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

AGENDA ADDITIONS/DELETIONS

Schumacher deleted New Business letter B, discussion on PUC’s in Lieu of Taxes proposal. He also suggested scratching the Administrators Review tonight, and suggests holding that at a separate meeting on another day.

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

CONSIDERATION OF MINUTES

A. Budget Study Session minutes of November 26, 2019
B. Regular Meeting minutes of November 26, 2019
C. Study Session minutes of December 5, 2019

J Gerold had a correction to the November 26th meeting in the 2nd paragraph. The minutes state that Troy Minske mentioned Assessments like road assessments are done. She believes Jules had mentioned that. Jenkins will make that change.


CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Public Works Kyle Fawkes Step Increase effective 12-28-19

EDMONDS MOVED TO APPROVE THE STEP INCREASE FOR KYLE FAWKES EFFECTIVE 12-28-19. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

   2. Karen Aguilera appointment to regular employment status effective 12-27-19

REYNOLDS MOVED TO APPROVE KAREN AGUILERAS APPOINTMENT TO REGULAR EMPLOYMENT STATUS EFFECTIVE 12-27-19. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations

OPEN FORUM –
Sharon Sandberg, here on behalf of Flight Expo, she passed out a packet of information about some upcoming events that they are holding. They are hoping to grow their program and invited the Council to attend. There is also a grant they would like to apply for, but will need help from the City as the fiscal agent.

PRESENTATIONS / SPEAKERS –

A. Tigers – MN State Bowling Champions

The Council presented plaques to Ryan Andresen, Zach Andresen, Bryce Keykal, Liz Rittenour, Joe Meyer, Dakota France and Ryan Petersen for their Varsity Championship.

PUBLIC HEARINGS

A. Truth in Taxation – 2020 Levy and Budget – Resolution 19-61

Jackson presented the 2020 Budget and Levy.

REYNOLDS MOVED TO OPEN THE PUBLIC HEARING AT 7:32PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:33PM J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ZIMMER MOVED TO APPROVE RESOLUTION 19-61. EDMONDS SECONDED THE MOTION.

Edmonds stated staff has done a great job keeping the levy at a low amount. It is much lower than what he has seen elsewhere.

THE MOTION CARRIED UNANIMOUSLY.

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Airport Board Minutes of November 4, 2019
B. Fire Advisory Minutes of November 5, 2019

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Princeton Area Chamber of Commerce Request

Kim Young thanked the City for the support it has given the Princeton Chamber throughout the years. From the generous grants of funding, to the in-kind gift of office space, to the general support from staff and members of the City Council. They are very grateful for the positive working relationship between the City of Princeton and the Chamber of Commerce.

During 2019, the PACC implemented a number of successful events throughout the community.

• Chamber winter Gala: celebrating businesses, nonprofits, organizations and volunteers
• Hosted the Business Expo, where more than 60 businesses and organizations participated
- Collaborated with the City for the Canoe and Kayak program
- Hosted the Rum river Festival, which included the annual parade, street fair, Lucky Duck raffle, a 5k run and more.
- Organized a successful golf tournament at the Princeton Golf Course
- Took part in the Pizza Bowl, a collaboration with the Milaca Chamber of Commerce and local businesses from both communities.
- Manufacturer’s Breakfast, hosted by Glenn Metalcraft
- Hosted the Chili Fest at the Mille Lacs County Fairgrounds
- Donated money to the Princeton Ambassadors
- Currently promoting Shop Local / Small Business Saturday

The PACC Board is making exciting changes for 2020, with the goal of true collaboration with area businesses, the school district, local organizations and the City of Princeton. We feel that if we all work together and support one another; great things will happen in our community. Some of those changes and implemented programs include:

- A monthly networking group, hosted at different business locations in the community.
- Monthly Lunch and Learns – they have already seen an increase in attendance
- Monthly newsletter sent out via email to all Chamber members
- Rum River Festival will return to a multi-day event – parade being moved back to Thursday
- Formed a Welcoming Committee
- Beginning monthly After-hours networking
- Spending 2020 planning a new approach to the Leadership program, which will be implemented in 2021

The Chamber of Commerce is requesting continued support from the City in the form of a $10,000 Wine and Spirits Grant. This funding will be used toward their 2020 events as well as general operating of the chamber. It is their hope that in the coming years, the Chamber will be able to request this funding to be used toward specific projects only.

ZIMMER MOVED TO APPROVE THE YEARLY WINE AND SPIRITS GRANT OF $10,000 TO THE CHAMBER OF COMMERCE. EMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Correspondence from the VFW – Thank you for Wine and Spirits grant for roof repair

**ORDINANCES AND RESOLUTIONS**

A. Ordinance 785 – Title 2 Amendments – FINAL READING

Jenkins reported that at the October 24th meeting, Mayor Schumacher brought up the Social Media Policy, and said he felt all the Boards and Commissions be required to follow it. Attorney Toven added verbiage to each Board/Commission section and added one for the Public Utilities Commission. Staff noticed a few other things that should be amended as well, so those were changed as well. Edmonds had mentioned a correction that was needed to the Planning Commission section allowing for one member to live outside City Limits, as long as they owned a business within Princeton, and lived within the 55371 Zip Code or the Princeton School District, so that was corrected in this amendment as well.
ZIMMER MOVED TO APPROVE ORDINANCE 785. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 786 – Fee Schedule Amendments – FINAL READING

Jenkins advised that this is the standard fee schedule amendment that is done yearly. It is being done a little earlier, as there has been some long-term usage of the Tie Down Area of the Airport, which causes some snow clearing hardships.

J GEROLD MOVED TO APPROVE ORDINANCE 786. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 787 – Renaming of Smith System Road – FINAL READING

Hillesheim advised that earlier in 2019, city staff were contacted by the Princeton School District 477, requesting the consideration of changing the name of Smith System Road to a name fitting of the school property located along the route. The Council reviewed the request at the June 27, 2019 meeting confirming the direction of the Planning Commission requiring the School District cover any of the costs associated with the name change including signage and other fees. The Planning Commission and City Council also requested the School District choose a name other than Tiger Street, since there is a right of way within the area with that name.

Students were tasked with deciding upon the new name and Tiger Boulevard is what was chosen. School District Superintendent, Ben Barton, requested the City of Princeton move forward with the name change through the process outline in the ordinance.

This is the first reading of the above-mentioned ordinance change, renaming Smith System Road to Tiger Boulevard.

**Recommendation:**
City staff recommend the council move forward with the requested change.

ZIMMER MOVED TO APPROVE ORDINANCE 787. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

A. Chino Properties – Aero Business Park

Hillesheim advised that the City of Princeton has been working with Oliver Management Group, INC. to come to an agreement for purchase of the land legally described as Lot 1, Block 1 Aero Business Park First Addition, Mille Lacs County. This lot has been split into two lots and the buyer shall take ownership of the south approximate one half for development and construction of a commercial building, containing 10,000 sq. ft (or as large as zoning
laws permit). The buyer shall pay seller $5,000 as the purchase price, $1,000 paid at execution of this agreement and the remaining $4,000 due at closing.

The Purchase Agreement was approved by the Council in November. The Purchase Agreement is dependent upon adherence to the Developer’s Agreement, which relies upon the execution of the Tax Increment Financing District 8-4, requiring a second Developer’s Agreement outlining the details of the TIF District.

**Analysis:**
The Developer's Agreement outlines the requirements of SAC and WAC fees, $500 site plan application fee, and $1,000 required escrow fee to cover items such as survey, storm water review, easement review and related items.

The Tax Increment Financing Developer’s Agreement outlines the Tax Increment Financing Plan approved by the City Council on September 12, 2019, requiring the construction of a commercial facility of approximately 7,500 sq. ft. The project must be completed by December 15, 2022. Closing of the parcel must take place no later than June 1, 2022. If Oliver Management Group, INC. does not meet the construction requirements outlined in this agreement, the price shall become $130,000 and the buyer will pay the amount over 7 years, including interest at 3.5%. In the event of the buyer paying $130,000 for the property, the Tax Increment Financing Agreement as referenced in this agreement shall become null and void. If the buyer does not give timely notice of the previously described circumstances, this agreement will become null and void.

The site plan application must be submitted prior to closing and will be approved by the Municipal Planning Commission in accordance to the Developer's Agreements contained in Exhibits A and B of the Purchase Agreement.

**Recommendation:**
City staff recommends the approval of the above-named developers’ agreements with Oliver Management Group, INC. and the resolution to approve the sale of the south approximate one half of the property located at Lot 1 Block 1 Aero Business Park First Addition, Mille Lacs County.

1. Resolution 19-59 – approving sale of land to Chino Properties

EDMONDS MOVED TO APPROVE RESOLUTION 19-59 APPROVING THE SALE OF LAND. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

2. Developer’s Agreements for Aero Business Park Lot 1, Block 1, South portion with Oliver Management Group, Inc

ZIMMER MOVED TO APPROVE THE DEVELOPERS AGREEMENTS FOR AERO BUSINESS PARK, LOT 1, BLOCK 1, SOUTH PORTION WITH OLIVER MANAGEMENT GROUP, INC. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

3. First amendment to Purchase Agreement – to extend closing date
ZIMMER MOVED TO APPROVE THE FIRST AMENDMENT TO THE PURCHASE AGREEMENT TO EXTEND THE CLOSING DATE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Mary Lou Dewitt advancement to Community Development Specialist, Zoning Technician

Barbian advised that the Council looked at this in July as well, but felt the increase should be budgeted for. It has been included in the budget for 2020. Recap: Marylou De Witt was hired on August 10, 2000 as a part-time Community Development Secretary. In 2002 Mrs. De Witt advanced as a temporary “full-time status” to assist with a city staff shortage occurring with the City Administrator vacancy. In 2005 she was offered advancement to a full-time regular status as a Community Development Assistant.

Mary Lou DeWitt has gained considerable insight while taking on the responsibilities of her position working under a Planner, a Community Development Director and a couple Administrators. She has also taken on responsibilities previously handled by planners or development directors depending on the strengths and interests of her coworkers.

In hearing from others and observing her work over the past 21 months she is acting beyond the duties covered in her current Job Description as a Community Development Secretary. Her position is functioning as a valued member of the Community Development Department. For example, she handles the majority of the zoning code interpretation when citizens, developers or businesses wish to consider making improvements within the City. Marylou has gained skills, knowledge and experience calling for advancement and job description change.

After consideration, the administrative staff recommendation is to promote Mary Lou to Community Development Specialist, Zoning Technician (job description attached) effective July 29, 2019. This to include moving her from a grade 6 step 3 to a Grade 7 step 3 position, an increase of 1,577 per year.

If the Council agrees, a motion to adopt the attached Job Description and promote Mary Lou DeWitt to fill that position would be in order.

Edmonds asked what the difference was between DeWitt and Hillesheim’s jobs. Barbian responded that Hillesheim does more of the marketing and Dewitt the zoning and technical side.

REYNOLDS MOVED TO APPROVE THE JOB DESCRIPTION CHANGE AND PAY INCREASE FOR MARY LOU DEWITT. EDMONDS SECONDED THE MOTION.

Barbian added that since this memo was written, the request is for her to be moved to Grade 7, Step 5, which is a $6,312 per year.

REYNOLDS AND EDMONDS ACCEPTED A FRIENDLY AMENDMENT TO CHANGE THE JOB TITLE TO COMMUNITY DEVELOPMENT ZONING SPECIALIST AND THE CHANGE TO GRADE 7, STEP 5.

J Gerold asked when the increase goes into effect. Barbian responded it will go into effect January 1st.

THE MOTION CARRIED UNANIMOUSLY
C. Proposed Wyanett building Lease Agreement

Lawrence stated that an agreement has finally agreed upon. The City will pay for the use of the substation, and Wyanett will pay their portion of the Truck and Equipment fee up front.

J GEROLD MOTIONED TO APPROVE THE PAYMENT TO WYANETT FOR THE SUBSTATION LEASE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Approval of 2020 fire Contract Language

Lawrence advised that the Fire Contracts were last reviewed and signed in 2004. Staff felt it was time to review them, and resign. There are not many changes to the previous verbiage, but the Townships have seen and approve of the contracts.

J GEROLD MOTION TO APPROVE THE 2020 FIRE CONTRACT LANGUAGE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Previous Council Goals List for discussion

Schumacher stated he had wanted this previous goal list from 2014 to show that having the City and PUC in the same office has been discussed in the past.

Zimmer commented on the previous goals list that was included in the packet. Many of the items at the top of the list have been completed in the last couple of year. Staff will provide the goals list again when it is discussed.

NEW BUSINESS

A. 2020 Licenses

Jenkins advised that the following businesses have submitted the proper applications and paid the appropriate fees for the following licenses. Only one application was received late, so staff is recommending approval of all license renewals, pending background check on the Princeton Golf Course which was just received Tuesday. It has been given to the Police Department to run the background check.

**ON SALE INTOXICATING LIQUOR**
Madre Loca, Inc.
Neighbors on the Rum
Princeton Golf Course – 2nd letter sent 11-26-19, due date was 12-6-19
Pizza Barn
Pizza Pub

**OFF SALE LIQUOR**
Princeton Wine and Spirits

**CLUB ON SALE LIQUOR**
VFW Post No. 806
SUNDAY LIQUOR
VFW Post No. 806
Madre Loca, Inc
Neighbors on the Rum
Princeton Golf Course – 2nd letter sent 11-26-19, due date was 12-6-19
Pizza Barn
Pizza Pub

ON SALE NON-IN TOXICATING MALT LIQUOR
Pizza Hut

OFF SALE NON-IN TOXICATING MALT LIQUOR
Speedway #4525
Walmart
Kwik Trip

CIGARETTE
Speedway #4525
Holiday Station store
Casey’s General Store - North
Casey’s General Store - South
Circle 9 Conoco
Hofman Oil Co.
Coborn’s
Prince Tobacco Corp
Walmart
Kwik Trip
Princeton Wine and Spirits

GARBAGE AND RECYCLABLE HAULER
Jim’s Mille Lacs Disposal, Inc.
Ace Solid Waste
Randy’s Sanitation
Waste Management
Vanderpoel

EDMONDS MOVED TO APPROVE THE LICENSE RENEWALS, PENDING BACKGROUND CHECK ON THE GOLF COURSE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B.—— Discuss Mayor Schumacher’s PUC in Lieu of taxes proposal for January 1, 2020

C. Employee Appreciation and Recognition Policy

Barbian advised that staff has some funds budgeted for employee appreciation and recognition, but there should be a policy that spells out how those funds can be used. Staff found some policies from other cities and used them to draft one for the city.

EDMONDS MOVED TO APPROVE THE EMPLOYEE APPRECIATION AND RECOGNITION POLICY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $107,868.08 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80351 TO 80414 FOR A TOTAL OF $166,066.69. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher suggested holding the Administrators Review next week after the EDA meeting. Tim Hennagir asked for clarification that the meeting will be opened, closed and then re-opened with a summary provided. Schumacher stated that was correct.

*** CLOSED SESSION *** Administrator Review

ADJOURNMENT
There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:23PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

Shawna Jenkins Tadych Brad Schumacher, Mayor
City Clerk