

**Princeton Township Regular Board Meeting
Tuesday, April 21, 2020
Minutes**

The April meeting of the Princeton Township Board was called to order by Chairman Gene Stoeckel at 7:30 p.m.

Due to the Governor's COVID19 directive the meeting was held via teleconference.

Supervisors joining: Thomas Duden, Dan Hiller, Gene Stoeckel, Bill Whitcomb, John Wilhelm
Clerk-Treasurer Doug Dahl served as meeting organizer
Also attending: Zoning Administrator Scott Richards, Township Attorney Jason Hill

All attendees recited the Pledge of Allegiance.

Open Forum

Joel Minks asked what happened to the flagpole in front of the Town Hall. Doug Dahl responded that Ken Hennen reported that the flagpole had been vandalized. The cable had been cut and the flag taken. Mr. Minks suggested that the Town Board consider installing a video surveillance system such as ADT to monitor the town hall property. He noted that the flag has been stolen before.

Bill Whitcomb spoke on behalf of another resident. Caller had left a message for Mr. Whitcomb asking if the Town Board had any plan to respond to situations in the community, noting specifically the resident who had died from Coronavirus.

Dan Hiller and Bill Whitcomb suggested sending a letter of condolence to the decedent's family. Mr. Stoeckel agreed that would be appropriate.

Thomas Duden asked how many people are on the teleconference. Mr. Dahl responded that we have 16 attendees on the call at the present time. Mr. Duden noted that he is hoping his postings on the Web are getting the notices of the meetings out. Mr. Minks responded that he had gotten an email from Mr. Dahl. Requested that the email include the meeting's agenda. Mr. Dahl added that he is building an email list. The current list is not comprehensive. It includes regular attendees he is aware of; he does not want to play favorites. He encourages recipients to forward the notices to others they think may be interested. He hopes to build a bigger list in order to notify as many people as possible.

Approve Minutes of March 24 & April 14 Meetings

Mr. Whitcomb moved to approve the minutes of the March 24 meeting. Seconded by Mr. Hiller. Mr. Stoeckel noted that the meeting had been adjourned *de facto*, rather than continued, due to the inability to conduct the scheduled continuation at the Town Hall. Mr. Stoeckel called the roll: Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Mr. Whitcomb requested an amendment to one paragraph in the April 14 minutes. He cited the following paragraph, and requested the inclusion of the highlighted wording which is taken from the meeting recording.

“Mr. Wilhelm suggested making repairs on 33rd Street along with the work being done on 33rd and 82nd. Mr. Whitcomb replied that work on the street would be a separate project **due to it being a different work type**, and would not be any less expensive to combine with the current project.”

Mr. Whitcomb also noted a correction to the roll call on the motion to approve the final construction contract for the full project conditioned by the acceptance of the Joint Powers Agreement by the City and the Township: His vote was Yes.

Mr. Duden moved to approve the minutes as amended. Seconded by Mr. Wilhelm. Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Clerk-Treasurer Report

Cash control statement: Beginning balance \$752,363.81; Receipts \$10,555.77; Disbursements \$26,857.72; Ending balance \$736,061.86. Mr. Whitcomb moved to accept the cash control statement. Seconded by Mr. Hiller. Mr. Stoeckel called the roll:
Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

March payroll: Net pay distribution \$2,927.29. Mr. Duden moved to accept. Seconded by Mr. Wilhelm. Mr. Stoeckel called the roll:
Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Claims for approval: Total claims \$22,427.75. Mr. Duden moved to approve the claims. Seconded by Mr. Whitcomb. Mr. Stoeckel called the roll:
Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Zoning Administrator’s Report

Second reading of the Event Venue Ordinance—Ordinance 2020-1: Zoning Administrator Scott Richards reviewed the ordinance; noted that on February 18 the board had approved the first reading of the ordinance adding language within the ordinance to provide criteria for event venues, making it a conditional-use permit in most residential districts, and in the commercial-industrial district. Township ordinance requires a first reading and a second reading. Does not require verbatim reading; board has the option of waiving the second reading and adopting the ordinance. Members have the ordinance form (from the packet) listing all the changes to each of the sections. Once passed, the Town Board Chair and Town Clerk will sign that document.

Mr. Duden asked for clarification: will permits still be required for special events. Mr. Richards replied that special events will still require permits. The change: if fewer than 200 participants the Town Clerk can approve the permit; larger events will require Town Board approval. Holders of conditional-use permits will not need a permit for each event, but they must notify the township each time they plan to hold an event.

Mr. Duden raised the question of seasonal events, such as the pumpkin-patch event that took place last year, and how those would be affected by the ordinance. Mr. Richards replied that the

holders of that event will apply for a conditional-use permit which will cover such seasonal activities.

Mr. Duden moved to adopt Ordinance #2020-1. Seconded by Bill Whitcomb. Mr. Hiller asked if there are provisions for security (fire and police), and assurance that alcohol is not being served to minors. Mr. Richards replied that those circumstances are covered within the ordinance.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Second reading of the Solar-Energy Ordinance #2020-2: Mr. Richards reviewed the ordinance, noting that the ordinance calls for conditional-use permits for solar installations larger than single-use (residential) systems. Mr. Duden moved to approve the Solar-Energy Ordinance. Seconded by Mr. Whitcomb.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Old Business

Status of the audit: Still in progress. Bergan KDV is handicapped in the same way the township is by the COVID19 restrictions. Continuing to get more requests for information. Working to complete the audit in time for the May 15 deadline.

Proceed with the computer forensics: [This item refers to the forensic examination of the township computer begun after the departure of the previous Town Clerk.] Mr. Duden noted that the township assembly had considered the matter at the March Annual Meeting, and had urged the Town Board to continue the examination until reaching a clear conclusion about the condition of the computer at the transition.

Mr. Whitcomb moved to appoint Thomas Duden and Dan Hiller to work with Township Attorney Jason Hill on the computer forensics investigation. Seconded by Mr. Stoeckel. Mr. Hiller questioned how far back the investigation was going to go, and how much money the township was willing to spend on the investigation. Mr. Stoeckel responded that the township residents had directed the board to pursue the investigation, but did not recall the residents proposing a cap on the associated expenses. Mr. Whitcomb added that the direction from the residents was at the board's discretion. Mr. Wilhelm suggested establishing an initial spending cap, then allowing for additional spending if the investigation warrants.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – No; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – No
Motion carried.

Princeton Township Donation Policy: The board directed the clerk to post the donation policy to the Princeton Township page on the County Website.

New Business

Princeton Township Sign Replacement Policy discussion: No action required.

Planning Commission appointments: Mr. Stoeckel reported that there are two open seats on the Planning Commission, and that two candidates have applied: Carol Whitcomb and Dave

Persing. Mr. Whitcomb moved to appoint the two candidates to the Planning Commission. Seconded by Mr. Duden. Mr. Hiller objected that Mr. Persing has an application under consideration by the Planning Commission.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – No; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – No
Motion carried.

Maintenance vehicle: Mr. Whitcomb suggested looking into a used pickup for use in road maintenance and clean-up (tires and garbage, etc.). Mr. Hiller responded that other townships have purchased vehicles through the Minnesota State Contract and have been able to recoup their purchase price when they re-sold the vehicles later.

Mr. Whitcomb moved to direct Mr. Hiller to research pricing on maintenance vehicles (new vs. used) Seconded by Mr. Duden.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Tandem plow truck discussion: No action taken.

New Supervisor informational briefing and documentation: Mr. Whitcomb noted that new supervisors need access to critical information from various sources including current policies, ordinances, recent resolutions, the comprehensive plan, the *MAT Manual on Town Government*, and others to be able to perform their jobs. He suggested providing as much information as possible on flash drives rather than giving them books and three-ring binders.

Mr. Whitcomb moved to allocate \$20 per supervisor to provide each Town Board member with vital information on a flash drive. Seconded by Mr. Wilhelm

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Build a list of the Township assets: Mr. Whitcomb suggested that the township needs a list of assets with serial numbers in a single document. Mr. Stoeckel suggested directing Ken Henchen and Steve Pflighaar to begin assembling such a list.

Personal protective gear for maintenance personnel: Township employees working outside need safety gear including high-visibility hats/shirt, steel-toed shoes, hearing and eye protection etc. Mr. Stoeckel noted that spending for these items are covered by the township's compliance with AWAIR regulations. Mr. Duden volunteered to get government pricing got the items. Mr. Hiller suggested purchasing through local dealers. Mr. Duden will contact local resources. Mr. Duden will coordinate with Ken Henchen.

Set up a workshop to work on Chart of Accounts in CTAS, employee handbook, and parliamentary procedure: Mr. Dahl suggested that in the case of the CTAS Chart of Accounts it might be better to work with a group consisting of two supervisors, a MAT trainer, and himself. Mr. Whitcomb volunteered to be on the working group. Mr. Hiller moved to establish a sub-committee consisting of Mr. Whitcomb and Mr. Dahl to work with the MAT trainer to build out the CTAS Chart of Accounts. Seconded by Mr. Stoeckel.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Mr. Whitcomb noted that he has received a copy of an employee handbook from Livonia Township. The document has been typed into a Word document. Mr. Whitcomb volunteered to review and revise the document to make it apply more directly to Princeton Township, then present the document for consideration at a future meeting. Mr. Stoeckel suggested combining consideration of the document with a training session on parliamentary procedure following *Sturgis Standard Code of Parliamentary Procedure*.

Ask Planning Commission to clarify/rework ambiguities in the zoning ordinance for Rural Residential, etc.: Mr. Whitcomb moved to direct the Planning Commission to clarify and rework any ambiguities in the zoning ordinance for all zoning districts. Seconded by Mr. Duden.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Mr. Whitcomb moved to grant the board an additional 15 business days to complete the Environmental Assessment Worksheet [required by the Minnesota Environmental Quality Board in response to a petition brought against the Silver Lake Oaks development by a citizens' group.]

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Confirm Board of Appeal and Equalization meeting format: Mr. Stoeckel volunteered to serve on the board as the required trained member. Mr. Whitcomb also volunteered join the meeting by teleconference. Mr. Duden volunteered to be the third supervisor to join the meeting to achieve the necessary quorum. Mr. Dahl clarified that the County Assessor will also join by teleconference.

Other Business

Road report:

New Hire: Steve Pflighaar has been hired as part-time road maintenance worker.

Road Grader contract: Asked two contactors for quotes; received only one from Steve Hass Construction (\$125/hr).

Gravel quotes: Asked two contactors for quotes; received only one from Steve Hass Construction (\$11.22/yd).

Mr. Stoeckel moved to accept the quotes from Steve Hass Construction for both road grading and gravel. Seconded by Mr. Hiller.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes

Motion carried.

Seal coat and crack fill quotes - working with the city: Mr. Whitcomb noted that the budget provides \$49,000 for sealcoating and crack-filling. Budget based on a projected quote of \$1.10/sq. yd. Based on that estimate, had projected expenditures of \$42,000 for the two categories. Quote for sealcoating came in at \$0.82/sq. yd. resulting in a projected savings of about \$10,000 from the original plan.

Mr. Duden moved to allocate the projected savings to crack-filling, allowing a total of \$32,000 for sealcoating and crack-filling. Seconded by Mr. Whitcomb.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes

Motion carried.

Discuss logistics of the Road review on April 25th: Mr. Hiller suggested inviting the township engineer to participate in the road review when it can be re-scheduled post-COVID19 restrictions.

Mr. Hiller moved to postpone the road review until a future date to be determined.

Seconded by Mr. Whitcomb.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes

Motion carried.

Pay for GoToMeeting Subscription: Mr. Hiller moved to allocate funds to pay for three months of GoToMeeting subscription. Seconded by Mr. Stoeckel.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes

Motion carried.

Adjourn

Mr. Hiller moved to adjourn. Seconded by Mr. Whitcomb.

Mr. Stoeckel called the roll:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes

Motion carried.

Attendees

Craig Wensmann, Nancy Moan, Joel Minks, Marcia Anderson, plus 10 unidentified callers.

Respectfully submitted,
Doug Dahl, Clerk-Treasurer