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Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen and Attorney Damien Toven. Absent was Councilor Jack Edmonds.

AGENDA ADDITIONS/DELETIONS

Barbian would like to add an Administrator’s update under the reports section.

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

CONSIDERATION OF MINUTES

A. Regular meeting Minutes of June 25, 2020

J Gerold mentioned a correction on page 4 to the Finance Ad Hock Committee. Jenkins started she had caught that and had already made that correction.

J GEROLD MOTIONED TO APPROVE THE JUNE 25, 2020 MINUTES WITH THE CHANGE TO PAGE 4. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Study Session Meeting Minutes of July 3, 2020

J Gerold had a correction to page 5, to list Edmonds and Zimmer to the discussion on the county meeting on the simulcast system. Jenkins will make the correction.

J GEROLD MOVED TO APPROVE THE STUDY SESSION MEETING MINUTES OF JULY 3, 2020 WITH THE CHANGE TO PAGE 5. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

OPEN FORUM

Kevin Gerrard, 411 Rum River Drive North asked what construction is being done at the car lot across the street from his property. B Gerold stated they are just putting some asphalt down in one corner of their parking lot, which is on private property and does not require a permit.

Gerrard stated that the last CUP was in 2012, and he has concerns. Schumacher rephrased and said it appeared that Gerrard has concerns that the CUP conditions are not being met. He asked staff to check into the CUP and conditions. Barbian responded that there was an approval to actually build on that lot a few years ago. He believes the CUP conditions are all being met.

PUBLIC HEARINGS – NONE
PRESENTATIONS / SPEAKERS

A. Insurance Renewal

Jim Burroughs with Princeton Insurance Agency provided an update on the city’s 2020-2021 insurance.

The property premium increased $5,092 due to a 6% rate increase and increased property values of $1,352,979 due to the 4% inflation guard.

The liability premium is up $5,390 due to a 6% rate increase and an increase in expenditures of $362,267 and liquor sales increase.

The auto premium is down $1,755 based on the new auto liability rate schedule the League imposed and vehicle changes.

Workers Comp

Payroll increase of $122,045

Police had a 9% rate increase

Experience Mod went from .73 up to .79

Motion suggested is to waive the per person Statutory Liability limit of $500,000 to the $1,500,000 Statutory Liability maximum at a cost of $2,382

REYNOLDS MOVED TO WAIVE THE PER PERSON STATUTORY LIABILITY LIMIT OF $500,000. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Airport Board Meeting Minutes of May 4, 2020
B. Airport Board Meeting Minutes of June 1, 2020
C. Airport Project Status update
D. Fire Advisory Board Meeting minutes of May 5, 2020
E. Fire Advisory Board Meeting minutes of June 2, 2020
F. Administrator Update

Barbian reported that Hillesheim received a $310,000 grant which will help extend 19th Ave, which will allow Sylva to expand their business, add another product and create jobs for 8 more people.

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

A. Knights of Columbus Generator use request for August 15, 2020

Knights of Columbus member Richard Schwartz is asking to use the city’s generator again for their Rib Fest in August. They were approved to use it last year as well, and it worked very well.

ZIMMER MOVED TO APPROVE THE REQUEST AND WAIVE THE GENERATOR USE FEE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. PFRD Engine #2 – Approve Final Payment

Lawrence advised that the PFRD is expecting to take possession of the new engine around July 10th. At that time, the City will be required to make the final payment for the engine. He is asking for council approval to present the final payment upon arrival of the engine.

REYNOLDS MOVED TO APPROVE THE FINAL PAYMENT FOR PFRD ENGINE #2. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. City Logo and Branding – poll results

Hillesheim presented the results of the poll from Facebook when residents were asked to vote for their favorite of the proposed logos.

3,274 people saw the post, and it was clicked on 1,242 times. Of 81 comments, 16 were negative with 4 focused on the cost, and 12 disliking the options. The post was shared 6 times and liked by 19 followers.

330 people voted and the logo with the cat tails was the favorite with 59.1% of the votes.

Mary Patnode created a few new ideas based on feedback from Community members, while keeping in mind that logos for City’s should generally remain simple. Research has been done on many surrounding cities and although most are very simple, the best ones are clean.

Some added features specific to Princeton during phase 4, is a canoe, oars, MN, fish and with and without a river presence.

The Council was asked if they liked the canoe and oars, with or without the river, if a river, which one. Did they like the sun in the “O” in “City of”. What additions would they like to see added. Phase 5 will continue with two selected logos to make changes to and finalize the chosen fonts.

Schumacher spoke about the two logo examples he had received from other people via email that he asked to forwarded to the Council.

Hillesheim said herself, Jenkins, and J Gerold have reviewed and discussed the proposed logos and fonts with Patnode and had narrowed it down to a couple to present to the council.

Zimmer would like the Park Board to review the logos as well. Staff will present to the Park Board and bring it back to the Council at the August Study Session

C. Approve additional election judges for August primary and November General Elections

Jenkins advised that the following were approved as election judges in February.
Princeton City Council Minutes  
July 9, 2020  
Page 4

**Approved in February**

Donald Britt  
Kim Buisman  
Anna Sorenson  
Jessica Wright  
Jim Oliver  
Jen Brevitz  

Staff has received notice from two others, so they will need to be approved as well. 

Norma Stay  
Michelle Elifrits

J GEROLD MOVED TO APPROVE NORMA STAY AND MICHELLE ELIFRITIS AS ELECTION JUDGES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Canoe and Kayak Recreational program purchase request

Hillesheim advised that the City has received $1,300 in revenue since the inception of the Canoe and Kayak program in 2019. As we are having more days where reservations are becoming busy, it has been requested by the outfitter to supply more life jackets and also suggested a new tandem canoe or two would be a great addition to the fleet.

After researching tandem kayaks, we could purchase a new tandem kayak for approximately $750. This would be through a whole sale account with a supplier.

Life vests are estimated to cost $25.00 each. City staff would like to purchase 6 additional life vests of varying sizes, costing $180 or less if possible.

**Recommendation:**

City staff recommends the council approve the purchase of 1 new tandem kayak and 6 additional life vests as outlined in the analysis with a portion of the money received from ticket sales.

ZIMMER MOVED TO APPROVE THE PURCHASE OF A TANDEM KAYAK AND 6 ADDITIONAL LIFE VESTS FOR THE CANOE AND KAYARK RECREATIONAL PROGRAM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

A. Firefighters Retirement Committee

Lawrence stated last year when the Council discussed raising the retirement level of the firefighter’s relief association, it was mentioned that we have a committee made up of firefighters, council members, and city staff. It is getting to that time of year again when it will be brought forward from the firefighters to look at raising the retirement level.

Staff is looking for guidance from the council as to who would like to participate on this committee. I have Adam Cook (Relief President), Chad Heitschmidt (firefighter) and myself from the fire dept. willing to participate on this committee. He recommended that Administrator Barbian and Finance Director Jackson be on the committee as well.

Zimmer recalls this discussion at the meeting this year, and that Mayor Schumacher had wanted to
Zimmer moved to form that committee, and appoint Mayor Schumacher. Reynolds seconded the motion. The motion carried unanimously.

B. City Facebook page Policy

Hillesheim advised that the City of Princeton has had a Facebook page since 2013. Currently, there is no policy regarding the type of page we are hosting, or a policy regarding the allowance of public commenting and how much, or response time or response direction.

City staff works hard to moderate the 3 public pages (City of Princeton, Splash Park, Riverside Campground) to ensure comments that are false or have legitimate questions are answered in a timely manner, within 2 hours. Responses to private messages are often responded to within 30 minutes, even on weekends. This has begun to require more time and effort.

After researching what other municipalities and local governments are doing it has been identified that a city has the option of: a “Traditional public forum” or a “Government Communication.”

If a municipality decides to not allow public comments on its Facebook page, it is designating it as a “government communication,” much like the municipal website, and the discussion of the issue of public commenting ends.

If a municipality decides it would like to allow commenting on its Facebook page, the consideration is how much and on what topics commenting is to be allowed. If the municipality only wants to open up public comments on specific posts or for a specific period of time, it is creating a “designated” or “limited” public form. In a “designated public forum” situation, the municipality would open up commenting on specific posts and limited to certain topic.

If a municipality allows public commenting on all aspects, in any form, the municipality must decide how to moderate the comments and determine when to delete or hide comments. In a limited forum, the deletion of a comment “must not discriminate against speech based on viewpoint, and must be reasonable in light of the forum’s purpose.”

It is best practice for a municipality to set forth a clear policy regarding public comments and appoint a moderator that will exhibit neutrality and a strict adherence to such policy.

Researching local city pages staff has noticed limited commenting (Cambridge, Becker, Plymouth, Maple Grove, Elk River, Monticello). We have reached out to cities to see what their specific policies are and are waiting to hear.

Recommendation:
City staff recommends the council identifies the type of page the City of Princeton Facebook should be, as categorized above. Based upon our research, a model policy of a designated or limited form Facebook page would be most efficient for the City to balance public comment with staff time and brought back to the Council for consideration and adoption.

Schumacher said the City’s Facebook page is not an open forum. That is here at the City Hall during Council meetings. He loves the “keyboard warriors”, but that needs to happen here and not on the city’s Facebook page. The City’s Facebook should be method of getting information out to people. J Gerold agreed, and does not think its beneficial to allow comments.
The Council consensus was for the city’s Facebook page to be classified as “Government Communication”

**BILL LIST**

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $121,307.91 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81389 TO 81473 FOR A TOTAL OF $651,573.52. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**MISCELLANEOUS**

PUC Commissioner Rick Schwartz announced that he participated in an online SMMPA Board meeting yesterday. It was a 4-hour meeting and he learned it is very technical and complicated work that they do there. SMMPA has an online orientation meeting on July 15th for the Council members if anyone would like to participate.

**ADJOURNMENT**

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:35PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,  
Shawna Jenkins Tadych  
City Clerk

ATTEST:  
Brad Schumacher, Mayor
PROPERTY OWNER PETITION TO MUNICIPALITY
FOR ANNEXATION BY ORDINANCE - 120 Acres or Less

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE
ANNEXATION OF CERTAIN LAND TO THE CITY OF PRINCETON, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Council of the City of Princeton, Minnesota

PETITIONER(S) STATE: All of the property owners in number are required to commence a
proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

It is hereby requested by:

☒ the sole property owner; or

☐ all of the property owners (If the land is owned by both husband and wife, both
must sign the petition to represent all owners.)

of the area proposed for annexation to annex certain property described herein lying in the
Township of Princeton to the City of Princeton, County of Mille Lacs, Minnesota.

The area proposed for annexation is described as follows:

That part of the West 150.00 feet of the East 450.00 feet of the Northeast
Quarter of the Southwest Quarter, and that part of the West 150.00 feet of the East 450.00 feet of
the Southeast Quarter of the Northwest Quarter, both being in Section 32, Township 36, Range
26, Mille Lacs County, Minnesota, which lies South of the Westerly extension of the North line
of Lot 8, Block 1, AERO BUSINESS PARK FIRST ADDITION, said Mille Lacs County.

1. There are 1 property owner in the area proposed for annexation. (If a property owner
owns more than one parcel in the area proposed for annexation, he/she is only counted
once as an owner - the number of parcels owned by a petitioner is not counted.)

2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the
area to be annexed is not presently served by public wastewater facilities or public
wastewater facilities are not otherwise available.

Except as provided for by an orderly annexation agreement, this clause may not be used
to annex any property contiguous to any property previously annexed under this clause
within the preceding 12 months if the property is owned by the same owners and
annexation would cumulatively exceed 120 acres.

3. Said property is unincorporated, abuts on the city’s N S E W (circle one)
boundary(ies), and is not included within any other municipality.

4. The area of land proposed for annexation, in acres, is 1.8 acres.

5. The reason for the requested annexation is Public Safety Storage Building.
PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Princeton, Minnesota.

Cardinal Land Company, LLC
9795 18th Street
Princeton, MN 55371

Dated: 6/17/2020

Signatures: [signature]

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 2b, before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 11, when a municipality declares land annexed to the municipality under subdivision 2, clause (3), and the land is within a designated floodplain, as provided by section 103F.111, subdivision 4, or a shoreland area, as provided by section 103F.205, subdivision 4, the municipality shall adopt or amend its land use controls to conform to chapter 103F, and any new development of the annexed land shall be subject to chapter 103F.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 12, when a municipality annexes land under subdivision 2, clause (2), (3) or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1 of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd 13, at least 30 days before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.

_Municipal Boundary Adjustment Unit Contact_
Star Holman star.holman@state.mn.us 651-361-7909
(July 2019)
ORDINANCE NO. 796
AN ORDINANCE OF THE CITY OF PRINCETON, MINNESOTA ANNEXING
LAND LOCATED IN PRINCETON TOWNSHIP, MILLE LACS COUNTY,
MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033 SUBDIVISION 2(3),
PERMITTING ANNEXATION BY ORDINANCE

WHEREAS, a petition signed by all the property owners, requesting that property legally
described (herein or attached exhibit) be annexed to the City of Princeton, Minnesota, was duly
presented to the Council of the City of Princeton on the 16th day of June, 2020; and

WHEREAS, said property is unincorporated and abuts the City of Princeton on its southern
boundary; is less than 120 acres; is not presently served by public sewer facilities or public sewer
facilities are not otherwise available; and

WHEREAS, said property is open space owned by Cardinal Land Company and annexation is
requested to facilitate a sale to the City for a Public Safety Storage Building; and

WHEREAS, the City of Princeton held a public hearing pursuant to Minnesota Statutes §
414.033 Subd. 2b, on Thursday, July 23, 2020, following thirty (30) days written notice by
certified mail to the Township of Princeton and to all landowners within and contiguous to the
area legally described herein, to be annexed; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PRINCETON HEREBY
ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter described abuts the city
limits and is or is about to become urban or suburban in nature in that the industrial use is being
proposed for said property the construction of which requires or will need city services,
including public sewer facilities.

2. None of the property is now included within the limits of any city, or in any area that has
already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.

3. The corporate limits of the City of Princeton, Minnesota, are hereby extended to include the
following described property, said land abutting the City of Princeton and being 120 acres or less
in area, and is not presently served by public sewer facilities or public sewer facilities are not
otherwise available, and the City having received a petition for annexation from all the property
owners of the land, to wit:

That part of the West 150.00 feet of the East 450.00 of the north 500.00 feet of
the Northeast quarter of the southwest quarter, and that part of the West
150.00 feet of the East 450.00 feet of the Southeast Quarter of the Northwest Quarter, both being in Section 32, Township 36, Range 26, Mille Lacs County, Minnesota, which lies South of the Westerly extension of the North line of Lot 8, block 1, Aero business Park First addition, said Mille Lacs County

The above described property consists of a total of 1.907 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and all appropriate plat maps are attached hereto.

4. That the population of the area legally described herein and hereby annexed is zero (“0”).

5. That pursuant to Minnesota Statutes § 414.036 there are no special assessments assigned by the City to the annexed for which reimbursement is required.

6. The City of Princeton, pursuant to Minnesota Statutes § 414.036 that with respect to the property taxes payable on the area legally described (herein or attached exhibit), hereby annexed, shall make a cash payment to the Township of Princeton in accordance with the following schedule:

   a. In the first year following the year in which the City of Princeton could first levy on the annexed area, an amount equal to $_____________; and

   b. In the second and final year, an amount equal to $_____________

7. That the City Clerk of the City of Princeton is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, the Minnesota Secretary of State, the Mille Lacs County Auditor, and the Princeton Township Clerk.

8. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

PASSED AND ADOPTED by the City Council of the City of Princeton, Minnesota on this 23rd day of July, 2020.

___________________________
Brad Schumacher, Mayor

ATTEST:

___________________________
Shawna Jenkins Tadych, City Clerk

(City Seal)

This instrument was drafted by:
Shawna Jenkins Tadych
City of Princeton
705 2nd Street North
July 17, 2020

Mr. Bob Barbian  
City of Princeton  
705 2nd Street N  
Princeton, MN  55371

Dear Mr. Barbien:

Thank you for taking the time out of your busy schedule to speak with us regarding the financial impact of the COVID-19 pandemic.

As we discussed, Northland Medical Center (Northland) has played a critical role in Princeton’s response to the pandemic. When it became clear that our community needed to prepare for COVID-19, we dramatically altered almost every aspect of our operations. This included halting non-time sensitive surgeries and medical visits; training our staff to safely care for infected patients; ensuring an adequate supply of personal protective equipment, ventilators, medicines and other supplies; investing in and rapidly accelerating a move to telehealth technology to continue to care for patients. Physical facility changes included modifying our ventilation systems to create negative pressure airflow rooms; increasing infection prevention measures and cleaning within the hospital; deploying new capabilities including drive-up testing; converting seven additional rooms to serve as Intensive Care Units (ICU) to provide the hospital with additional surge capacity for the sickest patients; and creating and executing extensive surge plans that allow Northland to handle the surge of COVID-19 patients needing emergency room and inpatient care during the pandemic. We also had to close our local infusion center to repurpose that space as designated ICU/negative airflow rooms to have capacity to manage a surge locally; this created a burden for those patients needing this type of care to have to drive to Maple Grove.

Northland is a full-service, 24-hour medical center located in Princeton. Since 1993, Northland has served the area with specialists in everything from heart and cancer care to trauma and surgery. The medical center consistently earns local and national recognition, including a 5-star quality rating in the 2019 Centers for Medicare & Medicaid Services "Hospital Compare" quality rating survey. This program rates more than 4,000 U.S. hospitals in 57 categories on the quality of care they offer. The 5-Star rating places Northland in the top 3 percent of hospitals in the country. Northland was ranked in the top 100 community hospitals nationally. Northland was one of three hospitals in the state to achieve this recognition.

The extraordinary actions that we took at Northland in response to COVID-19 were critical to our ability to serve our community. They were also costly. These COVID-specific actions have placed an extraordinary financial burden on our hospital that will not be covered by insurance reimbursements, the State of Minnesota, or the federal government.
We respectfully request that Princeton consider allocating from the $358,243 that you received to help Northland offset non-reimbursable costs that the hospital has incurred, or will incur, by the end of this calendar year in response to the pandemic.

We are in the process of finalizing our costs and cost estimates and will have a specific request in the next few weeks. The non-reimbursable costs that we are asking for will represent the Princeton proportional share within our service area. We are making similar requests of neighboring municipalities.

We thank you for discussing this matter with us and for your consideration of our request. If you require any additional information, please feel free to contact me directly at GSCHOEN1@Fairview.org. Please also feel free to reach out to Andy McCoy and Mary Edwards of Fairview Health at AMCCOY2@Fairview.org or MEDWARD1@Fairview.org.

We look forward to hearing from you on this important matter. We appreciate our long-standing partnership in caring for the residents of the community, during COVID and beyond.

With kindest regards, I am

Sincerely yours,

Greg Schoen, MD
Vice President, Medical Affairs

cc: Brad Schumacher (Mayor)
Stephanie Hillesheim (Community Development Specialist)
Steve Jackson (City Finance Director)
City of Princeton
Special Event Permit Application
Application fee $25

**Contact Information**
Group / Organization: Small Business Casual

Contact Person: Andrea Gerrard Phone: (763) 482-9357

Address: 702 10th St. North Princeton, MN 55371

cell: (763) 482-9357 email: andrea@smallbusinesscasual.com

Event Day on-site Contact Andrea Gerrard Phone: (763) 482-9357

**Event Information**
Type of Event: **City-Wide Garage Sale** New or Renewal (date of last event) **August 3rd-9th, 2020**

Event Name/Title: City-Wide Garage Sale

Description of Event: We will be promoting local garage sales within a week.

Proposed Location: Various Residences in Princeton

***Estimated attendance: Social Distancing Recommended

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

**Event Date and Times**
Set Up Date and Time August 3rd, 2020 Actual Event Time: 8am until Dusk Per Ordinance

Clean Up Date and Time August 9th, 2020 3 day per house max.

**Event Features**
Will any signs / banners be put up? Yes to Residents if yes, number and size: Permitted signage per resident

Will there be any inflatables? No if yes, provide insurance certificates from rental provider

Will there be any entertainment? No if yes, what type and time: 

Will sound amplification be used? No if yes, hours and type: 

Will a stage or tent be set up? No if yes, dimensions: 

Will Merchandise be sold? Not merchandise, permitted "rummage" items if yes, provide a list to City Hall

Will Food be prepared or sold? No if yes, provide a list & the MN Health Licenses to City Hall

Will there be a Fireworks display? No if yes, obtain permit from City Hall
Services

Will the Event Use, close, or block any of the following:

City Streets or Right-of-ways: Y or N If yes, Streets Regular permitted city residential parking

City Sidewalks or Trails: Y or N If yes, Location People may walk sale to sale No need to close

Public Parking Lots or Spaces: Y or N If yes, location

County Streets (First Street, or Rum River Drive) require County approval, contact City Hall for the County’s form

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

Will the event need barricades? Y or N If so, how many are needed

Will Alcohol be served? Y or N If so, who is serving it (include copy of their license)

Will portable restrooms be used? Y or N if yes, how many

Will extra trash receptacles be needed? Y or N if yes, how many are needed

Describe trash removal and cleanup after the event Each resident is responsible for cleanup of their garage sale, on their own personal property. Must abide by existing ordinances

Will the event need traffic control? Y or N if yes, contact Princeton Police Dept at 763-389-4879

Will the event need a Princeton Police Officer present for the event? If yes, contact Princeton Police 763-389-4879

Describe crowd control procedure to ensure safety of participants and spectators N/A

We will only allow 3 days Per House Hold. We will also go out and collect signs.

Will “No Parking Signs” be needed? Y or N If yes, how many

Will the event need EMS / Fire Department? If yes, contact the Princeton Fire Dept at 763-389-2410

Describe plans to provide first aid, if needed: Responsibility of home owner to call EMS if needed

Describe the emergency action plan if severe weather should arrive: Close down their sales until the storm is gone and safe to reopen.

How does the event benefit the residents and/or businesses in the City of Princeton? This is an opportunity for families to sell some of the items they no longer need. During the time of this pandemic, residents may be hurting financially and benefit from this event. It also helps to improve community morale and public opinion.

List any other pertinent information (animals, etc)


Possible costs of items that may be requested:

Firefighters / EMT .......................................................... $11 per hour per person

Police – Special events – Reserve Officers .......................................................... $25 per hour per person

Police – Special events – Police Officer.......................................................... $52 per hour per person

Barricades.......................................................... $1 each per day

Generator.......................................................... $275 per day / 8hrs

TOTAL $0
Attachments required

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

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

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

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

- Proof of Non-Profit Status

Hold Harmless Agreement

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

Signature

Date 07.20-2020

To be completed by City Hall

<table>
<thead>
<tr>
<th>Department</th>
<th>Approval Signature</th>
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<tr>
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 APPLICATION FEE $25

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<td>Police Officer</td>
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<td>Barricades</td>
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<td>Generator (per day)</td>
<td>days:                       @ $275 per day</td>
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<td>7-29-2020</td>
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</table>

TOTAL FEES

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

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

TO: Mayor & City Council
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist
SUBJECT: Slaughterhouse Ordinance
DATE: July 23rd, 2020

BACKGROUND
Carla Mertz, approached the City in regards to wanting to bring a slaughterhouse business in the City. Currently, the City of Princeton does not have a Slaughterhouse Ordinance where it is an allowable use. Mertz explained to the Planning Commission at their May 18th meeting her experience in the slaughterhouse business and with this pandemic has made awareness of the need for slaughterhouses. She had a site she was interested in that was located in the B-3 District and then a second choice of hers is in the process of being annexed into the City and zoned MN-1 Industrial.

ANALYSIS
The Planning Commission Board directed staff to draft an Ordinance that was reviewed at their June 15th meeting and they moved to hold a public hearing on July 20th. The Ordinance reads that a slaughterhouse would be permitted with a Conditional Use Permit in the B-3 General Commercial District and the MN-1 Industrial District. The City Council received a copy of the draft to review at their July 9th meeting. The Slaughterhouse Ordinance is attached for the City Council to review.

AMENDMENT REVIEW STANDARDS
Common review standards:

1. The proposed action has been considered in relation to the specific policies and provisions and has been found to be consistent with the official City Comprehensive Plan.

2. The proposed use is or will be compatible with present and future land uses of the area.

3. The proposed use conforms with all performance standards contained in this code.

4. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.

5. Traffic generation by the proposed use is within capabilities of streets serving the property.

CONCLUSION
The Planning Commission held a public hearing on July 20th, and moved to recommend approval to the City Council for a first reading on July 23rd.
SECTION 1. Chapter II (Definitions) of the Zoning Ordinance is amended as follows (underline indicates additions; strikethrough indicates deletions):

Animal, Non-domestic
Animals which are kept outside the home for purpose of food or pleasure, such as but not limited to, livestock (cattle, hogs, swine, sheep, goats, farmed Cervidae, chickens, poultry and/or ratitae, horses, bison, mules, or other equines, Llamas, elk, wild game; deer, bear, and game birds), bees, birds (such as falcons, and wild and scrub pigeons), and similar animals.

Custom Processing
"Custom processing" means slaughtering, eviscerating, dressing, or processing an animal or processing meat products for the owner of the animal or of the meat products, if the meat products derived from the custom operation are returned to the owner of the animal. No person may sell, offer for sale, or possess with intent to sell meat derived from custom processing except in conformance with this Ordinance.

Custom Processor
"Custom processor" means a person who slaughters animals or processes non-inspected meat (not under continuous inspections by either the MN Dept. of Agriculture or US Dept. of Agriculture for slaughter house activities) for the owner of the animals, and returns the majority of the meat products derived from the slaughter or processing to the owner. "Custom processor" does not include a person who slaughters animals or processes meat for the owner of the animals on the farm or premises of the owner of the animals.

Meat Food Product
"Meat food product" means a product usable as human food, animal foods, or fertilizer and made wholly or in part from meat or a portion of the carcass of animals.

Sell or Sale
"Sell" or "sale" includes the keeping, offering or exposing for sale, use, transportation, transferring, negotiating, soliciting, or exchange of meat or meat food products, or the having in possession with intent to sell, use, transport, negotiate, solicit or exchange the same and the storing or carrying thereof in aid of traffic therein, whether done or permitted in person or through others.
**Slaughter House**

“Slaughter house” means any land, building, place or establishment in which animals are slaughtered, eviscerated, or dressed.

**SECTION 2.** Section 10 (B-3 General Commercial District) of Chapter V (Zoning Districts) of the Zoning Ordinance is amended as follows:

C. **Conditional Uses**

   Slaughter House Activities, in accordance with Section VI.CC.

**SECTION 3.** Section 13 (MN-1 Industrial District) of Chapter V (Zoning Districts) of the Zoning Ordinance is amended as follows:

D. **Conditional Uses**

   Slaughter House Activities, in accordance with Section VI.CC.

**SECTION 4.** Section CC (Slaughter House Activities) shall be added to Section 2 (Standards) of Chapter VI (Performance Standards) of the Zoning Ordinance as follows:

**CC. Slaughter House Activities**

1. **Purpose.**

   No person may, with respect to any animal or meat food product, slaughter any animal or meat food product, slaughter any animal or prepare an article that is usable as human food, at any establishment or place of business within the City of Princeton except in compliance with this Ordinance. Additionally, no person may operate any slaughterhouse or custom processing activity except in compliance with this Ordinance.

2. **Conditional Use Permit required.**

   The operation of a slaughterhouse or custom processing activity is allowed as a conditional use only in the B-3 General Commercial Zoning District and the MN-1 Industrial District. All such uses must, however, be in strict conformance with all Federal and State laws for the operation of such facilities. No person shall operate a Slaughter House without first obtaining an Conditional Use Permit in writing from the City, in accordance with the provisions of Section IV.3 of the Zoning Ordinance and subject to the following conditions to govern slaughter house and custom processing activities in the City of Princeton:

   a. Slaughter of animals shall take place inside a closed building in a confined
area to prevent the transmission of sound associated with the slaughter to the outside.

b. The transport of animals and by-products from the slaughter or to support the business shall be pursuant to the conditions set forth in the Conditional Use Permit issued by City of Princeton.

c. Off street parking sufficient to handle all customers, employees, trucks or transport vehicles shall be provided. Parking for all traffic utilizing the business shall be provided for on-site and off public roads, and other easements.

d. The applicant shall provide a traffic impact analysis should staff recommend.

e. The main entrance to the facility must be located on a state highway, county road, or township road, or City road. Access shall not be permitted through a residential area.

f. The site must be served by an approved On-Site Sewage Treatment System or the City Sewer System. Disposal of waste shall be in accordance with all applicable laws and regulations. This is meant to include, but is not limited to, all sewage, processed and unprocessed animal parts, manure, entrails, blood, hides, and bones.

g. The facility must have all necessary federal, state and county licenses and approvals, and comply with all state and federal health and safety regulations.

h. The maximum area (indoor, outdoor or combination thereof) for the keeping or slaughtering of animals shall not exceed sixty (60%) of the individual lot or parcel site. The Conditional Use Permit will limit the number of animals for the keeping or slaughtering.

i. The facility hours of operations shall be pursuant to those set forth in the Conditional Use Permit issued by the City of Princeton.

j. Exterior storage areas, including animal storage areas, and vehicle and trailer storage, shall be fenced and screened from adjacent property and public rights of way. Fencing shall be sufficient to provide adequate screening and contain animals securely on the owner’s property at all times.

k. Animals shall be enclosed in gated enclosures with a minimum height of 6 feet.

1. Manufactured steel pipe panels shall have a minimum pipe diameter of two (2) inches and shall have a minimum of six (6) horizontal pipes.
l. Live animals may be held on the site for no more than twenty-four (24) hours.

m. Waste slaughter byproducts shall be disposed of in accordance with all applicable federal, state, and local regulations. At a minimum, waste shall be disposed of within forty-eight (48) hours of being produced. Waste shall be stored in airtight containers and shall be confined in fully enclosed structures. Manure from holding areas shall be removed from the site daily or stored in a manner to control odor as approved by the City of Princeton.

n. The permit shall be subject to a facility management plan, waste handling, site plan, and noise and odor control plan approved in writing by the City of Princeton Zoning Department.

o. All exterior structures and improvements or fences for the keeping or confinement of animals shall meet all setbacks as defined by the City of Princeton Zoning Department. Documentation of compliance maybe required at anytime to maintain the conditional use.

p. All loading and unloading areas shall be screened from view from adjacent properties and public streets.

EFFECTIVE DATE. This ordinance shall take effect upon its summary publication in the City’s official newspaper. Said publication shall read as follows:

Ordinance #797 amends the Zoning Ordinance, allowing Slaughterhouse Activities as a Conditional Use Permit in the B-3 Zoning District and the MN-1 District, subject to specific conditions. A copy of the full ordinance is available for review at City Hall.

ADOPTED by the City Council of the City of Princeton this 13th day of August, 2020

Brad Schumacher, Mayor

ATTEST:

Shawna Jenkins Tadych, City Clerk
RESOLVED by the City Council (the "Council") of the City of Princeton, Minnesota (the "City"), as follows:

1. **Public Hearing.** The City Council shall meet on Thursday, September 24, 2020, at approximately 7:00 p.m., to hold a public hearing on the proposed modification of Development District No. 9 (the “Project Area”), the proposed establishment of Tax Increment Financing District No. 9-2 (the “TIF District”) within the Project Area, the proposed adoption of the Modified Development Program for the Project Area, and the proposed adoption of Tax Increment Financing Plan relating to the TIF District, all pursuant to Minnesota Statutes, Sections 469.124 through 469.133 and Minnesota Statutes, Sections 469.174 through 469.179, both inclusive, as amended (collectively the "Act").

2. **Notice of Hearing; Filing of Program and Plan.** The City Clerk is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed Tax Increment Financing Plan for the TIF District on file in the City Clerk’s Office at Princeton City Hall and to make such copies available for inspection by the public.

3. **Consultation with Other Taxing Jurisdictions.** The City Clerk is hereby directed to mail a notice of the public hearing and a copy of the proposed Tax Increment Financing Plan for the TIF District to Mille Lacs County and Independent School District No. 477, informing those taxing jurisdictions of the estimated fiscal and economic impact of the TIF District.

Adopted by the City Council of the City of Princeton, Minnesota, this 23rd day of July, 2020.

_____________________________________________________
Mayor

ATTEST:

_____________________________________________________
City Clerk
NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Princeton, Minnesota, will hold a public hearing on Thursday, September 24, 2020, at approximately 7:00 p.m., in the City Hall Council Chambers, relating to the proposed modification of Development District No. 9 (the “Project Area”), the proposed establishment of Tax Increment Financing District No. 9-2 (the “TIF District”) within the Project Area, the proposed adoption of the Modified Development Program for the Project Area, and the proposed adoption of Tax Increment Financing Plan relating to the TIF District, all pursuant to Minnesota Statutes, Sections 469.124 through 469.133, both inclusive, as amended and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the “Act”). Copies of the proposed Development Plan and the proposed Tax Increment Financing Plan will be on file and available for public inspection at the office of the City Clerk at City Hall.

The property proposed to be included within the Project Area is described in the Modified Development Program on file in the office of the City Clerk. The property to be included within the TIF District is described in the Tax Increment Financing Plan on file in the office of the City Clerk. The proposed modified boundaries of the Project Area and the TIF District are shown in the adjacent map.

All interested persons may appear at the hearing and present their views orally or in writing prior to the hearing to City Hall, 705 Second Street North, Princeton, MN 55371.

BY ORDER OF THE CITY COUNCIL

/s/ Shawna Jenkins
City Clerk

[publish on September 10, 2020]
FINANCIAL PLANNING AGREEMENT

BY AND BETWEEN
THE CITY OF PRINCETON, MINNESOTA
AND
NORTHLAND SECURITIES, INC.

FINANCIAL PLANNING SERVICES

This Agreement made and entered into by and between the City of Princeton, Minnesota (hereinafter "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the City desires to use the services of NSI for financial planning services for development of a Long-Term Financial Management Plan and Model for the City (hereinafter "Project").

WHEREAS, the Project is intended solely for financial planning purposes and NSI is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue.

WHEREAS, NSI desires to furnish services to the City as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

The scope of work to be performed by NSI is based on the following factors:

1. The projected cash and fund balance levels for the City funds needs review to ensure adequate reserves exist to meet ongoing requirements.

2. The analysis needs to consider future capital improvements and related financing.

3. The analysis needs to consider user fees and charges for the City’s utility services.

4. The following City funds will be included in Project:
   a. General Fund (Funds 101, 202)
   b. Special Revenue Funds shall be included on a combined, summary, basis for purposes of reconciling to the Total Governmental Funds
   c. All Capital Projects Funds (as reported in the City’s 2018 Annual Financial Statements)
   d. All Debt Service Funds (as reported in the City’s 2018 Annual Financial Statements)
   e. Airport Fund (Fund 208)
f. Sanitary Sewer Fund (Funds 702 and 704)
g. Municipal Liquor Fund (Fund 703)

5. The City will serve the following role for the Project:
   a. Compile requested background data in City records needed by NSI including obtaining data from the City’s utility billing system.
   b. Identify City staff to comprise the Project Management Team (the “PMT”)
   c. Provide periodic guidance to NSI during the study process.

The Scope of Work for the Project involves the following tasks to be completed by NSI:

1. Project Management Team (PMT) Kick-Off Meeting.
   a. This meeting will lay the foundation for the rest of the process. NSI will use this meeting to:
      i. Review and modify (if necessary) the proposed Scope of Work to meet the City’s needs.
      ii. Discuss data needed to undertake the analysis and responsibilities for collecting this data.
      iii. Review desired contents of study report, the Financial Management Plan. This step helps to ensure that NSI’s work provides the information desired by the City.
      iv. Confirm expectations for involvement of City staff.
      v. Establish framework for project communications.
      vi. Set calendar for PMT and City Council meetings and determine if other meetings are needed.
      vii. Set timing for submission of packet materials prior to Council and PMT meetings.

2. Data Collection.
   a. NSI will work with City staff to assemble the data needed to complete the study.
   b. The following documents shall be requested of the City, but the request for documents and information to be provided by the City is not limited to these items:
      i. Annual financial statements for years 2018 and 2019.
      ii. Plans for capital improvements in years 2020 through 2024 (and future years if available) including type of improvement, estimated cost and timing.
      iii. 2020 budget documents with planned source and use of funds.
      iv. Projected future changes to the City’s budget for new positions and other significant operational changes.
v. Projected housing units, commercial-industrial square footage projected to be added by year for years 2020-2024.
vi. City financial management policies.

vii. City fee schedules for year 2019 and 2020.

viii. Tax base captured within tax increment financing districts and duration of the districts.

3. Evaluation and Comparison to Other Cities.

   a. NSI will seek a list of other cities that the City would prefer to compare itself against. NSI will identify and create a profile of these comparable cities to the City with respect to tax capacity, tax rate, and utility rates.


   a. The financial planning model will be customized to meet the City’s needs consistent with the Scope of Work.

   b. NSI will include two years of “base” data from City financial records as the foundation for projections. The base data will be for fiscal years 2018 and 2019.

   c. The following will be built into the model:

      i. Future growth assumptions created in Task 2.
      ii. Detailed residential, commercial, and other types of customer data.
      iii. Changes in operations and services (i.e., additional staff and other costs) identified by the City.
      iv. Projected non-tax revenue sources for the governmental funds.
      v. Planned capital improvements and planned sources of revenue, including projected special assessment revenue.
      vi. Structure of any new potential debt for capital improvements, and ability to test different assumptions.
      vii. Pro forma for each City fund to be modeled. The pro forma will include detailed information on revenue and expenditures, and assets and liabilities.
      viii. Projected City tax levy by purpose, projected net tax capacity, and tax rate for the planning period.
      ix. Projected utility rates and utility volume/activity/REU amounts, as may be applicable.

5. Data Input and Assumption Development.

   a. This task will include the analysis and input of historical data and assumption development (input of assumption factors) for projecting future revenue and expenses, and assets and liabilities.

   b. NSI will prepare the initial assumptions for later presentation to City staff for review and modification as needed.
6. Test Assumptions and Finalize Model.
   a. This task will focus on ensuring the model is functioning properly and the results are accurate and reflect the City’s objectives for fund balance within the governmental funds and unrestricted net asset position (reserves) within the enterprise (utility) funds.
   b. The evaluation shall consider not only the effect of assumptions on fund balance and net position, but also cash balance and on the cost to taxpayers and customers of the utilities.
   c. Property taxpayer and customer impacts will be calculated and shown in the model.

7. PMT Check-in Meeting to Discuss Assumptions.
   a. NSI will meet with the PMT to review work to date with a focus on revenue sufficiency and rate calculations.
   b. Guidance from the PMT will be used to shape revised analysis and assumptions in the model and for the report development.

   a. Draft report will be prepared to include the following type of information:
      i. Introduction and Summary
      ii. Study Approach
      iii. Revenue Sufficiency
      iv. Rate Calculations (Tax Rate and Utility Rates)
      v. Tables and charts providing information including, for example, projected property tax levy and tax rates, utility rates, projected cash balances by purpose
      vi. General background on city operations and services impacting the assumptions in the report
      vii. Capital improvement plan, including source and use of funds
      viii. Projected bond issuance and debt service
      ix. Detailed finance plan (pro forma) for each fund included in the study, including revenue and expenditures, and assets and liabilities

   a. NSI will meet with the PMT to review the draft report and the Presentation.
   b. Based on feedback from PMT, NSI will update the draft report and presentation as needed as part of Task 10.

10. Finalize Draft Report and Presentation and Submit to PMT.
    a. NSI will finalize the draft report and Presentation and submit to the PMT for final review and comment.
b. Any additional comments/ feedback from the PMT after submission will be incorporated into the model and the draft report.

   a. NSI will present the final report to the City Council at a regular meeting of the Council.

12. Deliverables to PMT.
   a. NSI will prepare and deliver the following:
      i. High quality PDF file of the report for printing and posting.
      ii. Excel file with financial planning model.
      iii. Access to website to download electronic file containing relevant working documents from the study process.

13. Training on Use of Model.
   a. NSI will meet with PMT to explain the use of the model, answer questions, and explain the use and process to update the model.

This scope of work includes two (2) meetings with City staff and one (1) meeting with the City Council.

**COMPENSATION**

For the services specified, NSI will be paid an amount not to exceed $15,540. The amount is based on the estimated number of hours required to complete these tasks at an hourly billing rate of $210 per hour plus reimbursable expenses for travel, printing and mailing. Exhibit A to this Agreement details the estimated hours by services to be provided.

NSI will bill monthly for actual services performed and actual reimbursable expenses.

For the City’s accounting purposes, the not to exceed compensation amount shall be billed by NSI based on the following categories:

- General Fund $2,040
- Capital Projects Funds $4,500
- Debt Service Funds $4,500
- Special Revenue Funds $500
- Liquor Fund $1,000
- Airport Fund $1,000
- Sanitary Sewer Fund $2,000

The City may at its discretion authorize NSI to undertake additional tasks, including meeting attendance, beyond the tasks listed above. Additional services will be billed monthly at a rate of $210 per hour.

Invoices will detail the work performed by categories, requested compensation for the period and show amounts previously billed by category.
ASSIGNED NORTHLAND EMPLOYEE

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Tammy Omdal, Managing Director.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the City and NSI and their successors or assigns.

DISCLAIMER

In performing service under this agreement, NSI is relying on the accuracy of information provided by the City and the services provided by NSI are based on current State of Minnesota law. The parties agree that the Minnesota property tax system and other laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the City or NSI. In the event of early termination by the City, NSI shall provide the City with an itemized hourly statement of services already provided. All billable hours by NSI shall be billed at the stated hourly rates should early termination occur.

Dated this ___ day of __________, 2020.

Northland Securities, Inc.
By: ____________________________
Tammy Omdal
Managing Director, Public Finance

City of Princeton, MN
By: ____________________________

Name: Brad Schumacher
Title: Mayor

Service Agreement – Financial Planning Services
Page 6
EXHIBIT A

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<td>2 Data Collection</td>
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<td>3 Evaluation and Comparison to Other Cities</td>
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<td>10 Finalize Draft Report and Presentation and Submit to PMT</td>
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</tbody>
</table>

Note: Hourly rate for compensation is based on $210 per hour. Scope of Services Agreement will provide for a not to exceed compensation amount.
RESOLUTION 20-42

AMENDMENT TO RESOLUTION 20-36A -APPLICATION TO THE ECONOMIC DEVELOPMENT ADMINISTRATION (EDA), UNITED STATES DEPARTMENT OF COMMERCE’S (DOC) PUBLIC WORKS AND ECONOMIC ADJUSTMENT ASSISTANCE PROGRAM FOR INDUSTRIAL PARK EXPANSION AND MODERNIZATION

BE IT RESOLVED that the City of Princeton act as the legal sponsor for project(s) contained in the Economic Development Administration (EDA) Public Works and Economic Adjustment Assistance Program (PWEAA2020) to be submitted in June 2020 and that Brad Schumacher (Mayor) and Robert Barbian (City Administrator) are hereby authorized to apply to the United States Economic Development Administration for funding of this project on behalf of the City of Princeton.

BE IT FURTHER RESOLVED that the City of Princeton has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds, adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Princeton has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the Economic Development Administration, the City of Princeton, may enter into an agreement with the Economic Development Administration for the above-referenced project(s), and that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that, the City of Princeton has committed funding towards the local match requirement.

BE IT FURTHER RESOLVED that, the City of Princeton confirms that all funding necessary for the project is secured and the City of Princeton will provide funds to complete the project.

BE IT FURTHER RESOLVED that the non-EDA source(s) of funds identified and outlined in the application in the total amount of $1,335,880 are committed and adequate to fully fund the project identified in the application, amended from Resolution 20-36A.

The City of Princeton certifies that it will comply with all applicable laws, regulations, and rules of the application.

BE IT FURTHER RESOLVED that the sources and uses, private investors, equity, and other financing commitments represented in the attached document are accurate.

NOW, THEREFORE BE IT RESOLVED that Robert Barbian (City Administrator), or his successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Princeton on June 11, 2020.

SIGNED:

(Authorized Official)  (Signature)

(Title)  (Date)  (Title)  (Date)
To: Princeton City Council

Date: 07-21-2020

From: Emergency Management Team, Ron Lawrence, Todd Frederick and Bob Gerold

Regarding: Emergency Declaration extension

Mr. Mayor and members of the council the Emergency Declaration is due to expire at midnight July 23rd, 2020. At this time, it is the recommendation of the Emergency Management Team to extend the declaration to midnight, August 27th, 2020. As the council is aware, this is a fluid situation and this team understands that this declaration could be cancelled earlier or extended if deemed feasible.
ORDINANCE NO. 795

CITY COUNCIL CONTINUANCE OF THE DECLARATION OF A LOCAL EMERGENCY
CITY OF PRINCETON, MINNESOTA

WHEREAS, the Mayor of the City of Princeton, Minnesota ("Mayor") declared an Emergency to exist in the City of Princeton, Minnesota ("City") effective on March 19, 2020 upon signing the Declaration ("Declaration"); and

WHEREAS, Minnesota Statutes Section 12.29 authorizes the Mayor to declare the existence of the Emergency, invoke necessary portions of the Emergency Management Plan, and authorize aid and services in accordance with interjurisdictional agreements. In order for the Declaration of the Emergency to continue beyond three days the City Council of the City of Princeton, Minnesota ("City Council") must consent to the Declaration; and

WHEREAS, the Princeton City Council Passed Ordinance No. 790 Consenting to the Mayoral Declaration of a Local Emergency with sunset provisions of either 30 days or the date of the end of the local emergency, whichever is the first to occur; and

WHEREAS, the Princeton City Council Passed Ordinance No. 791 Continuing the Declaration of a Local Emergency; and

WHEREAS, the Princeton City Council Passed Ordinance No. 792 Continuing the Declaration of a Local Emergency for a second time; and

WHEREAS, the Princeton City Council Passed Ordinance No. 794 Continuing the Declaration of a Local Emergency for a third time; and

WHEREAS, the Princeton City Council Passed Ordinance No. 795 Continuing the Declaration of a Local Emergency for a fourth time; and

WHEREAS, the City Council has determined the local emergency continues; and

WHEREAS, the City Council is the official governing body of the City; and

WHEREAS, Minnesota Statutes Section 12.37 authorizes the City, acting through its governing body, to:

“(1) enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and

(2) exercise the powers vested by this subdivision in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities prescribed by law pertaining to:
(i) the performance of public work;
(ii) entering into contracts;
(iii) incurring of obligations;
(iv) employment of temporary workers;
(v) rental of equipment;
(vi) purchase of supplies and materials;
(vii) limitations upon tax levies;
(viii) the appropriation and expenditure of public funds, for example, but not limited to, publication of ordinances and resolutions, publication of calls for bids, provisions of civil service laws and rules, provisions relating to low bids, and requirements for budgets”

WHEREAS, City Code of Ordinances, Section 215.01 provides for emergency regulations: “Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds, or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to insure that preparations of this city will be adequate to deal with those disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this city, it is hereby found and declared to be necessary:

(A) To establish a city emergency management organization responsible for city planning and preparation for emergency government operations in time of disasters;
(B) To provide for the exercise of necessary powers during emergencies and disasters;
(C) To provide for the rendering of mutual aid between this city and other political subdivisions of this state and of other states with respect to the carrying out of emergency preparedness functions; and
(D) To comply with the provisions of M.S. 12.25, as it may be amended from time to time, which requires that each political subdivision of the state shall establish a local organization for emergency management.”; and

WHEREAS, City Code of Ordinances, Section 215.03 provides for the establishment of an emergency management organization, the terms of which are incorporated herein by reference; and,

WHEREAS, City Code of Ordinances, Section 215.04 enumerates the powers and duties, the terms of which are hereby incorporated by reference; and,

WHEREAS, City Code of Ordinances, Section 215.05 enumerates the manner in which a local emergency, the terms of which are hereby incorporated by reference; and,

WHEREAS, City Code of Ordinances, Section 215.06 enumerates the regulation of declared emergencies; the terms of which are hereby incorporated by reference; and,

WHEREAS, the City Council finds that the Emergency is sudden and unforeseen and could not have been anticipated; and
WHEREAS, the City Council finds that conditions in Minnesota and the threat to the visitors to and inhabitants of the City has worsened considerably as a result of the Emergency; and

WHEREAS, the City Council finds that this situation threatens the health, safety, and welfare of the citizens of the community and threatens the provision and delivery of city services as a result of the Emergency; and

WHEREAS, the City Council finds that the Emergency poses the risk of and may cause catastrophic loss of public health, safety, and welfare if not immediately addressed; and
WHEREAS, the City Council finds that traditional sources of relief are not able to repair or prevent the injury and loss.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PRINCETON, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. The foregoing recitals of the preamble are incorporated herein by reference.


Section 3. The City faces an imminent threat to life and public health resulting from the novel coronavirus and the resulting COVID-19 disease.

Section 4. The City is confronted with a worldwide pandemic creating threat of disaster of major proportions, which the safety and welfare of the guests to and inhabitants of the City are jeopardized and placed at extreme peril, in which timely action to contain and mitigate the risk to human life.

Section 5. The City Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, and other advisory commissions of the City of Princeton are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, Planning Commission, and other advisory commissions of the City shall be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commission to resume in-person meetings.

Section 6. This Ordinance hereby continues the declaration of a local emergency.

Section 7. To the extent normal state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the City Administrator, Emergency Management Team, and their designees are hereby authorized to suspend compliance with those laws, policies, and procedures as authorized by Emergency
Executive Order 20-01 and by Minnesota Statutes, Sections 12.32 and 12.37, and to take those actions necessary to protect the public health, safety, and welfare.

Section 8. This Ordinance shall take effect immediately upon passage as permitted by the City Council.

Section 9. This Ordinance shall be in effect until 11:59 P.M on August 27, 2020, or until the termination of the local emergency, whichever occurs first, as permitted by Section 215.06 (C) of the City Code.

Section 10. The City Administrator is authorized and directed to file and to post notice of this Ordinance and any emergency regulations as authorized and required by State law and City Code.

Passed and adopted this 23rd day of July, 2020.

______________________________
Mayor

ATTEST:

______________________________
City Administrator
CITY OF PRINCETON
RESOLUTION NO. 20-________

RESOLUTION BY THE CITY OF PRINCETON,
STATE OF MINNESOTA,
APPROVING THE PURCHASE OF REAL ESTATE
LEGALLY DESCRIBED HEREIN FROM
CARDINAL LAND COMPANY, LLC

WHEREAS, the City of Princeton, with the approval of the City Council, has negotiated the purchase of the real estate described below from Cardinal Land Company, LLC, a Minnesota Limited Liability Company (“Seller”); and

WHEREAS, the legal description of the parcel being purchased by the City of Princeton is:

That part of the West 150.00 feet of the East 450.00 feet of the North 500.00 feet of the Northeast Quarter of the Southwest Quarter, and that part of the West 150.00 feet of the East 450.00 feet of the Southeast Quarter of the Northwest Quarter, both being in Section 32, Township 36, Range 26, Mille Lacs County, Minnesota, which lies South of the Westerly extension of the North line of Lot 8, Block 1, AERO BUSINESS PARK FIRST ADDITION, said Mille Lacs County.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Princeton that the parcel of real estate described herein be purchased for a sum equal to $30,000.00 if additional land is not purchased, or $5,000.00 if said additional land is purchased.

BE IT FURTHER RESOLVED, that Mayor Brad Schumacher and City Administrator, Robert Barbian, are hereby authorized and directed to execute any and all final documents including all final closing statements and any other documents necessary to complete the purchase.

BE IT FURTHER RESOLVED, that a copy of this Resolution be filed with the City Resolutions on file.
Approved by the City Council of the City of Princeton on _________________, 2020.

____________________________________
Brad Schumacher, Mayor
City of Princeton

ATTEST:

____________________________________
Robert Barbian, City Administrator
City of Princeton

CERTIFICATION

Robert Barbian, City Administrator, City of Princeton, does hereby certify that the attached Resolution No. 20-______ is a true and correct copy of the Resolution passed and adopted by the Princeton City Council on _________________, 2020, executed by its Mayor, Brad Schumacher and myself, Robert Barbian, Princeton City Administrator.

____________________________________
Robert Barbian, City Administrator
City of Princeton

STATE OF MINNESOTA   )
COUNTY OF MILLE LACS ) SS:

I do hereby certify that the foregoing Certificate was executed before me on the _____ day of _________________, 2020, by Robert Barbian, individually and as City Administrator of the City of Princeton, who did disclose that he executed the same as his free act and deed and as the City Administrator of the City of Princeton.

____________________________________
Notary Public

DRAFTED BY:
DOVE FRETLAND, P.L.L.P.
5881 Cedar Lake Road
Minneapolis, MN 55416
(952) 545-9000
Draft hiring Schedule

July 23rd – Council finalizes ad, position description, compensation and process

July 24th – August 23rd – Run Ad

August 24th – Application due date

August 25th – 28th – Choose candidate and set appointment

August 31st - September 4th – Interviews

September 10th Council Meeting; progress report

September 14-16 Check reference

September extend tentative offer September 17 & 18

September 24th Council Meeting; approval of offer – Last day to extend offer allowing 3-week notice and 1 week to consider/negotiate.

October 1st – Last day to have accepted offer with them able to give 3-week notice

October 26th New hire start date

November 13th – Steve’s vacation starts

Reverse draft hiring schedule:

November 13th – Steve’s vacation starts

November 2nd New hire start date

October 1st – Last day to have accepted offer with them able to give 3-week notice

September 24th – Council Meeting; approval of offer - Last day to extend offer allowing 3-week notice and 1 week to consider/negotiate.

September extend tentative offer 17 & 18

September 14-16 Check reference

September 10th – Council Meeting; progress report

August 31st - September 4th – Interviews

August 25th – 28th – Choose candidate and set appointment

August 24th – Application due

July 24th – August 23rd – Run Ad

July 23rd – Council finalize ad, position description, compensation and process
ORDINANCE NO. 796
AN ORDINANCE OF THE CITY OF PRINCETON, MINNESOTA ANNEXING
LAND LOCATED IN PRINCETON TOWNSHIP, MILLE LACS COUNTY,
MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033 SUBDIVISION 2(3),
PERMITTING ANNEXATION BY ORDINANCE

WHEREAS, a petition signed by all the property owners, requesting that property legally
described (herein or attached exhibit) be annexed to the City of Princeton, Minnesota, was duly
presented to the Council of the City of Princeton on the 16th day of June, 2020; and

WHEREAS, said property is unincorporated and abuts the City of Princeton on its southern
boundary; is less than 120 acres; is not presently served by public sewer facilities or public sewer
facilities are not otherwise available; and

WHEREAS, said property is open space owned by Cardinal Land Company and annexation is
requested to facilitate a sale to the City for a Public Safety Storage Building; and

WHEREAS, the City of Princeton held a public hearing pursuant to Minnesota Statutes §
414.033 Subd. 2b, on Thursday, July 23, 2020, following thirty (30) days written notice by
certified mail to the Township of Princeton and to all landowners within and contiguous to the
area legally described herein, to be annexed; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PRINCETON HEREBY
ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter described abuts the city
limits and is or is about to become urban or suburban in nature in that the industrial use is being
proposed for said property the construction of which requires or will need city services,
including public sewer facilities.

2. None of the property is now included within the limits of any city, or in any area that has
already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.

3. The corporate limits of the City of Princeton, Minnesota, are hereby extended to include the
following described property, said land abutting the City of Princeton and being 120 acres or less
in area, and is not presently served by public sewer facilities or public sewer facilities are not
otherwise available, and the City having received a petition for annexation from all the property
owners of the land, to wit:

That part of the West 150.00 feet of the East 450.00 of the north 500.00 feet of
the Northeast quarter of the southwest quarter, and that part of the West
150.00 feet of the East 450.00 feet of the Southeast Quarter of the Northwest Quarter, both being in Section 32, Township 36, Range 26, Mille Lacs County, Minnesota, which lies South of the Westerly extension of the North line of Lot 8, block 1, Aero business Park First addition, said Mille Lacs County

The above described property consists of a total of 1.907 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and all appropriate plat maps are attached hereto.

4. That the population of the area legally described herein and hereby annexed is zero (“0”).

5. That pursuant to Minnesota Statutes § 414.036 there are no special assessments assigned by the City to the annexed for which reimbursement is required.

6. The City of Princeton, pursuant to Minnesota Statutes § 414.036 that with respect to the property taxes payable on the area legally described (herein or attached exhibit), hereby annexed, shall make a cash payment to the Township of Princeton in accordance with the following schedule:

   a. In the first year following the year in which the City of Princeton could first levy on the annexed area, an amount equal to $14.11; and

   b. In the second and final year, an amount equal to $14.11.

7. That the City Clerk of the City of Princeton is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, the Minnesota Secretary of State, the Mille Lacs County Auditor, and the Princeton Township Clerk.

8. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

PASSED AND ADOPTED by the City Council of the City of Princeton, Minnesota on this 23rd day of July, 2020.

______________________________
Brad Schumacher, Mayor

ATTEST:

Shawna Jenkins Tadych, City Clerk

(City Seal)

This instrument was drafted by:

Shawna Jenkins Tadych
City of Princeton
705 2nd Street North
Princeton MN 55371
Position Title: FINANCE DIRECTOR
Department: FINANCE
Accountable To: CITY ADMINISTRATOR
Status: FLSA EXEMPT

PRIMARY OBJECTIVE OF POSITION

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

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

ESSENTIAL FUNCTIONS

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

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

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

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

Investments

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

Budget/Funding

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

Data Processing/Computer

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

Debt Service and Assessments

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

Special Projects/Duties

- Serves as the organization’s Risk Manager and coordinates insurance to assure protection of employees and assets.
- Performs special research studies and presents the City Administrator as directed.
Special Projects/Duties Continued
- Assists City Administrator in the employee benefits package, contract analysis, Union
  negotiations, discussions and personnel matters. Implements and administers City’s
  benefit plans.
- Serves as City Administrator during the absence of the City Administrator.
- Responsible for compliance with OSHA injury and illness reporting requirements.
- Performs other duties and assumes other responsibilities as apparent or assigned.

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

RESPONSIBILITY FOR WORK OF OTHERS
- Accountant

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

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

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

ice.

EXPECTED HOURS OF WORK
This is a full-time position. Normal business hours and evening meetings.

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

Finance Director
City of Princeton, MN
FT – $78,063. – $ 97,578. Plus Benefits

The Finance Director provides strategic leadership and management to operating departments and is part of the City’s leadership team. Coordinates the annual capital improvement plan, budget and audit preparation; administers debt and risk management; administers cash management and the investment of City funds; and administers information technology. As part of the leadership team helps prepare, develop, implement and evaluate policies and procedures related to the overall financial management of the City. Knowledge and or experience with Multi-year financial planning desired. This collaborative team member oversees an accountant.

Qualifications:
1. Bachelor’s degree in accounting, business administration or related field.
2. Three years of progressively responsible financial experience, preferable in a governmental setting working with general fund and enterprise funds ie. Liquor store, management.
3. Collaborative leadership experiences providing organizational direction.

Application Deadline: Applications accepted until position is filled. First applicant reviews to be done Aug 25th.

Apply: A Job Description and Application are available at www.princetonmn.org
Email or send Cover Letter, resume and application to Shawna Jenkins, City Clerk @ sjenkins@princetonmn.org
To: Princeton City Council

From: Chief Todd Frederick and Chief Ron Lawrence

Date: 07-14-2020

Regarding: Birthday Salutes 2020

Mr. Mayor and City Council,

As you know back in Mid-April the Princeton Police and Fire Departments started “Birthday Salutes” for kids within our community. This was done during Codid-19 “Stay at Home” restrictions with both departments driving to the residence of the child who was having a birthday that day. Pictures were taken and a Birthday card was handed out with a gift card from Dairy Queen. Now that the restriction has been lifted, we have decided to end this successful event. During this time, the departments celebrated 38 Birthdays with children in our community.

We will be available for any questions. Thank you.

Chief Todd Frederick
Princeton Police Department

Chief Ron Lawrence
Princeton Fire Department
MEMORANDUM

TO: Mayor and City Council Members
FROM: Staff
SUBJECT: Hansen Easement Agreement
DATE: July 22, 2020

James Hanson has granted the City a permanent easement for utility purposes. Princeton Public Utilities plans to lay a watermain through the easement. Please see attached documents.
GRANT OF EASEMENT

THIS GRANT OF EASEMENT (this "Grant") is made on this _____ day of 2020, by and between James J. Hanson, widowed and not remarried, to the City of Princeton, a Minnesota municipal corporation (Grantee).

RECITALS

Grantor is the owner in fee simple of real property in the County of Mille Lacs, State of Minnesota, which is legally described on Exhibit A attached hereto (the Easement Tract). Grantee desires to use a portion of the Easement Tract for the construction and maintenance of utilities and drainage facilities.

NOW, THEREFORE, in consideration of the sum of One Dollar ($1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by Grantor:

1. Permanent Easement – Grantor hereby grants to Grantee, its successors and assigns, a permanent easement (the Permanent Easement) for utility and drainage purposes over, under, upon, and across that portion of the Easement Tract legally described on Exhibit A and depicted in the attached Exhibit B. The Permanent Easement shall permanently run with the title to the Easement Tract and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, successors, and assigns, including but without limitation to, all subsequent owners of the Easement Tract and all persons claiming under them.

2. Use of Easement Tract – Grantor hereby agrees that they will not perform or allow or cause the construction of any improvements on the Easement Tract which could damage or obstruct the Permanent Easement or interfere with Grantee’s access to or Grantee’s right to construct, maintain, and repair the utilities and drainage improvements on the Easement Tract.

3. Warranty of Title – Grantor represents and warrants to Grantee that they are the only owner of fee simple title to the Easement Tract, and that there are no encumbrances of any nature affecting title to the Easement Tract except as noted here:

4. Governing Law – This Grant of Easement shall be construed and governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Grant of Easement on the above date.

GRANTOR:

by: [Signature]

James J. Hanson

GRANTEE:
CITY OF PRINCETON

By: [Signature]

Its: Mayor

By: [Signature]

Its: City Clerk

STATE OF MINNESOTA )

SS.

COUNTY OF HENNEPIN )

This instrument was acknowledged before me this 11th day of July, 2020 by , James J. Hanson widowed and not remarried.

[Signature]
Notary Public

STATE OF MINNESOTA )

SS.

COUNTY OF HENNEPIN )

This instrument was acknowledged before me this ____ day of __________, 2020 by Brad Schumacher and Shawna Jenkins, the Mayor and City Clerk respectively of the City of Princeton, a Minnesota municipal corporation, on behalf of the Corporation.

[Signature]
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
WSS & Associates
701 Xenia Ave S
Minneapolis, MN 55416
Exhibit A

"Property"
Outlot 3, Goulding's Addition to Princeton, less the West 148.5 feet thereof, Mille Lacs County, Minnesota.

And also:

Lot 1, Block 1, Goulding's Addition to Princeton, Mille Lacs County, Minnesota.

"Easement Area"
A permanent easement, under, and across Outlot 3, Goulding's Addition to Princeton, Mille Lacs County, Minnesota. Said permanent easement lies 5.00 feet on either side of the following described centerline:

Beginning at a point on the north line of said Outlot 3, 518.5 feet east of the northwest corner of said Outlot 3; thence southerly and parallel to the west line of said Outlot 3, 99.0 feet to the south line of said Outlot 3 and there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate on the north and south lines of said Outlot 3.

And also:

A permanent easement, under, and across the East 12.50 feet of the West 28.50 feet of Lot 1, Block 1, Goulding's Addition to Princeton, Mille Lacs County, Minnesota.
MEMORANDUM

TO: City Council
FROM: Robert Barbian, City Administrator
SUBJECT: Oak Knoll Cemetery, rule amendment
DATE: July 23, 2020

Over the last four months the City Council has been discussing the rules and regulations governing the cemetery. The City has reached out to the community asking for input in order that changes and improvements in the rules can be considered and made. The City Council and City Staff have talked to a number of people on issues and topics with differing views sometimes with opposing viewpoints. At various council meeting the City Council has heard additional input on the rules and the modifications considered. The Council did make a couple minor modifications or adjustments to the rules. At that time, I was directed by the City Council to meet with Melissa Ramage and Jenny Englund to hear their concerns. Two meeting occurred leading to their request for a rule to be added.

The letter from Melissa Ramage and Jenny Englund dated July 9, 2020 is attached.

Their request was reviewed by Mayor Schumacher and Jenny Gerold and discussed with the Public Works Director and me. After consideration it was concluded that a modification of the rules similar to the request would work. The language being recommended to the City Council to add to the Rules and Regulations of the Cemetery, section 11.1 follows in red:

11.1 Plans, flowers and items of remembrance may be placed in an urn sitting in a holding post above ground or an urn with its own integral base. The urn must be at least 8” above ground for mower clearance. Anything placed or planted not in accordance with this rule will be removed immediately by the cemetery caretaker. The City take no responsibility for pots or stands should they be destroyed.

Live plants or flowers planted six inches from the front or back of the base of the stone/marker (not the sides) are allowed.
July 9, 2020

Melissa Ramage and Jenny Englund

Mayor Schumacher, City Council & Staff,

We greatly appreciate all of the discussion and consideration being given on the care and maintenance of the City of Princeton Cemetery. It has been and always will be a special place for so many of us in the Princeton community for so many reasons.

We understand the balance which the City Council and City staff have regarding the cemetery. We have also taken time to consider this balance and ask the City to consider slightly modifying a rule which recognizes what has been occurring over the decades, yet not covered in the rules. Please consider the following proposal to update to the current Oak Knoll Cemetery rules and regulations:

11.1 Plants, flowers and items of remembrance may be placed in an urn sitting in a holding post above ground, an urn with its own integral base, or within the border of each individual plot, not to exceed 12 inches above or below each gravestone or monument and not to exceed beyond the plot border. Any plants, flowers or items of remembrance that are not in accordance with this rule will be subject to immediate removal. Should items be removed for non-adherence to this rule, the City takes no responsibility should they be destroyed.

This is a change from the rule as it currently stands, which I have included here for convenience:

11.1 Plants and flowers may be placed in an urn sitting in a holding post above ground or an urn with its own integral base. The urn must be at least 8” above ground for mower clearance. Anything placed or planted not in accordance with this rule will be removed immediately by the cemetery caretaker. The City takes no responsibility for pots or stands should they be destroyed.

We feel this is a logical rule adjustment, given that it is already a standard in the cemetery. Please see the following pages, where we have attached images of current gravesites in Oak Knoll Cemetery that are decorated in this manner. These pictures were taken after this year’s annual cemetery clean up.

We thank you for your consideration to this matter.

Sincerely,

Melissa Ramage and Jenny Englund
MEMORANDUM

TO: City Council
FROM: Administration
SUBJECT: Airport Manager
DATE: July 21, 2020

The City Council briefly discussed creating an Airport Manager position at a June Council meeting and indicated an interest in seeing the position description. In 2018 a position description was developed.

The position description was provided to the City Council in the July 6th supervisor meeting notes. Mayor Schumacher attended the Airport Advisory Board in July and covered that the Council was to discuss the possibility of creating the position and invited those that may be interest to attend the Council meeting and represent the board’s interest.

In 2018 the position was being discussed as a paid annual stipend of $2,500.00 to $3,000.00.

The position description follows.
Princeton Municipal Airport
Airport Manager Duties

The Airport Manager shall be responsible to the City Administrator for the operations of the Princeton Municipal Airport. The following shall provide an outline of the duties, and may be modified by the City Council at the recommendation of the City Administrator or the Airport Board.

- Manage the day to day operations of the Princeton Municipal Airport with the assistance of the Princeton Airport Advisory Board, Princeton City Council, and City staff personnel.
- Maintain liaison with the Federal Aviation Administration, the Minnesota Department of Transportation, City Council, County Boards, Airport Board, and other related organizations.
- Coordinate the maintenance and repair of airport property and equipment.
- Enforce operating rules and regulations and coordinate the activities and use of facilities by various groups and agencies using airport buildings, grounds, and services.
- Monitor airport lighting for proper operation and initiate corrective action for any noted or reported deficiencies.
- Shall maintain or have access to all contracts, agreements, leases, documents, and records relative to the Princeton Municipal Airport.
- Shall participate in any land use planning or zoning which may have affect the Princeton Municipal Airport.
- Shall maintain contact information for all hanger and aircraft owners at the Princeton Municipal Airport.
- Participates in aviation conferences and seminars, as approved by City Administrator as a representative of the City of Princeton.
- Initiate and attend meetings of the Airport Advisory Board and keep minutes and other records.
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TOTAL FOR BILL LIST: 111.99 | 300.32 | 545.68 | 42,377.59 | 13,963.43 | 171,330.17 | 5,803.05 | 3,307.58 | 587.29 | 802.91 | 4,676.39 | 797,681.33 | 31,507.88 | 1,247,402.61 |
### LIQUOR BILL LIST

**07-23-2020 COUNCIL MEETING**

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**TOTAL FOR BILL LIST**

|        |        |        |        | 180,593.27 | 0.00 | 0.00 | 0.00 | 0.00

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### MANUAL BILL LIST

**07-23-2020 COUNCIL MEETING**

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**TOTAL FOR BILL LIST**

|        |        | 170,921.69 | 0.00 | 102.00 | 0.00 |

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56
BILL LIST

TO: MAYOR AND CITY COUNCIL

FROM: THE FINANCE DEPARTMENT

RE: BILL LIST APPROVAL MOTION

COUNCIL MEETING DATE: July 23, 2020

I move to approve the bill list which includes the manual checks as listed on the manual bill list for a total of $170,921.69 and the items listed on the liquor bill list and general city bill list which will be checks 81476 to 81549 for a total of $1,427,995.88.