure why, they were easy to read before also.
  Thanks! I think PPU does a great job!
- Seems pretty much the same. We need to keep the Public Utility running as it has been for years. Great Job!
- Looks great- keep it up.
- Much easier to read - Thank you!
- Our street lamp is out on the corner of Meadow View Drive and 14th. Thanks!
- Very nice plus III
- I don't know how you can provide the service you do at the low rates you're charging.
  Keep up the good work. VOTE NO
- Good Job!
- Ever since we moved to this townhouse our electric bill has been $40-$50 a month more than others. Why? Any help would be appreciated.
Comments from those that did not respond with either a Thumbs Up or Thumbs Down

- Why, do I have a street light fee if I don’t have a street light?

Comments from those that replied with a Thumbs Down

- The Red print for what I owe is too hard to see.
- I wish the bill would show your previous payment.
- Why do I want to know how much more I spend than the average resident? I feel like I am being singled out for using "More" electricity than the average resident.

We have responded to all customers that had questions.

RECOMMENDATION
We will continue to collect any feedback that is offered and evaluate what, if any, changes should be made.
ACCOUNT NO. 1234 56-789
ON OR BEFORE 07/12/2020
PAY THIS AMOUNT $236.62
AFTER 07/12/2020
PAY THIS AMOUNT $249.56
AMOUNT ENCLOSED

Please return this portion along with your payment

Princeton Public Utilities
PO Box 218 Princeton, MN 55371-0218
Phone: 763.389.2252 • Fax Number: 763.389.2273

JOHN SMITH
123 S 321 AVE
PRINCETON, MN 55371

You are spending $208.66 a year more than the efficient Princeton residents

<table>
<thead>
<tr>
<th>Description</th>
<th>Mult</th>
<th>Month</th>
<th>Previous</th>
<th>Present</th>
<th>Usage</th>
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<td>Street Light Fee</td>
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<td>$1.50</td>
</tr>
<tr>
<td>Residential Flat Sewer Charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$23.63</td>
</tr>
<tr>
<td>TOTAL CITY OF PRINCETON CHARGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25.13</td>
</tr>
</tbody>
</table>

Comparison group: 134 homes in Princeton with approx 1400 finished sq ft & built around 2002

Did you know?
Summer thermostat.
Program the thermostat to set the temperature higher at night and while you're away from home during the day.

Cover & wrap food.
Cover liquid & wrap food - uncovered food releases moisture & makes the fridge work harder

Visit SaveEnergyInPrinceton.com for more ways to save

Thank you for your payment!

PREVIOUS: 5/13/2020  PRESENT: 6/15/2020
AFTER 07/12/2020:

TOTAL DUE: $249.56

10% LATE PENALTY CHARGE
<table>
<thead>
<tr>
<th>Acct. #</th>
<th>Rt Book</th>
<th>Name</th>
<th>Service</th>
<th>$ Amount</th>
<th>Last Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700</td>
<td>20-69</td>
<td>Customer A</td>
<td>Electric</td>
<td>330.03</td>
<td>6/13/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sewer</td>
<td>76.59</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Water</td>
<td>84.23</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>490.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GRAND TOTAL</td>
<td>490.85</td>
<td></td>
</tr>
</tbody>
</table>
August 17, 2020

MEMORANDUM

To: Safety Management Participants

From: Mike Willetts, Director of Job Training and Safety

Subject: 2020-21 Safety Management Program Contract

It is time to renew your safety management program contract. If we held a regional group meeting earlier this year, please note that the budgets have not changed since then, unless to make specific corrections. For those where we did not hold a group meeting this year, please note that the budgets have been created with the goal of having minimal price increases while covering MMUA’s costs in providing your service. The contract amendments will cover October 1, 2020 through September 30, 2021, to coincide with MMUA’s fiscal year.

Two copies of your contract amendment are enclosed. Please sign both contracts keeping one for your records and mailing the other to the address shown below. Please do not send payment at this time. You will be billed October 1. Mail your signed contract to:

Larry Pederson, Director of Finance
Minnesota Municipal Utilities Association
3131 Fernbrook Lane North, Suite 200
Plymouth, MN 55447-5337

If you have any concerns with the new contract, please contact me or Larry as follows:

Mike Willetts: phone 763-746-0705 or e-mail mwilletts@mmua.org
Larry Pederson: phone 763-746-0704 or e-mail lpederson@mmua.org

Thank you for being part of MMUA’s safety management groups. With this program and your support we have proven that working together as a group we can develop a safety program that is affordable and at the same time works.
Minnesota Municipal Utilities Association

AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: July 31, 2020

Contract Number: 12-2021

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and Princeton Public Utilities (Princeton), dated July 29, 2019, contract number 12-2020, is amended as follows:

PART II. Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2020 until September 30, 2021 (the “expiration date”).

PART III. Section 1.

1. COMPENSATION: For the services covered by this Agreement, Princeton shall pay MMUA an annual fee of eleven thousand seven hundred dollars and 00 cents ($11,700.00) for the 2020-21 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

☐ Annual Payment ($11,700.00)
☐ Quarterly Payments ($2,925.00 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

Princeton Public Utilities

By __________________________________________

Title ________________________________

Date ________________________________

Purchase Order #_____________________

Minnesota Municipal Utilities Association

By [Signature]

Title Executive Director

Date July 31, 2020
AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: **July 31, 2020**

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and Princeton Public Utilities (Princeton), dated July 29, 2019, contract number 12-2020, is amended as follows:

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- □ Quarterly Payments ($2,925.00 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

Princeton Public Utilities

By ____________________________

Title ____________________________

Date ____________________________

Purchase Order #__________________

Minnesota Municipal Utilities Association

By ____________________________

Title ____________________________

Executive Director

Date ____________________________

July 31, 2020
## Central Group Fee Calculation (Joe Schmidt)

**October 1, 2020 - September 30, 2021**

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>2020-21 Annual Charge</th>
<th>2020-21 Quarterly Charge</th>
<th>2019-20 Annual Charge</th>
<th>2019-20 Quarterly Charge</th>
<th>Difference</th>
<th>Total 2020-21 with JTS</th>
<th># of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffalo</td>
<td>18,247</td>
<td>$14,700.00</td>
<td>$3,675.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$18,300.00</td>
<td>$1,500.00</td>
<td>1</td>
</tr>
<tr>
<td>Brainerd</td>
<td>13,719</td>
<td>$21,700.00</td>
<td>$5,426.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$27,700.00</td>
<td>$20,200.00</td>
<td>2</td>
</tr>
<tr>
<td>Coon Rapids</td>
<td>63,272</td>
<td>$36,850.00</td>
<td>$9,212.50</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$38,850.00</td>
<td>$32,650.00</td>
<td>4</td>
</tr>
<tr>
<td>Dayton</td>
<td>5,481</td>
<td>$8,400.00</td>
<td>$2,100.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$8,400.00</td>
<td>$20,600.00</td>
<td>0.67</td>
</tr>
<tr>
<td>Elk River</td>
<td>24,567</td>
<td>$24,150.00</td>
<td>$5,037.50</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$30,150.00</td>
<td>$32,500.00</td>
<td>2</td>
</tr>
<tr>
<td>Glencoe</td>
<td>5,519</td>
<td>$17,850.00</td>
<td>$4,462.50</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$20,350.00</td>
<td>$20,050.00</td>
<td>2</td>
</tr>
<tr>
<td>Hutchinson (utl)</td>
<td>14,188</td>
<td>$21,700.00</td>
<td>$5,425.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$24,600.00</td>
<td>$21,500.00</td>
<td>2</td>
</tr>
<tr>
<td>Otsego</td>
<td>16,605</td>
<td>$8,150.00</td>
<td>$2,037.50</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$8,150.00</td>
<td>$20,000.00</td>
<td>0.67</td>
</tr>
<tr>
<td>Princeton (utilities)</td>
<td>4,728</td>
<td>$11,700.00</td>
<td>$2,925.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$14,600.00</td>
<td>$12,700.00</td>
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<tr>
<td>Rogers</td>
<td>12,753</td>
<td>$12,150.00</td>
<td>$3,037.50</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$12,150.00</td>
<td>$12,150.00</td>
<td>1</td>
</tr>
<tr>
<td>Sauk Centre</td>
<td>4,479</td>
<td>$11,700.00</td>
<td>$2,925.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$14,100.00</td>
<td>$14,100.00</td>
<td>1</td>
</tr>
</tbody>
</table>

**Totals:**

- **$189,050.00**
- **$47,252.50**
- **$167,400.00**
- **$1,500.00**
- **$216,650.00**
- **17.34**

### Annual JTS (Electric)

<table>
<thead>
<tr>
<th>City</th>
<th>$800.00 per lineman</th>
<th>2020-21</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffalo</td>
<td>6</td>
<td>$3,600.00</td>
<td>$3,800.00</td>
</tr>
<tr>
<td>Brainerd</td>
<td>10</td>
<td>$6,000.00</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>Elk River</td>
<td>11</td>
<td>$6,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Glencoe</td>
<td>4</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Hutchinson</td>
<td>7</td>
<td>$4,200.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>Princeton</td>
<td>5</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Sauk Centre</td>
<td>4</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>

**Totals:**

- **$27,600.00**
- **$26,400.00**

Please notify Larry Pederson of changes to your city. Call 763-746-0704; fax 763-851-0459 or e-mail to lpederson@mmua.org.
September 10, 2020

Keith Butcher
General Manager
Princeton Public Utilities Commission
907 First Street South
P.O. Box 218
Princeton, MN 55371
kbutcher@princetonutilities.com

Re: Labor Law Issues (the "Matter")

Dear Keith:

Thank you for selecting Stinson LLP (the "Firm") to represent Princeton Public Utilities Commission in connection with the above-referenced Matter. We appreciate the confidence that you have placed in us and look forward to serving as counsel in this engagement.

We are submitting this letter and the accompanying General Terms of Representation to serve as the written agreement for our engagement. This letter and the General Terms of Representation contain important information regarding how we provide legal services and will apply, unless otherwise agreed in writing, to all current and future matters for which you have retained or will retain us. If you have any questions about any part of our engagement or if you would like to discuss possible modifications to the terms of this engagement, please call me.

Client

For purposes of this engagement, the Firm's sole client will be Princeton Public Utilities Commission (the "Client"). Except as otherwise agreed in writing, the Firm will not be representing any other person or entity in the Matter.

Scope of Engagement

Unless otherwise specifically agreed in writing, the scope of this engagement will be limited to the provision of legal services for labor law and related matters, including organizing efforts by International Brotherhood of Electrical Workers Local 160. Our acceptance of this engagement does not involve an undertaking to represent you or your interests in any other matter.

Fees and Charges

Our fees for this engagement will be based upon and billed at the hourly rates of each attorney, paralegal, and other timekeeper performing services on your behalf. The current hourly rates for attorneys and paralegals anticipated to work on the Matter are as follows:
September 10, 2020
Page 2

<table>
<thead>
<tr>
<th>Attorney/Paralegal</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard W. Pins</td>
<td>$500.00</td>
</tr>
<tr>
<td>Matthew C Tews</td>
<td>$375.00</td>
</tr>
<tr>
<td>Nicole L. Paulkner</td>
<td>$335.00</td>
</tr>
</tbody>
</table>

Our hourly rates are adjusted periodically, typically on an annual basis, to reflect the advancing experience, capabilities, and seniority of our attorneys and paralegals as well as general economic factors. From time to time, it may become necessary or desirable to assign different or additional attorneys or paralegals to work on your Matter. You agree that we may charge the hourly rates currently in effect at the time the work is performed. In addition, we will bill for or request direct payment for disbursements or expenses that we incur, including delivery charges, significant photocopy or reproduction costs, computerized legal research charges, filing fees, fees and costs associated with practice support and/or electronic discovery providers, travel expenses, expert witness fees, and other vendor fees, if any. Typically, we forward third-party charges in excess of $250 directly to you for payment. You agree to be responsible for the payment of such third-party charges and agree to indemnify the Firm in the event such charges are not paid and the vendor makes a claim against the Firm. Payment is due upon receipt of our statements.

PLEASE NOTE THAT THE GENERAL TERMS OF REPRESENTATION THAT WE ASK YOU TO AGREE TO INCLUDE A PROVISION CONCERNING MANDATORY BINDING ARBITRATION OF ANY DISPUTES ABOUT OUR FEES OR OTHER CHARGES. We have included this provision to resolve any such disputes quickly, efficiently and in a less public forum than in court, but it does cause both parties to give up rights they would otherwise have to bring an action in court. Please read this provision and the explanatory statement that accompanies it, and we advise you to seek separate counsel concerning whether you should agree to it. If you do not wish this provision to be a part of your agreement with us, please advise us before you sign this letter.

Retainers

We may at any time request an advance fee retainer for any professional fees associated with the Matter. Retainers and other funds that belong to you will be held without interest on account by the Firm, until disbursed. Such funds may be applied in payment of your account for legal fees owed or other expenses incurred on your behalf.

Conflicts of Interest

We have performed a search of our other clients to determine if representing you might create a potential conflict of interest with any other clients. That check was done using your name and any other names you gave us. Please inform us immediately if you use other names.

Review and Return of Engagement Letter

We ask that you review this letter and the General Terms of Representation carefully and let us know if there is any provision that you do not understand. If you have any questions concerning the terms of our engagement, or if you ever have a question about our charges, or their reasonableness, please contact me at your convenience to discuss the matter. Please sign and return this letter to confirm that it accurately reflects the scope, terms and conditions with respect to this engagement. However, please note that if we do not receive a signed copy of this letter, your instructing us or continuing to instruct us on this Matter.
will constitute your full acceptance of the terms of this letter and in the accompanying General Terms of
Representation.

Thank you for choosing us as counsel. We look forward to a good and productive relationship.

Sincerely,

Stinson LLP

/S/ Richard W. Pins

Richard W. Pins

RWP: nas

ACCEPTED AND AGREED
this _____ day of ____________, 2020:

Princeton Public Utilities Commission

By: ________________________________

    Name:
    Title:
GENERAL TERMS OF REPRESENTATION

Stinson LLP appreciates the opportunity to serve you. Our goal is to provide legal services that address your legal needs effectively and efficiently through our various offices.

The following information explains the client service practices and billing procedures that apply to our representation of your interests (unless you have reached a different written understanding with us). We encourage you to discuss these practices with our lawyers whenever you have questions during the course of our engagement.

Our Client. The person(s) or entity(ies) who are the client(s) in this engagement are limited to those specifically stated in the accompanying engagement letter. In order to avoid misunderstandings and/or inadvertent conflicts of interest in the future, it is understood that, in the absence of written agreement to the contrary, neither this engagement nor our work in connection with this engagement shall be understood or taken to create an attorney-client relationship with other, including related or affiliated (e.g., parent, subsidiary, shareholder, partner, member, director, officer, employee, insurer, joint venture, etc.), persons or entities.

Personnel. One lawyer will generally be assigned primary responsibility for seeing that your requests for legal services are met, but additional lawyers may assist in providing appropriate and efficient legal services. We attempt to assign personnel to each matter based on the nature and scope of the issues raised by the matter in conjunction with the experience and expertise of our lawyers.

Provision of Legal Services. This engagement is for provision of professional legal services, and not for the provision of business, personal, accounting, technical or other advice not constituting legal services. It is agreed that the client is not relying upon counsel in this engagement for advice in areas other than professional legal services, even if such matters should be discussed in connection with the engagement.

Results. At the commencement or during the course of our representation, we may express opinions or beliefs concerning various issues or courses of action and the results that might be anticipated. Any such statement made by any partner or employee of our Firm is intended to be an expression of opinion only, based on information available to us at the time, and should not be construed as a promise or guarantee.

Entire Agreement. The accompanying engagement letter together with these General Terms of Representation shall constitute the entire agreement between us concerning the engagement, and shall not be modified or supplemented, except in a subsequent writing signed by the parties.

Periodic Billings for Legal Services. Unless other arrangements have been made, it is our policy to render periodic statements for legal services on a monthly basis. We normally base these interim statements on hourly rates of lawyers and legal assistants working on the matter. Statements will be due upon presentation, and are to be paid no later than 30 days following the invoice date. The amounts paid on our interim billings are applied to the total final fee. If any statement amount remains unpaid 60 days after the invoice date, the Firm reserves the right to terminate its services, consistent with applicable Rules of Professional Conduct.
When agreed to by engagement letter, fees are sometimes fixed irrespective of the hours involved. Circumstances, including those set out below may require departure from the application of hourly rates. Determination of the total final fee may await conclusion of each specified case or matter so that all relevant factors may be considered.

The Firm has offices in multiple states. Our lawyers are subject to rules governing the professional conduct of lawyers in those states. In addition to time spent, these rules list other factors that can be considered in determining a reasonable fee. These include: reputation, the skill and experience required to complete the services properly; the extent to which the acceptance of the particular matter will preclude other employment; the amount involved; the results obtained; the time limitations imposed by the client or by the circumstances; the nature and length of the professional relationship with the client; and whether the fee is fixed or contingent. In the absence of agreement with you, those factors will not be used to increase our billings for fees above the charge resulting from application of hourly rates.

Estimates and Budgets. Please note that any estimates of anticipated fees and costs that we may provide at your request, whether for budgeting purposes or otherwise, are only an approximation because of the uncertainties involved in the representation. Unless we have otherwise agreed in writing to a specific fixed fee or fee cap, any such estimate is not a maximum or minimum fee quotation, and our fees will be determined based on actual hours incurred in accordance with the terms of our representation. It is also expressly understood that, absent a written contingent fee agreement, payment of the Firm’s fees and costs is in no way contingent on the ultimate outcome of the matter.

Retainers. With new clients or with substantial new matters for existing clients, the Firm may require what is known as a "retainer held as security." This retainer may be in the nature of a deposit, held by the Firm for the protection of its investment of time and effort which will be applied to the final billing. Another type of retainer may require you to deposit a certain amount, against which monthly statement amounts will be applied. At the end of each month, the agreed upon monthly retainer amount must be replenished to its original amount. Even though a retainer is outstanding, we expect you to pay for services rendered as reflected by interim billings.

Paralegals/Practice Support Consultants/Document Clerks. Certain work will be done by paralegals, sometimes called "legal assistants," and/or Practice Support Consultants. Such persons, although not practicing lawyers, have undergone training to perform certain kinds of services at lower rates. In matters involving significant quantities of document management, document clerks may be used to perform tasks at lower rates than those of legal assistants. In matters in which electronically stored information is relevant to the representation, Practice Support Consultants are used. All such work is supervised by practicing lawyers. The use of such persons allows us to deliver legal services to you at a lower cost.

Client Disbursements. Most matters require, from time to time, certain monetary advances to be made on your behalf by the Firm. Some "client disbursements" represent out-of-pocket charges we advance, others represent internal costs (including costs such as fees for service of process, court filing fees, deliveries, copying charges, travel expenses, computer assisted legal research, costs associated with electronically stored information that may be relevant to the representation, etc.). It is understood that while acting as your lawyers, we have the authority to use our best judgment in making such expenditures on your behalf. Unless we have made prior arrangements with you, we will send you monthly billings for client disbursements incurred during the preceding month. If the nature of the matter is such that we anticipate substantial advances, we may require a separate deposit for such purpose. Substantial individual items in excess of $250, such as expert witness fees, the costs of deposition transcripts, printing costs, etc., may be billed directly to you by the vendor of such services. In many matters when lawyers must examine legal
authorities, it is more economical to accomplish the task using computer databases of legal precedents (instead of the traditional method of manual retrieval). In such instances, the special charges assessed by the providers of these services, Lexis and Westlaw, are shown on client disbursement billings as "Lexis or Westlaw Research."

RESOLUTION OF DISPUTES CONCERNING FEES AND OTHER CHARGES.

(a) ANY CLAIM, CONTROVERSY OR DISPUTE, WHETHER SOUNDING IN CONTRACT, STATUTE, OR TORT, OR ANY OTHER LEGAL THEORY, RELATED DIRECTLY OR INDIRECTLY TO THE FEES OR OTHER CHARGES BY OUR FIRM TO YOU, INCLUDING, BUT NOT LIMITED TO YOUR NON-PAYMENT OF ANY AMOUNTS BILLED TO YOU, SHALL BE RESOLVED BY MANDATORY BINDING ARBITRATION AS PRESCRIBED IN THIS SECTION. THE FEDERAL ARBITRATION ACT, NOT STATE LAW, GOVERNS THE ARBITRATION, INCLUDING BUT NOT LIMITED TO THE QUESTION OF WHETHER A CLAIM IS SUBJECT TO ARBITRATION. YOU AND OUR FIRM EACH AGREE TO WAIVE ANY RIGHT TO TRIAL IN A COURT OF LAW AND ANY RIGHT TO A TRIAL BY JURY THAT MAY OTHERWISE EXIST.

(b) THE ARBITRATION WILL BE ADMINISTERED BY THE AMERICAN ARBITRATION ASSOCIATION UNDER ITS COMMERCIAL ARBITRATION RULES. THE ARBITRATION SHALL BE TO A SINGLE ARBITRATOR WHO IS A LICENSED ATTORNEY WITH AT LEAST TEN YEARS EXPERIENCE IN THE JURISDICTION IN WHICH THE OFFICE OF OUR ATTORNEY PRIMARILY RESPONSIBLE FOR YOUR ENGAGEMENT IS LOCATED, AND THE ARBITRATION SHALL BE HELD IN "THAT CITY. JUDGMENT UPON THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION.

(c) THIS AGREEMENT TO ARBITRATE CONTAINS RISKS AND BENEFITS AND REQUIRES EACH PARTY TO GIVE UP RIGHTS THEY WOULD OTHERWISE HAVE. YOU ARE ADVISED TO SEEK INDEPENDENT COUNSEL, AND YOU ARE NOT REQUIRED TO AGREE TO THIS PROVISION. ARBITRATION MAY BE A MORE EFFICIENT AND LESS PUBLIC MEANS OF RESOLVING OUR DISPUTES. HOWEVER, BY AGREEING TO THIS PROVISION, YOU WAIVE YOUR RIGHT TO BRING AN ACTION IN COURT, AND TO HAVE A JURY TRIAL, AND YOUR RIGHT TO AN APPEAL. IN MOST CIRCUMSTANCES, THE DECISION OF THE ARBITRATOR IS FINAL AND MAY NOT BE APPEALED OR CHALLENGED, EXCEPT ON VERY LIMITED GROUNDS. DISCOVERY (THE PARTIES' RIGHT TO OBTAIN INFORMATION FOR EACH OTHER AND THIRD PARTIES) IS OR MAY BE LIMITED OR PRECLUDED IN ARBITRATION. ARBITRATION MAY BE MORE OR LESS EXPENSIVE THAN AN ACTION IN COURT. THE ARBITRATOR MAY ALLOCATE THE COSTS OF ARBITRATION, INCLUDING THE FEES OF THE ARBITRATOR, TO ONE OR BOTH OF THE PARTIES. IF YOU HAVE ANY QUESTIONS ABOUT ARBITRATION OR WHETHER YOU SHOULD AGREE TO THIS PROVISION, SEEK INDEPENDENT LEGAL ADVICE OR ASK THAT THIS PROVISION BE DELETED FROM OUR AGREEMENT WITH YOU BEFORE YOU SIGN IT.

(d) THIS PROVISION SHALL NOT APPLY IN ANY JURISDICTION IN WHICH IT DOES NOT COMPLY WITH THE RULES OF PROFESSIONAL CONDUCT APPLICABLE TO ATTORNEYS.

File Retention. After our representation has ended, we will, upon your request, deliver the file for this engagement to you. If you do not request the file, we will retain it for a period of five years after the matter is closed. If you do not request delivery of the file before the end of the five year period, we will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to you,
subject to governing rules of professional conduct. At any point during the five year period, you may request delivery of the file.

Disbursements and Other Charges. We will also charge you for certain expense items listed below that we provide in connection with our legal services. Through long-term contracts with computer research vendors, and practice support and/or electronic discovery providers, we receive discounted rates on some of these services in exchange for guaranteed payment, usage or other obligations undertaken at our risk. The payments that we receive from clients for these services may or may not exceed our total payments to the vendors. Any excess is used to partially offset the costs we incur for related equipment and personnel as well as the risks we assume in entering into these contracts.

Specific items provided by the Firm are currently charged at the following rates which may be changed periodically due to economic factors as reflected on the monthly invoice:

Computer Research. We do not charge clients for the use of the Firm’s internal work product retrieval system. Clients are charged for computer-assisted research at rates we establish based on any agreement we have with the vendor and our associated risks in entering into long-term usage contracts.

Telecommunications. We do not charge for local or long-distance phone calls or electronic mail transmissions.

Mail/Messengers. Messengers are used as appropriate to assure expedited delivery. The cost of such messengers is charged directly to clients without markup. We do not charge for regular mail; however, bulk mailings, packages and special postal services are charged at our actual cost.

Travel. Unless other arrangements have been specified, any air travel required in connection with our representation of your interests will be at coach rates.

Electronic Communications. We may use various forms of electronic communications to discuss matters concerning your representation. Any such communication is not without some risk. For example, someone with sufficient knowledge, tools, and access could intercept and use information related to those communications. This could cause you to lose your confidentiality and attorney/client privilege protections. However, to facilitate your representation, you approve the use of electronic communications during your representation by us unless we are instructed otherwise.

Termination of Services. In the event that you choose to terminate our services, please advise us of such in writing. We retain the right to cease performing legal services and to terminate our legal representation for any reason consistent with ethical rules, including conflicts of interest or the failure to pay legal fees and expenses when due. Our termination or your termination of services does not affect your obligation to pay legal fees and expenses incurred prior to the effective date of such termination. Unless previously terminated, our representation of the Client will terminate upon our sending our final statement for services rendered. Unless we are re-engaged after our representation terminates, we will have no continuing obligation to advise the Client with respect to future legal developments or otherwise monitor renewal or notice dates or similar deadlines that may arise from the matter(s) for which we had been engaged.

Questions. One of our goals is to ensure that legal services are delivered effectively and efficiently, and that all billings are accurate and understandable. Please direct any questions about services or billing practices to the Chief Operating Officer. Questions regarding the billing or payment status of your account may also be directed to our Client Accounting Department.
August 11, 2020

Princeton Public Utilities
Keith Butcher
General Manager
907 - 1st St, PO Box 218
Princeton, MN 55371-0218

Greetings from The Salvation Army’s HeatShare Program staff. The cost of our bill inserts has decreased!

I would like to thank everyone who has continued to be an active participant of the HeatShare Program. HeatShare is celebrating its 38th year thanks to the commitment of utilities such as yours. For those who are not currently active participants, it is our hope that you will join us next HeatShare season. Hopefully, we can count on all our community partners to be a part of our HeatShare network.

HeatShare is a positive way for you to reach out to customers in need; especially with energy costs rising year after year. Additionally, there are many households who have limited resources to turn to; particularly after the state programs are closed or unavailable.

Your support of this program would aid those in your community in receiving the help that they need if you could contribute in at least one of the following ways (please check all applicable boxes):

☐ By distributing bill inserts to your customers to raise donations
   ☐ _____________ bill inserts needed @ .15 cents each
   ☐ _____________ name of person placing order

☐ Utilizing your website to advertise the HeatShare Program (a suggested example attached).

☐ By adding information about the HeatShare Program to your utility newsletter (a suggested example attached)

If you do not wish to aid us in our outreach efforts to promote and raise funds for the HeatShare Program, please check the box below:

☐ We do not wish to participate in the HeatShare Program

Enclosed you will find a copy of The Salvation Army’s HeatShare Agreement. If you wish to participate in the program, please present this to your governing authorities to review and sign. A self-addressed stamped envelope is enclosed so you can conveniently return the signed agreement and this cover letter back to us. Once received, a fully executed agreement will be returned to you.

If you have any questions about the HeatShare Program or this agreement, please contact our office at 651-746-3542. Our program continues to be a success in Minnesota, thanks to individuals and organizations like you.

Thank you for your support.

Sincerely,

Lynnette Medcalf, LSW
Divisional HeatShare Coordinator
The Salvation Army Divisional Headquarters

Enclosures

"...THERE IS NO REWARD EQUAL TO THAT OF DOING THE MOST FOR THE MOST PEOPLE IN THE MOST NEED." — EVANGELINE BOOTH
HEATSHARE PROGRAM
AGREEMENT

COMES NOW, Princeton Public Utilities, in joint partnership with The Salvation Army, an Illinois Corporation (The Salvation Army), submits its joint customer contribution fund program plan as follows:

PROGRAM NAME:
HeatShare (A voluntary non-governmental program of The Salvation Army) which has been in existence since 1982.

PURPOSE:
The purpose of this energy related program, shall be to advance the common good and general welfare of the people by soliciting voluntary contributions from customers and employees to assist needy Minnesotans with energy related problems, including but not limited to residential heating bills, repairs on home heating equipment, and shut offs; and to provide assistance in reducing the cost of utilities for qualified low-income elderly, disabled, and others with special needs who have difficulty paying their energy related expenses.

CUSTOMER NOTIFICATION:
Customers will be notified through Princeton Public Utilities. Notifications will be made via bill inserts and/or newsletter. In addition, press releases and media notification will be utilized when appropriate and beneficial to HeatShare and Princeton Public Utilities.

TRANSFER/DISTRIBUTION OF FUNDS:
Princeton Public Utilities will transfer funds to The Salvation Army on a regular basis in amounts equal to contributions received and processed prior to such date. Funds will be allocated by each Salvation Army unit corresponding to Princeton Public Utilities in direct proportion to donations received from their area. On an exceptional basis, The Salvation Army, will have at their discretion, the authority to adjust the distribution of funds where they deem fit. A minimum of 85% of the funds will be used in the distribution of funds as per the guidelines on attachment A-1.

IMPLEMENTATION:
Implementation is scheduled with the insertion of customer notification/authorization in at least one monthly bill or newsletter each year thereafter, unless this agreement is terminated.

ADDITIONAL:
Princeton Public Utilities proposes at this time to defray the expense of solicitation through paying of bill insert costs, any promotional costs deemed necessary, and the cost of collection and transmittal of contributions.

EFFECTIVE DATE:
This plan becomes effective this October 1, 2020, and stays effective until September 30, 2021, or until Princeton Public Utilities or The Salvation Army terminates this agreement by giving a 90 day written notice to the other party.
NOTICE:
The Salvation Army will follow the operational guidelines on (A-1) attached hereto. Notices shall be deemed given upon personal delivery, or when deposited in the United States mail, postage prepaid and addressed as follows:

If to Princeton Public Utilities:
Attn: Keith Butcher
Title: General Manager
Address: 907 - 1st St, PO Box 218
        Princeton, MN 55371-0218
Phone: 763.389.2252

If to The Salvation Army:
Attn: Lynnette Medcalf
Title: Divisional HeatShare Coordinator
Address: 2445 Prior Avenue N
        Roseville, MN 55113
Phone: 651-746-3542

WHEREFORE, Princeton Public Utilities, requests that its proposed joint customer contribution fund program be approved as submitted.

By: __________________________________________
Title: __________________________________________
Attest: _________________________________________
Title: __________________________________________
Dated the _____ day of ________________ 2020

The Salvation Army, an Illinois Corporation

By: __________________________________________
Title: Divisional Commander
Attest: _________________________________________
Title: Divisional HeatShare Coordinator
Dated the 10th day of August 2020
THE SALVATION ARMY
HEATSHARE PROGRAM GUIDELINES

TO QUALIFY FOR ASSISTANCE FROM THE HEATSHARE PROGRAM:

1. Applicants must have a past due bill or final (disconnect) notice and;

2. Applicants must be income eligible as per Attachment A-1 and;

3. Applicants must have applied for assistance previously from other available public agencies and;

4. Applicants must reside in the designated areas where funds are raised for the program.

5. Applicants must be:
   a. 65 years of age or older, or disabled/handicapped, such that financial assistance from the HeatShare program would relieve a substantial need or
   b. Circumstances have arisen which deplete an individuals or families immediate cash resources. For example, an illness, major repair bill or sudden lay off, may leave a family, usually able to cope with insufficient cash resources to meet heating needs even though normally they have sufficient income to do so.
   c. After initial assistance has been received, if an underlying problem exists (such as a client paying more rent than their income will allow) attempts must be made to remedy the situation before further assistance will be given.
   d. Households who request assistance in consecutive years will be asked to participate in activities to strengthen the self-sufficiency of the family.

6. Assistance is available only once per year at a maximum of $400 for those living outside of the Twin Cities area, and $500 for those living within the Twin Cities Area.

7. Types of assistance granted will be for natural gas, electric, fuel oil, and propane.

Note: These are guidelines and on occasion, due to extenuating circumstances, clients may be given special considerations.

2020-2021 ANNUAL NET INCOME GUIDELINES

The income guidelines below are based on 50% of State Median Income.

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<th>Household Size</th>
<th>Annual</th>
<th>Monthly</th>
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<td>11</td>
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<td>$6,659</td>
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</table>
MEMORANDUM

TO: Mayor and City Council  
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist  
SUBJECT: Resolution to transfer jurisdiction of Subsurface Sewage Treatment Systems (SSTS) to Mille Lacs County and Sherburne County  
DATE: September 22, 2020

Staff has met with Aaron Patrick, Environmental Specialist with MN Pollution Control Agency (MPCA). Per our conversation, the City needs to have a program in place for septic systems permits or give the permitting responsibility to Mille Lacs County and Sherburne County.

There are just a few septic systems in the City limits that are not able to hook-up to the City sewer system. Because of this limited number, staff believes it would be in the Cities best interest to turn over the authority for regulating and enforcing Subsurface Sewage Treatment Systems (SSTS) to Mille Lacs County and Sherburne County. The Resolution #20-50 and #20-51 are provided for your review.
WHEREAS, the City of Princeton has provided standards for regulating Subsurface Sewage Treatment Systems (SSTS) in efforts to provide safe means of sewage treatment and disposal; and

WHEREAS, the City of Princeton from time to time amended such standards through adoption of ordinances, most recently Ordinance #690 (Connection requirements of sewer and water) requiring that a property located within the city’s corporate limits connect to the City’s sewer and water system if eligible to do so; and

WHEREAS, the City wishes, to turn over the authority for regulating and enforcing Subsurface Sewage Treatment Systems (SSTS) and Sherburne County take said responsibility.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Princeton, Minnesota:

1. That the City seeks to abandon its jurisdiction over the regulation and enforcement of Subsurface Sewage Treatment Systems (SSTS) and transfer such jurisdiction to Sherburne County effective September 24th, 2020.

2. That the City shall cooperate fully in providing all necessary records and documentation to Sherburne County regarding Subsurface Sewage Treatment Systems (SSTS) within the City of Princeton.

3. The transfer to Sherburne County from the City of Princeton including transferring the responsibility of regulating and enforcing Subsurface Sewage Treatment Systems (SSTS) from the City to Sherburne County is hereby approved.

4. The Mayor and City Administrator are hereby authorized to execute any and all associated document on behalf of the City.

Adopted by the City Council this 24th day of September, 2020.

ATTEST

Brad Schumacher, Mayor

Robert Barbian, City Administrator
CITY OF PRINCETON  
RESOLUTION #20-51

A RESOLUTION TO TRANSFER JURISDICTION OF SUBSURFACE SEWAGE TREATMENT SYSTEMS (SSTS) IN THE CITY OF PRINCETON TO MILLE LACS COUNTY

WHEREAS, the City of Princeton has provided standards for regulating Subsurface Sewage Treatment Systems (SSTS) in efforts to provide safe means of sewage treatment and disposal; and

WHEREAS, the City of Princeton from time to time amended such standards through adoption of ordinances, most recently Ordinance #690 (Connection requirements of sewer and water) requiring that a property located within the city’s corporate limits connect to the City’s sewer and water system if eligible to do so; and

WHEREAS, the City wishes, to turn over the authority for regulating and enforcing Subsurface Sewage Treatment Systems (SSTS) and Mille Lacs County take said responsibility.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Princeton, Minnesota:

1. That the City seeks to abandon its jurisdiction over the regulation and enforcement of Subsurface Sewage Treatment Systems (SSTS) and transfer such jurisdiction to Mille Lacs County effective September 24th, 2020.

2. That the City shall cooperate fully in providing all necessary records and documentation to Mille Lacs County regarding Subsurface Sewage Treatment Systems (SSTS) within the City of Princeton.

3. The transfer to Mille Lacs County from the City of Princeton including transferring the responsibility of regulating and enforcing Subsurface Sewage Treatment Systems (SSTS) from the City to Mille Lacs County is hereby approved.

4. The Mayor and City Administrator are hereby authorized to execute any and all associated document on behalf of the City.

Adopted by the City Council this 24th day of September, 2020.

ATTEST

Brad Schumacher, Mayor

Robert Barbian, City Administrator
Resolution 20-56
City of Princeton, State of Minnesota
In Support of a Bonding Bill in the Special Session

WHEREAS, the people of Minnesota need basic infrastructure such as drinking water, sewage treatment, roads, bridges, and

WHEREAS, our state (and nation) is facing one of the worse economic struggles in its history and one of the best and only tools that the state has to stimulate the economy is a bonding bill that will create jobs and inject much needed funding into our state economy; and

WHEREAS, the Minnesota Legislature failed to pass a bonding bill in the 2019 legislative session, and

WHEREAS, the Legislature failed to pass a bonding bill in the regular 2020 legislative session and three subsequent special sessions, and

WHEREAS, interest rates are at an all-time low, and

WHEREAS, Funding for an interchange design at TH 169 and Sherburne County State Aid Highway 4 in the City of Zimmerman is a major transportation route bottleneck for local, State and interstate movement of commuters, freight and tourists leading to Princeton.

BE IT RESOLVED that the City Council of Princeton, Minnesota urges through this Resolution to its lawmakers to work in a bipartisan way to pass a bonding bill in the special session to be held in September 2020.

BE IT FURTHER RESOLVED that this resolution be transmitted, Speaker of the House Melissa Hortman, Senate Majority Leader Paul Gazelka, House Minority Leader Kurt Daudt, Senate Minority Leader Susan Kent, and Governor Tim Walz.

Adopted: _______________________

Attest: _______________________

56
The Economic Development Authority Board has updated their Bylaws at their September 17, 2020 meeting. The Board agreed to change the meeting dates from each month to every other month beginning February of each year. Special meetings can be called if there is Board approval needed on an item.

Another change is on Section 5, Order of Business:
Added to the list of seven items was: Forum for ideas

This gives the EDA Board the opportunity to pitch ideas and engage in a discussion regarding opportunities that may be beneficial to the economic community of Princeton.

The City Council will need to approve or deny the EDA Bylaw changes with a motion. Staff will relay the Council’s decision to the EDA Board.
BYLAWS OF THE
PRINCETON ECONOMIC DEVELOPMENT AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “City of Princeton Economic Development Authority” (and may be referred to as the “PEDA” or the “Authority”), and its governing body shall be called the Board of Commissioners (the “Board”). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. The official seal of the Authority shall be the seal of the City.

Section 3. Office of Authority. The offices of the Authority shall be the Princeton City Hall, 705 2nd Street North, Princeton, Minnesota 55371.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice President, a Treasurer, an Assistant Treasurer, a Secretary, and an Executive Director. The President, the Vice President, the Secretary, and the Treasurer shall be members of the Board and shall be elected annually at the annual meeting. No Commissioner may be both President and Vice President simultaneously.

Section 2. President. The President shall preside at all meetings of the Board. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. President Pro Tem. In the event of the absence or incapacity of the President and the Vice President at any meeting, the Secretary shall act as President Pro Tem to preside at such meeting. Such appointment shall expire at the adjournment of the meeting.

Section 5. Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 6. Recording Secretary. The Recording Secretary shall be the City Clerk or designee.

Section 7. Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Treasurer and Assistant Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall
render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority.

Section 8. **Assistant Treasurer.** The Assistant Treasurer of the EDA shall be the City Treasurer. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties, subject to the Treasurer's approval thereof.

Section 9. **Executive Director.** The Executive Director shall be designated from time to time by the Authority, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board. Any compensation for the Executive Director shall be established by the Board and subject to City Council approval.

Section 10. **Additional Duties.** The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 11. **Advisory Committees.** The Authority may by resolution establish one or more advisory committees to the Authority.

Section 12. **Remove for Cause.** A commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office after a hearing. A Commissioner may be dismissed if attendance at three (3) meetings in a row or four (4) meetings throughout a year is missed. A copy of the charges must be given to the commissioner at least ten (10) days before the hearing.

Section 13. **Vacancies.** Should the office of President, Vice President, Treasurer, Assistant Treasurer, or Secretary become vacant, the Board shall elect a successor from its membership at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer. A vacancy on the Board must be filled for the balance of the unexpired term in the manner in which the initial appointment was made.

Section 14. **Compensation of Commissioners.** All Commissioners shall serve voluntarily. The City Council may set a meeting stipend. Required expenses and/or additional compensation may be recommended by the Board and approved by the City Council.

Section 15. **Additional Personnel.** The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board, subject to approval by the City Council.

**ARTICLE III - MEETINGS**

Section 1. **Regular Meetings.** The Board shall hold regular meetings on the third Thursday of every other month (beginning with February of each year) at 6:00 p.m. at City Hall.

Section 2. **Special Meetings.** Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time at least 48 hours prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each of the members of the Board at least three (3) days prior to the date of such
special meetings. At such special meeting, no business shall be considered other than as designated in the call, but if all members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted at City Hall and/or published as may be required by law.

Section 3. **EDA Meetings.** All Board meetings of the EDA are subject to and must conform to all open meeting requirements. The annual meeting shall be the first regular meeting in January February.

Section 4. **Quorum.** The powers of the Authority shall be vested in the Board. Four Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 5. **Order of Business.** At the regular meetings of the Board, the following shall be the order of business:

1. Roll Call
2. Approval of the minutes of previous meeting
3. Bills and communications
4. Reports
5. Forum for ideas
6. Unfinished business
7. New business
8. Adjournment

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 6. **Adoption of Resolutions.** Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may, but need not, be read aloud prior to vote taken thereon and may, but need not, be executed after passage.

Section 7. **Rules of Order.** The meetings of the Board shall be governed by the most recent edition of Robert’s Rules of Order.

**ARTICLE IV - MISCELLANEOUS**

Section 1. **Amendments to Bylaws.** The Bylaws of the Authority shall be amended only by resolution approved by at least four of the members of the Board and approved by the City Council.

Section 2. **Fiscal Year.** The fiscal year of the Authority shall coincide with the fiscal year of the City of Princeton.

Section 3. **Assistant Treasurer’s Bond.** The Assistant Treasurer shall be covered by the City’s errors and omissions insurance policy.

Section 4. **Financial Statement.** The Authority shall examine the financial statement together with the treasurer’s vouchers, which financial statement shall disclose all receipts and
Bylaws of the
Princeton Economic Development Authority
Page 4

disbursements, their nature, money on hand, and the purposes to which it shall be applied, the Authority’s credits and assets and its outstanding liabilities. If the Authority finds the financial statement and treasurer’s vouchers to be correct, it shall approve them by resolution.

Section 5. Report to the City. The Authority shall provide a written report to the City Council annually, no later than March 1st. The report shall give a detailed account of its activities and of its receipts and expenditures for the account of its activities and of its receipts and expenditures for the preceding calendar year. The Authority shall, at the City’s request, make available all records necessary to conduct an audit of the Authority’s finances.

Section 6. Budget to City. The Authority shall annually prepare its budget in conformance with the City’s budget process. The City Council will review and approve the budget as part of the City’s annual budget process.

Section 7. Employees. The Authority may select and recommend for employment to the City Council employees as it may require and determine their duties, qualifications, and compensation in accordance with the budget.

Section 8. Services. The Authority may contract for the services of consultants, agents, public accountants, engineers, technical experts and agents, and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority. These contracts for service must be in accordance with the budget as approved by the City Council.

Section 9. Supplies, Purchase, Facilities, and Services. The Authority may purchase the supplies and materials it needs in accord with the budget. The Authority may use the facilities of the City’s purchasing department. The City may furnish offices, structures and space, stenographic, clerical, engineering, and other assistance to the Authority.

APPROVED by the Princeton Economic Development Authority on the day 17th of September, 2020.

Board President

ATTEST:

Board Secretary
CODE OF ORDINANCE, TITLE 2. ADMINISTRATION

Chapter 255 - Economic Development Authority and District

255.01 Background; Findings.

(A) The City is authorized by M.S. Ch. 469 (Act), as it may be amended from time to time, to establish an Economic Development Authority (EDA) to coordinate and administer economic development and redevelopment plans and programs of the city.

(B) It is found and determined by the City Council that the encouragement and financial support of economic development and redevelopment in the city is vital to the orderly development and financing of the city and in the best interests of the health, safety, prosperity and general welfare of the citizens of the city.

(C) It is further found and determined that the economic development and redevelopment of the city can best be accomplished by the establishment of an EDA and establishing an Economic Development District as authorized by the Act.

255.02 Enabling Resolution.

(A) The Economic Development Authority of the City of Princeton (EDA) is established.

(B) An Economic Development District is created that encompasses the corporate limits of the City of Princeton as they may be amended from time to time.

(C) The EDA consists of a governing body of seven commissioners. Two of the commissioners shall be member of the City Council and two commissioners may be residents of area townships. All commissioners shall be appointed by the City Council at the first meeting in January of each year. The terms for those initially appointed shall be appointed for one, two, three, four, five, and two members for six years. Thereafter, all commissioners shall be appointed for six-year terms. The EDA has all the powers and duties set forth in M.S. §§ 469.090 to 469.108, as these sections may be amended from time to time, and other law, except as limited by this chapter.

(D) The following items apply to the EDA and its operation:

(1) The sale of bonds or other debt obligations of the EDA must be approved by the City Council;

(2) The EDA must follow the budget process for the city departments in accordance with city policies, ordinances and resolutions;
(3) Development and redevelopment actions of the EDA must be in conformance with the City Comprehensive Plan and official controls implementing the Comprehensive Plan;

(4) The EDA must submit work plans for development and redevelopment to the City Council for approval on a minimum of an annual basis and report activities to the City Council upon request;

(5) The administrative structure and management practices and policies of the EDA must be approved by the City Council;

(6) All activities of the EDA must comply with all local ordinances, including all applicable zoning laws;

(7) The EDA may enter into any agreements necessary to administer the Revolving Loan Fund;

(8) The EDA may acquire and dispose of real estate/property in order to carry-out the development and redevelopment activities detailed in the plan presented to the City Council;

(9) The proceeds of land sales should first be applied to any obligation of the city related to the property. Any proceeds beyond the City’s costs may be retained by the EDA to future the development and redevelopment activities detailed in the annual EDA plan presented to the City Council.

(E) As provided in the Act, it is the intention of the City Council that nothing in this chapter nor any activities of the EDA are to be construed to impair the obligations of the City under any of its contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City.

255.03 Implementation

(A) The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the Act to give full effect to this chapter.

(B) The Mayor, City Administrator and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this chapter.

(C) Nothing in this chapter is intended to prevent the City from modifying this enabling resolution to impose new or different limitations on the EDA as authorized by the Act.

255.04 Filling of Vacancies; Compensation. Vacancies on the Board shall be reported
to the City Council and filled by like appointment for the unexpired term. Board members shall receive $25 for each Economic Development Authority meeting they attend.

255.05 **Removal From Office or Appointment.** The City Council may remove, for proper cause, any member or officer of the board and fill the vacancy; but, such removal must be by a concurrent vote of the majority of the City Council, at a meeting of whose time, place, and object the charged member or officer has been duly notified, with the reasons for such proposed removal and after the opportunity to be heard in defense against the removal. Just cause includes, but is not limited to, insubordination, engaging in conduct in violation of the City’s Social Media Policy or engaging in conduct in violation of Section 7.2 (Discipline, Suspension, and/or Dismissal) of the City’s Personnel Policy.
MEMORANDUM

TO: Mayor & City Council
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist
SUBJECT: Interim Use Permit for Chickens at 1412 16th Avenue North
DATE: September 24th, 2020

BACKGROUND
Julia & Daniel Knapp have submitted an Interim Use Permit application for the raising and keeping of chickens on their property located at 1412 16th Avenue North. The property is zoned R-1, Residential District.

The public hearing notice was sent to properties 350 feet from the site. On September 21st late in the afternoon three separate letters of non-support of the Interim Use Permit were received from neighbors. The letters are included in your packet. The Planning Commission held the public hearing on September 21st, 2020 and the applicant’s addressed the letters.

During the discussion to the letters, it came to staff’s attention that the applicants have three dogs and two cats. The Code of Ordinance, Title 5. Animals, states that no more than a combination of three domestic animals allowed on a property site in a combination of dogs and/or cats. The Planning Commission advised the applicants that two of the pets will need to be removed from the property site. The City of Princeton does not allow a kennel license that would allow more domestic animals and the applicants understood. They were not aware of the Ordinance.

Discussion followed on the maintenance and cleanup of the chickens. The applicants have been researching the best cleanup method for the manure and have determined that sand in the coop and run area will clump the waste and they will use a scoop to remove it and put it in the compost pile. The applicants understood that one of the conditions for removal of the Interim Use Permit is if there are complaints the permit can be revoked.

ANALYSIS
The housing and keeping of chickens in the R-1 District requires an Interim Use Permit. Chapter VI.BB lists the review criteria for the housing of chickens:

No person shall own, keep, harbor, or have custody of any live chickens without first obtaining an Interim Use Permit in writing from the City, in accordance with the provisions of Section IV.6 of the Zoning Ordinance and subject to the following conditions:

a. The keeping of any poultry besides chickens is prohibited.
   Comment: This shall be a condition of approval.

b. Roosters are prohibited.
   Comment: This shall be a condition of approval.

c. No more than four (4) chickens shall be housed or kept on any one residential lot in any area of the city zoned R-1, R-2, or R-3.
Comment: The applicant is requesting to have (4) chickens and understands this is the allowed limit, and will be a condition of approval.

d. *Chickens shall only be allowed on single family home lots.*
   
   **Comment:** This condition is met, still will be a condition of approval.

e. *Outdoor slaughtering of chickens in city limits is prohibited.*
   
   **Comment:** This shall be a condition of approval.

f. *Chicken fighting shall not be allowed within city limits.*
   
   **Comment:** This shall be a condition of approval.

g. *Leg banding of all chickens is required. The bands must identify the owner’s name, address, and telephone number.*
   
   **Comment:** This shall be a condition of approval.

h. *Chickens shall not be housed in a residential house or an attached or detached garage.*
   
   **Comment:** The applicant has provided a layout of a chicken coop and run area that will be installed, still will be a condition of approval.

i. *A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:*

   1) *Located in the side or rear yard.*

   **Comment:** The applicant will have the coop located in the fenced area of their rear yard.

   2) *Meet the accessory structure setback requirements.*

   **Comment:** The proposed location meets the setback requirements.

   3) *Construction shall be adequate to prevent access by rodents.*

   **Comment:** Per the proposed coop design, it will be made out of plywood with 6’ foot walls and a depth of 10’ feet, totaling 60’ square feet. The wire run will have a roof where the chickens are contained and will be 7’ feet long.

j. *A run or exercise yard is required to be provided and must be enclosed by a fence.*

   **Comment:** The applicants back yard is fenced and the run area will have it’s own fencing.

k. *All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surroundings must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectable on another property.*

   **Comment:** This shall be a condition of approval.

l. *All food shall be stored in an enclosed, rodent proof container.*

   **Comment:** This shall be a condition of approval.

m. *Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.*

   **Comment:** This shall be a condition of approval.
**Interim Use Permit Review Standards:** When reviewing the application for an interim use, the City shall base its judgement on the following factors it may deem appropriate for the specific property. The interim use may be granted if:

1. *The proposed use is an interim use listed in the district in which the application is being made.*  
   **Comment:** The keeping of chickens is an Interim Use in the R-1 District.

2. *The date or event that will terminate the use can be identified with certainty and continued.*  
   **Comment:** The Planning Commission shall recommend to the City Council a date or event that will terminate the keeping of the chickens. Staff would recommend that the keeping of chickens terminate when the current property owners sell the property. The Interim Permit can also be reviewed upon complaints.

3. *The interim use does not result in adverse effects on the public health, safety and welfare nor does it create additional pollution potential for ground and surface waters.*  
   **Comment:** If the listed conditions are met, the interim use does not appear that it will result in adverse effects on the public health, safety, and welfare, nor does it create additional pollution potential.

4. *Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.*  
   **Comment:** It does not appear the use will impose additional costs on the public if it is necessary for the public to take the property in the future.

**CONCLUSION/RECOMMENDATION**

Based on the findings that the proposed Interim Use appears to meet the standards for the keeping of chickens and the general review standards for the Interim Use Permit, as listed in the Zoning Ordinance, the recommendation is as follows:

The Planning Commission recommends to the City Council to approve the Resolution #20-52 for the Interim Use Permit to keep chickens at 1412 16th Avenue North if the applicants remove two of the domestic animals from their household without delay so they are in compliance with the Ordinance and subject to the following conditions (as listed in the Ordinance):

1. The keeping of any poultry besides chickens is prohibited.
2. Roosters are prohibited.
3. No more than four (4) chickens shall be housed.
4. Outdoor slaughtering is prohibited.
5. Chicken fighting shall not be allowed.
6. Leg banding of all chickens is required. The bands must identify the owner’s name, address, and telephone number.
7. A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:
   a) Located in the side or rear yard.
   b) Meet the accessory structure setback requirements.
   c) Construction shall be adequate to prevent access by rodents.
   d) If the coop is 120 SF or larger, a building permit is required.
8. A run or exercise yard is required to be approved and must be enclosed by a fence.
9. All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surrounding must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.

10. All food shall be stored in an enclosed, rodent proof container.

11. Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.

12. The keeping of chickens terminate when the current property owners vacate the property.

13. The Interim Use Permit can be reviewed upon complaints.

Encl:
Neighbor letters
Site Plan, Coop Design, and Applicants Memo
To Whom it may concern,

Some weeks ago our neighbor approached us about him wanting to raise chickens in his back yard. We live SW of us, my boyfriend and I. At first, we were kind of surprised that he would want to raise chickens in town. We really were not sure how to react but thought because of our location it would not affect us.

When he left we talked it over and decided we did not want the smell and the winds would blow from the southwest towards our home. We do not want to be unneighborly but we have to say no to him raising chickens near our home.

We feel he couldn't keep the smells at bay. Years ago my boyfriend spoke to him about his cats coming over to our garden and popped in it. Our neighbor's remark was 'its my wife's cats' and nothing changed. His cats have been peeing on our deck and we have chased them back to our neighbors home. We keep our distance and try to keep his cats off of our deck and yard. We try to stay friendly but have become bitter over the cats issue. If he can't take care of the cats or have any regard for us as neighbors we don't think he can care for the chickens.

Korraine 612-418-5216

Donald

9/21/20
September 21 2020
Dear members of the city council

I am writing regarding the issue of chickens on 16th avenue. The owners at the address in question already have 3 dogs that bark constantly when I am in my own backyard.

They also have 2 cats that they allow to roam outside around the neighborhood. These cats are always coming over on my deck and around my house and spraying and using my yard and garden as their litter box. It has gotten so bad that the north east corner of my basement has been sprayed so much I am constantly using odo ban to get rid of the smell and it is now starting to permeate into my basement.

I do not feel chickens would be a good idea as the chicken coops eventually start smelling no matter what you do. I have a sibling that uses the hemp substance for chicken coops and she has stated to me that it helps for a little bit but the chicken coop will still start stinking. And how does the owner plan on getting rid of such bedding that will be used in coo[. That is not something that can be placed in our garbage cans.

Cherryl Knight
1315 North 15 Avenue

763-389-3412
Received 9-21-20 4:22 P.M.

Sept 21, 2020

I am writing regarding the issue of raising chickens at 1412 16th Ave N.

We do not feel that chickens are a good idea as they already have 3 dogs & cats as well. Chickens are for areas that have acreage & away from someone else’s property. How would they control the smell as well.

Thank you, Kathy Sean & Tamara Lenhart
1318 15th Ave No Lenhart
The Chicken Coop will be sitting where the trailer is now and within setback laws. I think it 5 feet on side of property & 10 feet on back of property but not possible.
Hen House is Plywood Boxwork. Floor 3' off of ground 4'1/2' High
Run is 2x4 constructed 6' High. 1 door and extends under
Hen House to make the Run 6' x 10'. There will be
3' wide wire buried in ground on all 4 sides of coop.
Run.
I plan on using tin for roof unless tin is not approved by city.
RESOLUTION #20-52

A RESOLUTION AUTHORIZING AN INTERIM USE PERMIT FOR JULIA & DANIEL KNAPP TO ALLOW THE RAISING AND KEEPING OF CHICKENS AT 1412 16TH AVENUE NORTH, IN THE R-1 RESIDENTIAL DISTRICT

*******************************************************************************

Legal Description: Lot 16, Block 2, Pine Grove Acres, PID #24-680-0270, City of Princeton, Mille Lacs County, Section 29, Township 36, Range 26

WHEREAS, Julia and Daniel Knapp have submitted an application for an Interim Use Permit for raising and keeping of chickens on their property located at 1412 16th Avenue North; and

WHEREAS, the property is zoned R-1 Residential District; and

WHEREAS, the housing and keeping of chickens in R-1 District requires an Interim Use Permit; and

WHEREAS, the applicants have to be in compliance with the Code of Ordinance that states only three domestic animals allowed on a property site in a combination of dogs and/or cats; and

WHEREAS, the Planning Commission met and held a public hearing on September 21, 2020 and recommended approval of the Interim Use Permit, subject to the following conditions:

1. The keeping of any poultry besides chickens is prohibited.
2. Roosters are prohibited.
3. No more than four (4) chickens shall be housed.
4. Outdoor slaughtering is prohibited.
5. Chicken fighting shall not be allowed.
6. Leg banding of all chickens is required. The bands must identify the owner’s name, address, and telephone number.
7. A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:
   a) Located in the side or rear yard.
   b) Meet the accessory structure setback requirements.
   c) Construction shall be adequate to prevent access by rodents.
   d) If the coop is 120 SF or larger, a building permit is required.
8. A run or exercise yard is required to be provided and must be enclosed by a fence.
9. All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its
surrounding must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.

10. All food shall be stored in an enclosed, rodent proof container.

11. Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.

12. The interim Use Permit shall terminate when the applicants vacate the property.

13. The Interim Use Permit can be reviewed upon complaints.

NOW, THEREFORE, BE IT RESOLVED, that the Princeton City Council does hereby authorize the Interim Use Permit to allow the raising and keeping of chickens at 1412 16th Avenue North.

ADOPTED this 24th day of September, 2020.

This instrument was drafted by:

City of Princeton
705 2nd Street No.
Princeton, MN  55371

ATTEST:

Shawna Jenkins Tadych, City Clerk

Brad Schumacher, Mayor
RESOLUTION #20-52

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City of Princeton
705 2nd Street No.
Princeton, MN 55371

ATTEST:

Shawna Jenkins Tadych, City Clerk

Brad Schumacher, Mayor
MEMORANDUM

TO: City Council
FROM: Bob Gerold
SUBJECT: CIP Brush Hog purchase
DATE: September 24, 2020

Public Works has a Brush Mower in the Park and Recreation CIP for purchase in 2020. Staff has received 2 quotes for this piece of equipment.

Virnig 60” Brush mower, RBV60-HF33

Crawford Equipment $5,988.00
Midwest Machinery $7,800.00

The Parks and Recreation has $8,500 in the CIP for a brush hog purchase

Staff recommends approval to purchase the Brush hog from Crawford’s Equipment for $5,988.00
Crawford's Equipment
4898 Highway 95 NW
Cambridge, MN 55008
763.689.1794
fax 763.689.3028
www.crawfordsequip.com

Date 9/2/20
Bob Gerold
PH: 763-389-2042

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WE APPRECIATE YOU LETTING US QUOTE FOR YOUR PRODUCT AND SERVICE NEEDS!
**Quote Summary**

**Prepared For:**
CITY OF PRINCETON PUBLIC WORKS SUPERVISOR  
206 S RUM RIVER DR  
PRINCETON, MN 55371  
Business: 763-389-2040

**Prepared By:**  
Mike Struss  
Midwest Machinery Co.  
3708 Baptist Church Road  
Princeton, MN 55371  
Phone: 763-389-3453  
mstruss@mmcjd.com

**Quote Id:** 22754600  
**Created On:** 14 September 2020  
**Last Modified On:** 14 September 2020  
**Expiration Date:** 30 September 2020

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**Equipment Total**  
$ 7,800.00

**Quote Summary**

- Equipment Total: $ 7,800.00
- SubTotal: $ 7,800.00
- Est. Service Agreement Tax: $ 0.00
- Total: $ 7,800.00
- Down Payment: (0.00)
- Rental Applied: (0.00)
- Balance Due: $ 7,800.00

---

Salesperson : X  
Accepted By : X
Selling Equipment

Quote Id: 22754600  Customer: CITY OF PRINCETON PUBLIC WORKS SUPERVISOR

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Suggested Price: $7,800.00

Customer Discounts

Customer Discounts Total: $0.00

Total Selling Price: $7,800.00
To: Mayor Schmuacher and City Council

Date: 09/23/2020

From: Fire Chief Ron Lawrence

Regarding: Emergency Response Unit

Mayor and Council,

We are looking to purchase an Emergency Response Unit with CARES funding. This response unit would be used for responding to medicals and other calls that the fire department respond too. This vehicle would carry all medical supplies and extra Covid-19 supplies. The Fire Chief would respond with this vehicle. I usually respond direct from home and arrive first on medical scenes. I am also the highest trained medical person (paramedic).

With the Covid issues happening right now, it has been very hard to locate a vehicle. We were informed on Wednesday afternoon that a 2020 F-150 was available. With the Covid rules in place, we have to purchase the vehicle and have it in house before November 15th. To order a new vehicle off the state bid, it would take 8-10 weeks putting us out of the time window. The price of this vehicle we found is approximately $2000.00 more than the state bid but also has a few features that are not usually ordered with a state bid vehicle.

The total cost of the vehicle and to set it up with a topper, lights, siren, graphics, and bed slide, will not exceed $56,600.00.

I will be present for more information and questions. Thank you.

Ron Lawrence
Fire Chief
Princeton Fire & Rescue Dept.
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09-24-2020 COUNCIL MEETING

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<td>VINCOPIA</td>
<td>LIQUOR, WINE AND MIX</td>
<td>476.50</td>
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<td>WATSON</td>
<td>TOBACCO, SUPPLIES &amp; MIX</td>
<td>5,025.81</td>
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<td>WINE MERCHANTS</td>
<td>WINE</td>
<td>2,227.40</td>
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<tr>
<td><strong>TOTAL FOR BILL LIST</strong></td>
<td></td>
<td><strong>137,876.81</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

### MANUAL BILL LIST
09-24-2020 COUNCIL MEETING

<table>
<thead>
<tr>
<th>CHECK NO.</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>PAYROLL</th>
<th>LIQUOR</th>
<th>O - T - H - E - R</th>
<th>TOTAL VENDOR</th>
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</thead>
<tbody>
<tr>
<td>81762</td>
<td>FIRST BANK &amp; TRUST</td>
<td>PAYROLL TRANSFER</td>
<td>152,986.10</td>
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<tr>
<td>81763</td>
<td>WINDHAM TECHNOLOGY</td>
<td>NEW SERVER &amp; FINANCE LAPTOP</td>
<td>COVID TECHNOLOGY</td>
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<td>4,869.00</td>
<td>4,869.00</td>
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<td><strong>TOTAL FOR BILL LIST</strong></td>
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<td></td>
<td><strong>152,986.10</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>
BILL LIST

TO: MAYOR AND CITY COUNCIL

FROM: THE FINANCE DEPARTMENT

RE: BILL LIST APPROVAL MOTION

COUNCIL MEETING DATE: September 24, 2020

I move to approve the bill list which includes the manual checks as listed on the manual bill list for a total of $157,855.10 and the items listed on the liquor bill list and general city bill list which will be checks 81764 to 81832 for a total of $182,694.35.