MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JUNE 13, 2019 7:00 P.M. AT PRINCETON CITY HALL

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, and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Community Development Specialist Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, Clerk Shawna Jenkins, and Attorney Paul Dove. Absent was Jules Zimmer, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence and Attorney Damien Toven

AGENDA ADDITIONS/DELETIONS

Edmonds stated he would like to provide the council some information about a letter that went out from Princeton Public Utilities in regard to underground work and options for residents.

Barbian would like to provide an update on the Assistant Liquor Store Manager hiring.

REYNOLDS MOVED TO APPROVE THE ADDITIONS TO THE AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of May 23, 2019
B. Study Session Meeting Minutes of June 6, 2019

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 23, 2019 AND STUDY SESSION MEETING MINUTES OF JUNE 6, 2019. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Approval to hire Cheyanne Lutgen, Taylor Breault and Brynn Papesh for Splash Park
   2. Accept Liquor Store Employee Ashley Johnson resignation effective 6-12-19
   3. Approval to hire Probationary Firefighters Shawn Aesby, Brandon Bedbury, Joe Kiel, Dan Stoltenberg and Justin Sucket
C. Donations
   1. Resolution 19-19 Princeton Twice New Clothing donation to cemetery beautification
D. Miscellaneous

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

OPEN FORUM - None

PRESENTATIONS - None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Correspondence from Mille Lacs Equal Rights Foundation
Jenkins stated that while this does not meet the requirements for a Liquor Store Grant, she wanted to share it as it was addressed to the City Council. Edmonds gave a brief overview of the foundation, as he is affiliated with them so if any actions were taken, he would be abstaining.

Schumacher stated he would like to send a thank you card to the group for keeping the City updated with their activity. Edmonds will pass along Jack will also pass along the City Council’s thank you, and explain why they cannot extend a donation.

Barbian asked how the County views the group. Edmonds said the county takes no actions on their issues, but he is not sure how each of the Board members feel.

B. Community Development Department update

Hillesheim provided an update on the new Canoe and Kayak program. The first weekend had a light turnout, but staff is seeing some interest in the program and the partnership with the outfitter is going great.

Barbian said staff is doing a great job at getting the word out. There may be some buy one get one free deal coming up. It is very unique and there has been some discussion about getting the information out to the DNR as well.

Hillesheim advised that staff has chosen what to put on the 3 Princeton-Opoly board. They chose the Civic Center Ice Skating Rink, the Splash Pad and then one with the City Logo. Schumacher asked then they would be available for purchase. Staff recalls Tim Hennagir saying they planned to have them available in November.

Hillesheim also reported that Mark Park won Best Park and the Splash Park won best outdoor water park in the 2019 Town and Country Reader’s Choice Awards. She asked if the Council would like to advertise in that special section. B Gerold added that the Splash Park always has funds allocated for advertising.

Edmonds suggested an ad that says thank you to those that voted for Mark Park and the Splash Park. Hillesheim agreed it would be nice to put something like that in. She will check with Finance to find out where the budget is for the advertising.

The City Council agreed to move forward with some advertising for the Reader’s Choice edition.

Hillesheim reported that the City did receive the Outside Recreation Grant for $220,000 from the DNR. It was $10,000 less than requested, but she is not yet sure what they removed that totaled the $10,000. It is a very competitive grant, and it is great timing with various plans for the park. She is looking for some additional grants to assist in the city’s matching portion. It cannot be a Federal or State grant, it will need to be from other sources. However, the Franchise fees are slated to be used for these planned projects. Barbian added that it could also come from Park Dedication funds and Capital Improvement funds.
Edmonds stated that he saw on the Princeton Bulletin Board that there were some negative comments about a letter that sent out by Public Utilities in regard to some underground utility work, and that it was in sense a shake down on people to require them to upgrade. Another person said that there was a $40 meter reading fee. He went to the PUC this morning and got a copy of the letter that was sent out in regard to the underground utility work. He advised that each year Public Utilities upgrades a section of town to underground utilities.

Schumacher added that he spoke with the new PUC Manager Keith Butcher and he was told that while they are there, they offer the homeowners the option of burying their line to the house as well. It is cheaper for the property owner to do it then when they are out there with the equipment, verses a later date. They are not required to upgrade if they do not want to.

Schumacher stated that the poster on the forum did post on the thread again that he reread the letter and did misinterpret it the first time.

Edmonds stated that his mission is to monitor that site and try to correct facts when he sees incorrect information. He is going to suggest that the PUC does as well. Barbian added that there are areas where the City and PUC can partner and work together to get information out to residents.

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Police Support Staff hiring update

Frederick advised that the Princeton Police Department received over 90 applications for the Secretary / Support Staff position. This hire is replacing Debbie Hoeft who is sadly retiring at the end of the month. This Thursday we will be interviewing the five finalists for the position. This process has gone smoothly as we have had 3 stages with the last stage being an interview of the 20 finalists. They interviewed 5 applicants today.

He asked the Council to allow himself, Sgt. Vandenheuvel, City Administrator Barbian and Finance Director Jackson to discuss and potentially give a conditional offer to one of the five finalists pending a background check. The reason for this is to allow the applicant to give notice to their employer and hopefully allow for training before Debbie leaves. With a council meeting not until June 27th it will make it difficult to achieve any training before Debbie’s last day on the 30th.

On the June 27th council meeting, he will have an update for council on the hiring processes. They had 5 very good interviews and are going to think about it over the weekend.
Edmonds asked how long a background check takes to complete. Frederick responded usually Investigator Matt Mullins does them, but he just had surgery on a broken foot. He will be doing the background check, which usually takes a couple days.

J GEROLD MOTIONED TO MAKE AN OFFER TO THE CHOSEN APPLICANT, AND PROBATIONARYLY HIRE THEM PENDING A BACKGROUND CHECK. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Award 2019 Sealcoat Bid

B Gerold advised that the ad was placed in both the Union Times and the Finance and Commerce like it is done every year. This year, staff only received one bid, which was from Allied Blacktop. It is approximately $.13 under what he estimated it would be. The Council asked which streets would be doing. Jenkins provided a map of the planned streets and lots that would be sealcoated this year.

EDMONDS MOVED TO AWARD THE 2019 SEALCOAT BID TO ALLIED BLACKTOPPING AT $1.07 PER SQUARE YARD. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. CDBG Loan Repayment for 105 N Rum River Drive

Barbian advised that the City of Princeton Small Community Development Block Grant (CDBG) program provided a number of loans for housing and commercial redevelopment. The terms of the loan extended a reduction in repayment. The reduction reduced repayment to zero over 10 years. The loan program has no interest. The City was able to provide these loans due to receiving a grant from the State of Minnesota who administers the Federal HUD Dollars under the Small Cities CDBG program.

The owners of 105 N Rum River Drive are selling their property and have requested that the City transfer the loan to the new owner, allowing the loan write down to continue or write the balance of the loan off.

The purpose of the loan was to encourage owners to improve properties needing repairs affecting the long-term stability of the property. The loans were for HVAC, roofing, plumbing, electrical and accessibility improvements. Further the grant was received by the City to provide funding to stabilize the commercial districts and housing districts targeted for the use of the funds. By all accounts the CDBG has been a success for the City of Princeton.

The Ossell’s have proposed that the loan be transferred to a long-term tenant and future building owner. The tenant being the same as when the loan was first extended. The request would maintain the current obligation though April 9, 2022.

In looking into the CDBG program regulations and talking to Lakes & Pines it was determined that the request is a City of Princeton decision.
Since the program was initiation 59,007.00 have been repaid to the City. The proceeds have been used as follows. A grant was given to the Historical Society for 15,000.00 and a loan was provided to Walsh’s for sewer back up repairs of 4,196.00. Currently the CDBG dollars have been targeted to be used to fund the Façade Grant Program being initiated in 2019.

Recommendation is that that the City Council consider allowing the mortgage to be transferred to the buyer or 105 N Rum River Drive as requested or the loan written off. Further a determination be made on who covers the cost of the legal work necessary, if any.

Lakes and pines called MN Deed, and they called Barbian today. In order to do this, it needs to follow city policy. In order for this to be done, they would need to change the city’s policy to allow this.

Charlie Ossell spoke to the Council about the business that has been in the family for 60 years. They updated the store with the handicap doors, new exit signage, new bathrooms and new lighting and fans.

Schumacher asked for clarification that the option is to transfer it to the new owner or write off the balance. Barbian responded that was correct. However, the City would need to change the policy to either transfer or write off the balance.

Reynolds questioned if this would need to go to the EDA, or if the Council can make that change. Barbian will check into see what is required.

Schumacher asked the Council what they would like to do. Reynolds stated that the loan did and is still serving the goal of the program. Edmonds added that Elaine Herlinger and the Ossell’s still need to work it out prior to the closing. They entered into a loan agreement and doesn’t think the City should be in the business of forgiving loans.

Schumacher asked what fund the dollars would go back into. Jackson responded that it will go back into the CDBG Grant/loan fund.

Schumacher said he feels it should be transferred to the new owner. Reynolds agreed.

REYNOLDS MOTIONED TO AMEND THE CITY’S POLICY TO INCLUDE OWNERS AND LONG-TERM TENANTS WHICH WILL ALLOW THE LOAN TO FOLLOW THE SAME TERMS AND BE TRANSFERRED TO THE NEW OWNERS. J GEROLD SECONDED THE MOTION. VOTE 3:0:1 EDMONDS ABSTAINED. THE MOTION CARRIED.

Barbian asked Attorney Dove the procedure to amend the policy, and at which point in time can the transfer be completed. Dove said he would like to see the agreement in full, and any change would be conditional on Lakes and Pines approval. Carol Ossell stated that Lakes and Pines are out of the picture at this point, and it’s a City decision.

Barbian said a policy change will be on the next agenda.

B. Liquor Store Assistant manager

Barbian advised that Campbell was not able to attend the meeting, as she is short staffed and had to work at the store this evening.
Staff received 30 applications for the position, and 6 were interviewed by the panel. In discussing the timeline for some training before Campbell goes on vacation, they would like to provide an offer to the candidate prior to the next meeting, so they can notify their employment and get started in a timely manner.

Schumacher asked when the ad was put in. Jenkins responded that she can look, but she knows the deadline to apply was May 3rd as J Gerold had asked when she picked up the applications for review. Schumacher stated it shouldn’t have taken so long to review, interview and chose an applicant.

Edmonds questioned why there appears to be such a high turnaround at the Liquor Store. Jack asked why we are losing all these people. Reynolds responded that the economy has turned around, and with Aldi’s and Kwik Trip being in town and paying very well, they can sometimes take employees from other businesses.

Barbian stated that with going through this process, he has learned how tight Campbell’s schedule is. It should be a big help to have an assistant manager.

REYNOLDS MOVED TO ALLOW STAFF TO OFFER THE POSITION TO THEIR CHOSEN APPLICANT PENDING BACKGROUND CHECK, AND WITHIN THE PAY SCALE THAT WAS PREVIOUSLY APPROVED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Barbian commented that staff will be getting together Monday to discuss their selection and will be offering the position to the person they chose.

BILL LIST

J GEROLD MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $98,168.04 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79385 TO 79483 FOR A TOTAL OF $295,948.63. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:20PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

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Brad Schumacher, Mayor  Shawna Jenkins Tadych