

**Princeton Township Regular Board Meeting
Tuesday, May 19, 2020
Minutes**

The May 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, Township Engineer Todd McLouth

All attendees recited the Pledge of Allegiance.

Open Forum

Mr. Duden moved to discontinue Town Board meetings by teleconference and resume in-person meetings at Township Hall, with no restrictions, beginning with any meeting starting June 1. Seconded by Mr. Wilhelm.

Township Attorney Jason Hill informed the Board that the latest COVID19 executive order removed the 10-person limit on government meetings.

Mr. Stoeckel called the roll:

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

Amy from Long Siding Bar & Grill asked if her facility might be able to add picnic tables in its parking lot to accommodate more customers under the current COVID19 group restrictions. Mr. Richards responded that the township ordinance provides for administrative approval for special events with fewer than 200 participants. He agreed to investigate further to confirm that the proposed plan would comply with the township ordinance.

Approve Meeting Minutes: April 21 regular meeting, May 12 Special Meeting, May 12 Board of Audit

Mr. Wilhelm moved to approve the April 21 minutes. Seconded by Dan Hiller. Mr. Stoeckel called the roll:

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

Mr. Stoeckel moved to approve the May 12 special meeting minutes. 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.

Mr. Whitcomb moved to approve the May 12 Board of Audit minutes. 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.

Clerk-Treasurer Report

Cash control statement: Beginning balance \$736,061.86; Receipts \$16,891.11; Disbursements \$25,355.04; Ending balance \$727,597.93. Mr. Hiller moved to accept the cash control statement. 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.

April payroll: Net pay distribution \$3,544.32. Mr. Stoeckel moved to accept. 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.

Claims for approval: Total claims \$21,925.23. Mr. Duden moved to approve the claims. 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.

Progress of CTAS Chart of Accounts project: Mr. Dahl reported that he and Mr. Whitcomb had conducted an online meeting with MAT trainer Lucinda Messman. The meeting proved valuable toward the goal of defining CTAS categories more precisely through the use of object and programs codes in the software.

Authorization to set up online payments to vendors through Bremer: Mr. Dahl requested authorization to set up online payments which has been recommended by MAT generally, but particularly under COVID19 restrictions.

Mr. Stoeckel moved to authorize online payments to vendors through Bremer. Seconded by Mr. Whitcomb. Mr. Stoeckel called the roll: Mr. Duden – Yes; Mr. Hiller – Abstain; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried.

Township Recycling Service Update—Stephanie Reynolds, MLC Solid Waste Coordinator

Ms. Reynolds proposed expanding availability of the recycling container at Town Hall to Wednesday through Sunday with the container being emptied on Friday and removed on Sunday.

Mr. Stoeckel moved to approve Ms. Reynolds' proposal. 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.

Zoning Administrator's Report

Event Venue Ordinance summary language resolution: Zoning Administrator Scott Richards proposed a resolution approving summary language for publication of amendments to the event-venue/agritourism ordinance adopted by the Township Board at its April 21 meeting.

Mr. Duden moved to approve the resolution. Seconded by Mr. Whitcomb. Stoeckel called the roll:

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

Solar Energy Ordinance summary language resolution: Mr. Richards proposed a resolution approving summary language for publication of amendments to the solar energy ordinance adopted by the Township Board at its April 21 meeting.

Mr. Hiller moved to approve the resolution. 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.

Sterling Seventy Farm Conditional Use Permit Application: Mr. Richards presented a summary of the Sterling Seventy Farm CUP application, and a resolution granting approval.

Terri Persing of Sterling Seventy Farm has made application for a Conditional Use Permit to allow for an event venue at 8605 70th Street. The Planning Commission, at their May 4, 2020, meeting voted to recommend the Conditional Use Permit with the conditions as found at the end of this report.

Mr. Hiller moved to approve the resolution granting the Sterling Seventy Farm CUP with conditions specified in Mr. Richards' report, plus the condition of a review one year after activation of the permit. 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.

Voight Interim-Use Permit: Mr. Richards presented a summary of the application by Jamie and Cory Voight for an Interim Use Permit, and a resolution granting approval.

Beau Munsell, representing Jamie and Cory Voight, has made application for an Interim Use Permit to allow a second dwelling at 5795 30th Street. The second dwelling will allow for Jamie's mother to live on the property close to family. The Planning Commission, at their May 4, 2020, meeting voted to recommend the Interim Use Permit with the conditions as found at the end of this report.

Mr. Duden moved to approve the resolution granting the Voight IUP. 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.

TMK Properties Sketch Plan: Mr. Richards presented a summary of the sketch-plan application.

Tom Saari representing TMK Properties LLC has made application for a sketch plan located south of County Road 135/70th Street between 80th Avenue and the Rum River. The Planning Commission, at their May 4, 2020, meeting recommended that the sketch plan be forwarded to the Town Board for comments. The sketch plan has been forwarded to Todd McLouth, the Township Engineer, for comments.

Mr. Whitcomb moved to approve the sketch plan with the provision that the Township will abandon any road beyond the hammerhead provided to allow turning space for road equipment. 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.

Supervisors' Reports

Road Supervisor—Bill Whitcomb: Mr. Whitcomb reviewed plans for graveling, dust control, the cul-de-sac on 33rd Street & 82nd Avenue, and chip sealing/crack filling.

Airport Commission Liaison—Gene Stoeckel: Mr. Stoeckel reported that the runway rehabilitation begins May 20. Runway will be closed. Anyone wanting to use the airport may use taxi lane. Runway will be torn up and re-surfaced. The cost will be mostly covered by federal money collected through airline ticketing fees. Next year the taxi lanes will be repaired.

Research on vehicle prices—Dan Hiller: Mr. Hiller reported that none of the vehicle manufacturers are building product now due to COVID19 restrictions. Most likely there will not be any vehicles available under 2020 state-contract pricing. He will not be able to confirm pricing until manufacturers begin producing vehicles for 2021. He also noted that used vehicle prices are relatively high at present.

Old Business

Report on progress of the forensic examination of the township computer begun after the departure of the previous Town Clerk: Township Attorney Jason Hill reported that he had spoken with Mr. Hiller and Mr. Duden about their research into the question of alleged missing files and emails on the township computer. Carney Forensics offered an estimate of \$5,000 for continuing the investigation. Mr. Hill does not recommend accepting that offer. He has spoken with Ms. Wubben who has indicated her willingness to meet with Mr. Hill at the town hall to help resolve any remaining questions. Mr. Hiller asked if there is anything specific that the investigation is looking for. He suggested that if not, then the investigation should be terminated. Mr. Stoeckel responded that the residents had urged the board to complete the investigation at the annual meeting. He suggested that the sub-committee of Mr. Hiller, Mr. Duden, Mr. Hill, and Mr. Dahl may be able to make a recommendation after some further inquiry.

Silver Lake Oaks Environmental Assessment Worksheet (EAW): Mr. Hill offered two draft resolutions for consideration by the board: one approving the Silver Lake Oaks EAW, and one denying the EAW.

Mr. Whitcomb moved to adopt the resolution denying the Silver Lake Oaks EAW. Seconded by Thomas Duden. Mr. Stoeckel called the roll:
Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – No; Mr. Whitcomb – Yes; Mr. Wilhelm – No
Motion carried 3-2.

Select a proposal for the Township Website and approve expenditures: Mr. Dahl reported that he has received five proposals to develop a Website for Princeton Township. Two of the proposals were far too expensive, and designed for larger municipalities. The choice came down to the proposal by GovOffice, the entity that designed sites for Baldwin and Livonia Townships, and the one from Gary Larson, a local designer who has designed several sites for townships in Isanti County.

The proposal from GovOffice would carry an annual charge of about \$1,200, whereas Mr. Larson's proposal came in at \$500 initially, with annual licensing and hosting fees totaling \$120. Mr. Dahl proposed accepting the proposal from Gary Larson.

Mr. Whitcomb moved to accept the proposal from Gary Larson. Seconded by Mr. Hiller. Mr. Stoeckel called the roll:

Mr. Duden – No; Mr. Hiller – Yes; Mr. Stoeckel – No; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried 4-1.

Mr. Dahl proposed establishing the Website domain name as prinetontownshipmn.us. Mr. Hiller moved to approve the domain name. Seconded by Mr. Stoeckel. Mr. Stoeckel called the roll:

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

Status Updates

2019 audit: Completed. Agreed Upon Procedures meeting with auditor set for Thursday, May 21.

Princeton Township Sign Replacement Policy: Mr. Whitcomb reported that the policy is in progress. He expects to complete the report by the June meeting.

Maintenance vehicle: Covered earlier.

Heavy equipment (plow trucks and grader) discussion continued: Mr. Duden reported on the condition of the plow trucks and grader. Mr. Hiller suggested disposing of both big plow trucks. Mr. Duden moved to sell both plow trucks after researching approximate value for the vehicles. 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.

Mr. Duden agreed to inspect the grader and investigate potential pricing, then report his findings at the June Town Board meeting.

New Supervisor informational briefing and documentation: Mr. Whitcomb reported that he has started a list of documents to include on flash drives for new supervisors, and asked others to review his list and add other suggestions. Mr. Dahl reported that he has purchased the flash drives in accordance with last month's instruction.

Build a list of the Township assets: Mr. Dahl reported that the initial audit inquiry asked about the township's policy on inventory of office equipment and supplies. He added that the same policy would probably apply to the shop. Mr. Whitcomb commented that Steve Pflighaar has begun the inventory in the shop.

Set up a workshop to work on Chart of Accounts in CTAS or set up a sub-committee:
Covered in Treasurer's Report.

Set up a workshop to work on Employee Handbook or set up a sub-committee: Mr. Whitcomb suggested postponing the project in view of all the other projects on the board's agenda.

Ask Planning Commission to clarify/rework ambiguities in the zoning ordinance for Rural Residential, etc.: Mr. Richards reported that the item is on the Planning Commission agenda for its June 1 meeting.

Board should identify township operational documentation deficiencies (policies & resolutions): Mr. Whitcomb reported that he has started a list of items to include in the project.

New Business

Approve liquor licenses:

- Long Siding Bar & Grill
- Moonshine Bar & Grill
- Old Log Liquor
- Princeton Lanes & Lounge
- Shooters

Mr. Hiller moved to approve renewal of all five liquor licenses. Seconded by Mr. Whitcomb. Mr. Whitcomb moved to amend the motion to include waiving the township fee for the four establishments which were required to close under COVID19 restrictions. Mr. Stoeckel called the roll on the amendment:

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

Mr. Stoeckel called the roll on the primary motion:

Mr. Duden – Yes; Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes; Mr. Wilhelm – Yes
Motion carried. All five liquor licenses are approved for renewal.

Review Bremer Bank proposal for account changes: Mr. Dahl reported that he had invited the bank representative to attend the meeting to explain the proposal, but he had not been able to make it.

Mr. Duden moved to postpone consideration of the account changes. 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.

Other Business

No other business considered.

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, Beau Munsell, Dave Persing, Jamie Voight, Nicholas Taylor, Gary Larson, Amy Zentner, Nancy Moan, Joel Minks, Marcia Anderson, plus six unidentified callers.

Respectfully submitted,
Doug Dahl, Clerk-Treasurer