

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL
HELD ON SEPTEMBER 9, 2021 7:00 P.M.**

Mayor Thom Walker called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Vicki Hallin, Jenny Gerold, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Michele McPherson, Finance Director Tracy Peters, Community Development Manager Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Clerk Shawna Jenkins and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

Walker stated that there is an addition of “Explore Mn Grant” to New Business.

REYNOLDS MOVED TO APPROVE THE AGENDA WITH THE ADDITION OF THE EXPLORE MN GRANT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. City Council Meeting Minutes of August 26, 2021
- B. City Council Study Session Meeting Minutes of September 2, 2021
- C. Police Officer Cole Wubben Step 6 increase effective 9-24-21
- D. Resolution 21-50 – Call for public hearing on Alley vacation
- E. Resolution 21-51 –call for public hearing to vacated easements in Aero Business park
- F. Mille Lacs County Ag Society Temporary Intoxicating Liquor for Sept 18, Oct 8 & 9
- G. Resolution 21-52 – Proclamation declaring Sept 12-18, 2021 as Direct Support Professional Recognition Week

J Gerold stated she has a correction to the meeting minutes from August 26th. Under Resolution 21-49, there is no name listed for who seconded the motion to approve.

J GEROLD MOVED TO APPROVE THE CONSENT AGENDA WITH THE CORRECTION TO THE MOTION ON AUGUST 26TH MEETING MINUTES. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM

OLD BUSINESS

NEW BUSINESS

- A. PERA Fire Relief Presentation – Sharyn North

Sharyn North from PERA gave a presentation to the council regarding the amounts of the Relief association’s retirement fund.

Walker said that there is some time before a decision needs to be made. He would like to look into setting a policy regarding the funding level and keep the politics out of it. He asked the Councilors thoughts. North responded that just looking at the funding ratio can be a little tricky, because of a longtime firefighter retires, that ratio will be sked. She suggests that using an amount may be a better barometer.

J Gerold stated she feels it should be looked at every year, because it will fluctuate as firefighters retire. North replied that she suggests when looking at the funding amounts, to first look at the state aid amount, plus the 50- 60% projected income.

J Gerold said she understands the political aspect, and can see some conflicts within the Department. She knows this council is never going to be comfortable at a 100% ratio. She has been involved with the Fire Department for 25 years so she will not be voting on this. However, as a councilor if she were to vote on it, she would not want a ratio below 113%.

Walker agreed that he wouldn't want to get to 100% either, but does not know what the correct numbers would be.

Zimmer questioned if this could be put in a policy form. If a future Council wanted to change that policy, they can do that. Walker added that he would not want to put a dollar figure on it, maybe decide on a ration range to fall into.

Reynolds said he would like to see it increased a little, as it is a good thing for our firefighters. To him, the funding ratio is an easy way to look at it.

McPherson would like to keep North's suggestions at looking at the State aid as well as picking a ratio range to stay within.

Walker asked if the Council can see a report of how many firefighters and their years of service. Lawrence stated that he can provide that information.

B. Approve application of the East Central Energy Trust Grant

Lawrence advised that is asking for council approval to apply for a grant from East Central Energy Trust. This grant is non-matching and up to \$10,000.00. This grant would go towards the replacement of a UTV at the Wyanett Station. The Department currently has a four-wheeler that is old, not reliable often requires repairs.

ZIMMER MOVED TO APPROVE THE APPLICATION TO THE EAST CENTRAL ENERGY TRUST GRANT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Authorize execution of Animal Control Contract

Frederick advised that with Princeton Vet Clinic's new owners, we needed to find another option for animal control. Staff is requesting North Metro Animal care located in Andover be approved as the City's animal control. They provide animal control services to a few of the local townships.

J GEROLD MOVED TO APPROVE THE EXECUTION OF THE ANIMAL CONTROL CONTRACT WITH NORTH METRO ANIMAL CARE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Authorize purchase of Tires for Drug Task Force Vehicle

The Princeton Police Department is looking to purchase four (4) used tires that are in good condition for the departments DTF vehicle. We normally would purchase new tires under the state bid but we plan to replace this vehicle in February of 2022. With replacement imminent, staff is trying to minimize maintenance costs with this vehicle. The cost of the tires (4) from a Facebook Marketplace ad is \$100.00 (\$25.00 per tire) with an additional cost for mounting and balancing them. We were able to find similar tires (4) at another company located near Ramsey that gave

us a price of \$300.00 total not including mounting and balancing.

Peters ran it buy the City Auditor to find out their thoughts on buying the used tires, and that the person selling the used tires are a city employee. Staff just wanted to let the Council know this was happening and the auditors have approved the purchase. We just wanted to let the Council know this was

E Police CIP Purchase request for Tactical Armor

Frederick reported that the Princeton Police Department has currently budgeted \$44,500.00 for body armor through the 2021 Capital Improvements Program. The current quote from Streicher's is \$44,496.89.

He is asking for City Council approval to purchase the tactical body armor for the Princeton Officers under the state bid price through Streicher's Law Enforcement Equipment.

A motion to approve and continue with the purchase of the tactical body armor is recommended.

WALKER MOVED TO APPROVE THE CIP PURCHASE OF THE TACTICAL ARMOR. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

F. Award Contract for 19th/21st Avenue Connector Project

Edison reported that Bids were received online for the above-referenced project on Thursday, September 2, 2021, and were viewed and read aloud. Seven bids were received. The Bid Tabulation Summary indicating Douglas-Kerr Underground, LLC, Mora, Minnesota, as the low bidder with a grand total bid amount of \$1,126,393.05. The Engineer's Estimate for the project was \$1,668,468.10.

We recommend that the City Council consider these bids and award a contract for the grand total bid in the amount of \$1,126,393.05 to Douglas-Kerr Underground, LLC, based on the results of the bids received.

PROJECT UNDERSTANDING

A low bid has been received for the 19th Avenue Extension Project. Improvements include a 3,600-ft extension with curb and gutter and storm sewer to connect the existing 19th Avenue to existing 21St Avenue. The project includes the construction of a bituminous trail and street lighting.

PROJECT WORK PLAN/SCOPE OF SERVICES

WSB's project scope and proposed work plan are based on our design of the project, and experience on similar projects.

Task 1 – Project Management

This task includes coordination of all construction activities with the on-site construction observer and contractor on behalf of the City. This will include:

- Conducting the preconstruction meeting and weekly on-site construction meetings.
- Preparing and distributing meeting minutes.
- Addressing project design and contractor questions.
- Providing the City with weekly updates on the construction status.

- Meetings with City staff and property owners as necessary.
- Coordination with the ongoing airport project that will be occurring concurrent to this project.

Task 2 – Construction Inspection Services

WSB will provide the day-to-day construction observation, coordination, and project documentation. This will include:

- Completing a pre-condition review of the project and coordinating with the contractor prior to construction commencing.
- Ensuring that all aspects of the project meet the requirements in the plans and specifications.
- Coordinating the construction activities with the property owners affected by construction and ensuring they are informed on any issues related to their specific property.
- Keeping the City and Project Manager informed on the status of construction on a daily or weekly basis.

It is assumed that the main construction observer will be on site an average of 60 hours per week for approximately 10 weeks to meet the estimated completion dates set for the project. The construction schedule is expected to span over the course of six to ten weeks. These hours are estimates and could be increased or decreased, depending on the timeframe of construction (Contractor working hours) and contractor performance. If more observation time is determined necessary than we have estimated, WSB will not exceed this amount without the City's prior approval. It is assumed that construction will continue into spring and summer of 2022.

Task 3 – Contract Administration

WSB will provide overall construction contract management for the project. This will include:

- Preparation, submittal, and securing approval for any change orders through the City.
- Shop Drawing review and approval.
- Material testing coordination and documentation review.
- Preparation and submission of monthly pay requests.
- Coordinating the final project closeout including final pay voucher and ensuring that all punchlist items and warranty items have been addressed.
- As-built drawings.

Task 4 – Survey

WSB will provide surveying services during construction. WSB's survey crew will be available as needed to locate and provide all necessary staking for the contractor. The survey crew will be scheduled through the on-site construction observer.

Task 5 – Material Testing

WSB will provide material testing during construction. WSB's testing staff will be available as needed to provide all required material testing for the project. Material testing staff will be scheduled through the on-site construction observer.

PROPOSED FEE

Based on the above scope of work, they estimate the fee for the construction to be **\$135,817**. The hours and cost are based on our best estimation of the project at this time. The estimated cost is based on our 2021 fee schedule. These rates will, therefore, be used for the duration of the project.

If the Council is in agreement with the project understanding, scope of services, and fee as outlined,

please have the City signature block of this letter signed and return one copy to WSB. Should the City request additional services outside of the outlined scope of services, we will work with you to revise the scope and fee accordingly.

HALLIN MOVED TO ACCEPT THE BIDS AND AWARD THE PROJECT TO DOUGLAS-KERR UNDERGROUND. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J GEROLD MOVED TO AWARD THE SCOPE OF SERVICES TO WSB. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

G. Authorize hiring of Wastewater Treatment Plant Operator

McPherson advised that applications were received, reviewed, and five candidates selected to interview for the Wastewater Treatment Plant Operator position. One candidate withdrew after finding another position, so four interviews were conducted Friday, September 3.

Consensus was reached on a candidate; they have been verbally offered the position pending a background check. They will start at Step 3 which is midpoint on the pay scale.

Once the candidate has accepted the offer, we can publicly identify them; we should be able to do that verbally at the Council meeting.

Recommendation:

Staff just heard back from the applicant and he has accepted the position. Staff is recommending that the City Council authorize the hiring Paul Parsons for the Wastewater Treatment Plant Operator position, with a start date of September 27, 2021

J GEROLD MOVED TO APPROVE THE HIRING OF PAUL PARSONS AS A WASTEWATER TREATMENT PLANT OPERATOR STARTING SEPTEMBER 27, 2021. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

H. 2022 Budget Update

McPherson stated that staff is still working on the budget, but they have made progress in the personnel and operating portion of the budget. Both are going up a bit. Personnel is looking at about a \$240,000 increase, due to an estimated 10% increase on health insurance, cost of living increases and requested staff additions.

As of now, the Operating budget appears that it will be up about \$66,000 from last year. Some of that increase is due to some of the CIP items being moved to the regular budget where they should be.

As they start getting into department budgets, staff will provide the Council with some numbers. They are just starting to work on the Revenue side. Peters added that she has heard that the health insurance may be about a 7% increase.

I. Bill List

J Gerold asked about the large amount for postage. Peters responded that it is for all departments and about a years' worth of postage was purchased.

J Gerold questioned the cleaning cost for City Hall. Peters said this month was a bit higher, as a bunch of supplies were purchased, and there is an additional COVID cleaning fee. McPherson stated that her, Peters and B Gerold met and reviewed the last cleaning contract, which was from 2009. They have a meeting with the service contractor next week.

J Gerold asked what the \$476 was under Community Development. Walker responded to this one, stating that he had approached staff about paying for half of a traveling trophy with Zimmerman as Community promotion. If the Council is not an agreement, he can pay the amount himself.

J Gerold questioned the \$75,500+ in Liquor that is noted as yearly phone system maintenance. Campbell said it out of 4 phones, they only had one that was working all the time. They had to get a whole new phone system. J Gerold asked how much the phones are. Peters said she believes most of the cost was for the system and installation, and not the phones themselves. Campbell added that they now have the same system that City Hall uses.

REYNOLDS MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$9,080.33 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 83541 TO 83605 FOR A TOTAL OF \$270,924.15. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J. City Administrator Bi-weekly Report

McPherson reported the following observations from the last two weeks:

Airport

The final flight inspection for the runway project has been rescheduled for September 9 from August 27, 2021. As noted previously, it has been rescheduled several times from the original date due to weather and equipment issues. Hopefully, this one holds.

The FAA grant for the award of \$1.7 million dollars was signed last week. As a result, Knife River intends to start on the taxiway reconstruction this fall. A specific start date has not been identified as of yet. We will notify hangar owners as soon as we do. KLJ & WSB will need to coordinate access points as the 21st Avenue project will be starting this fall as well.

Budgeting

Work continues on compiling the budget information needed to certify the preliminary levy by September 30. This week we are working through the Capital Improvement Plan.

Development Projects

The various residential projects are still in a holding pattern. Staff is still awaiting information from the developers in order to return information back to them.

Infrastructure

Staff met with representatives from Mille Lacs and Sherburne counties, and Baldwin Township on August 26 to discuss how to pay for the simulcast radio equipment that will be placed on the City Hall tower. The plan will be to apply for a State grant in October which is awarded in January

2022. We could receive no grant money, some grant money, or enough to fund the entire project estimated to be \$560,000. The challenge will be to figure out how to pay for the equipment if we receive no or some grant money.

All those present agreed that they could provide a letter of support for the grant application. We will work with the Regional Radio Board to determine a fair share cost for the others we met with.

Personnel

I am delaying the request to award the Classification and Compensation Study to September 23. We received four proposals; three were within the budgeted amount. I want to ensure that the recommended consultant is a firm that the Department Heads feel is a good fit and we have taken the time to check the references and answer any additional questions the Department Heads may have. This may push completion of the study into 2022 which will have a budget impact depending on the results of the study. The 2021 budget included monies to address any salary increases; this will need to carry over to the 2022 budget.

Work Force

Hillesheim and I met with representatives of the Chamber, the School District, and three of the City's largest employers to discuss work force shortages, training, recruitment and other related topics. One of the projects that would help everyone is the creation of a "live here, work here" marketing campaign, especially while the Highway 169 reconstruction in Elk River is ongoing. The next work force meeting is scheduled for September 23.

Upcoming Meeting/Event Reminders

- September 11 – Public Safety Day from 10 am to 2 pm
- September 15-17 – I am attending the MCMA (Minnesota City Managers Association) Conference in Duluth and will be out of the office. I will be available by phone, text and email.
- September 18 – Wild West Show/Sherwin Linton at the Fairgrounds

McPherson also reported that September 11th is the Day of Service. This year a central MN church has chosen Princeton. There will be approximately 50 people working downtown painting the fence along the malls, 150 people raising and cleaning headstones, and another group will be putting sun shades up near the police training area. Connor Cummiskey with Union Times will do a story and get some photos.

K. Explore MN Grant

Hillesheim reported that the City and Chamber of Commerce was just made aware of a new grant opportunity made possible through ARP funding via Explore MN.

Funding can be used for existing and new events on a first come first served basis with the funding window opening September 15th, 2021.

The city and Chamber have been working on a variety of events and marketing campaigns for the Community. The City would apply for funding that could be used for marketing, concerts and other event items through June 30, 2022. Funding is available per community up to \$20,000 with no match required. Some of the events include:

- Expo
- Rum River Festival
- This is Princeton Campaign

Rockin' on the Rum River
Light up Princeton,
And many others

J Gerold added that the Lodging Tax she had suggested implementing could help pay for these items as well.

HALLIN MOVED TO APPROVE THE APPLCIATION TO THE EXPLORE MN GRANT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

COMMITTEE REPORTS

ADJOURNMENT

There being no further business:

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

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor