

**Princeton Township Regular Board Meeting
Tuesday, June 16, 2020
Minutes**

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

Supervisors attending: Dan Hiller, Gene Stoeckel, Bill Whitcomb, John Wilhelm

Supervisor absent: Thomas Duden

Also attending: Zoning Administrator Scott Richards, Township Attorney Jason Hill, Clerk-Treasurer Doug Dahl

All attendees recited the Pledge of Allegiance.

Open Forum

Approve Minutes

May 19 regular meeting

John Wilhelm moved to approve the May 19 minutes. Seconded by Bill Whitcomb. Motion carried.

May 21 Agreed Upon Procedures meeting with the auditor

Mr. Stoeckel noted a correction to the minutes: Motion to adjourn seconded by Mr. Whitcomb, not Mr. Wilhelm. Mr. Whitcomb moved to approve the May 21 special meeting minutes with that correction. Seconded by Mr. Hiller. Motion carried.

Clerk-Treasurer Report

Change in Cash Accounting: Mr. Dahl reported that the township's auditor had advised a change in the way the township's certificate of deposit was carried in CTAS. Since its purchase in 2018 the CD has been carried as \$100,000 cash, not showing any accrued interest. The auditor recommended moving the principle from cash to investment and receiving the accrued interest into the investment account. The investment account now shows a balance of \$105,817.53.

CTAS Project: Mr. Dahl gave an update on progress in further defining receipts and expenses in the township accounting program by adding program codes to permit receipts and road expenses.

Letter from Long Siding Bar & Grill: Mr. Dahl read a letter from the owners of Long Siding Bar & Grill thanking the Board for its Constitution and Business Friendly Community resolution, and its action waiving liquor-license fees for establishments impacted by the Governor's COVID19 restrictions.

Long Siding Bar & Grill Car Show: Mr. Dahl presented the application from Long Siding Bar & Grill for a special-event permit covering their annual car show scheduled for July 11. Mr. Hiller moved to approve the application. Seconded by Mr. Whitcomb. Motion carried.

Progress of Township Website: Mr. Dahl reported that the township Website is now up in a basic form. The URL is princeton townshipmn.us. He will continue adding information to the site. Now that the site is active, he suggested announcing it via the township newsletter which was delayed in the spring due to COVID restrictions. He asked the Board to set a date for clean-up day to be announced in the newsletter as well.

Mr. Stoeckel moved to set clean-up day for Saturday, September 19, 8:00 a.m. – noon.
Seconded by Mr. Whitcomb. Motion carried.

Additional Election Judge for Fall Elections: Jeanette Oakes submitted the name of Kandace Henchen for approval as an election judge for 2020. Bill Whitcomb moved to approve. Seconded by John Wilhelm. Motion carried.

Changes to Township Deposit Accounts with Bremer Bank—Mark Oleen

Mark Oleen, Manager of Bremer Bank, Princeton, appeared to report on changes to the township's money-market savings account with Bremer. Mr. Oleen explained that moving to the new account type will accomplish two advantages for the township: increase the interest rate from 0.03% to 2.0%; provide for the account to continue uninterrupted in the unlikely event of a failure at Bremer. [Review video for details...]

Zoning Administrator's Report

Silver Creek Farm CUP: Zoning Administrator Scott Richards presented a summary of the application by Jennifer Kick and a resolution granting approval. He noted that the Planning Commission had reviewed the application and recommended approval.

Jennifer Kick of The Silver Creek Farm has made application for a Conditional Use Permit to allow for an event venue/agritourism at 1305 65th Avenue. The Applicant has indicated that they are requesting the permit to operate a fall pumpkin patch. It will include a u-pick pumpkin patch, hayride, and corn maze. The event will run from the last weekend in September to the last weekend in October.

Mr. Whitcomb moved to approve the resolution granting the Silver Creek Farm CUP. Seconded by Mr. Stoeckel. Motion carried.

Silver Lake Oaks Final Plat: Mr. Richards presented a summary of the Silver Lake Oaks Final Plat. He noted that the Planning Commission had reviewed the application and recommended approval.

Jesse Jondahl representing Silver Lake Oaks LLC has made application for a Final Plat located on the southeast side of Silver Lake described as part of Government Lot 2, in Section 35. The property is on County Road 117/Aspen Road. The subdivision consists of 21 lots on a total of 75 acres.

Township Attorney Jason Hill presented a draft of a development agreement that will specify the agreement between the township and the seller of the property. The agreement must be approved before development can proceed. He stressed that the agreement is not ready for approval yet, but must be completed through negotiations with the interested parties and the township. He plans to proceed with those negotiations in the coming days and may suggest a special meeting to approve the agreement once it is finalized with the interested parties.

Mr. Hiller moved to approve the Silver Lake Oaks Final Plat. Seconded by Mr. Whitcomb. Motion carried.

Mr. Hiller moved to authorize Scott Richards and Jason Hill to prepare a resolution approving the development agreement. Seconded by Mr. Whitcomb. Motion carried.

Studebaker Subdivision Sketch Plan: Mr. Richards presented a summary of a sketch plan offered by Kirk Studebaker. He noted that the Planning Commission had reviewed the sketch plan and recommended approval.

Kirk Studebaker has made application for a Sketch Plan located on the east side of Silver Lake in Section 26 at 6588 Alpine Road. PID 16-026-2200. The proposed subdivision consists of two lots on 18.5 acres. There is an existing dwelling on the property and the additional lot will be created on the east side of the property.

Mr. Whitcomb moved to approve the sketch plan. Seconded by Mr. Stoeckel. Motion carried.

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 met with Supervisors Dan Hiller and Thomas Duden, Clerk Doug Dahl, and former Clerk-Treasurer Connie Wubben at the town hall. Ms. Wubben explained how she maintained the township files. Mr. Hill will prepare a report for the Board based on his findings.

Princeton Township Sign-Replacement Policy: Mr. Whitcomb presented Resolution 2020-14 establishing a Township Sign-Replacement Policy. Mr. Stoeckel moved to adopt the resolution. Seconded by Mr. Whitcomb. Motion carried.

Supervisors' Reports

Road Supervisor—Bill Whitcomb: Mr. Whitcomb reported that the crack-filling portion of the chip-seal/crack-fill project is finished. He further reported that the contractor had erroneously chip-sealed sections of the project that was designated for crack-fill only. As a result, the contractor ran out of material before completing the contracted chip-seal sections. The contractor was asking for approx. \$9,000 to finish the project. Mr. Whitcomb sought the Board's recommendation. Consensus was that the error was clearly the fault of the contractor, but members were unwilling to place the entire burden on the contractor. Mr. Hiller moved to offer the contractor \$4,500 for the areas done in error and to finish the contracted project. Seconded by Mr. Stoeckel. Motion carried.

Discussion on Oak Street in Long Siding: is it a Township road or not? The township appears to not have accepted or recognized it as a township road. It appears that the township has never maintained Oak Street. Jason Hill and Doug Dahl will follow up with the County.

Mr. Whitcomb requested authorization to purchase road meters and kits to get accurate traffic counts on roads toward the goal of establishing a maintenance schedule. Cost of two meters and accessories will be under \$750.00. Mr. Hiller moved to allocate \$750 toward the purchase of two meters and accessories. Seconded by Mr. Whitcomb. Motion carried.

Fire sign policy: The Board confirmed that fire signs are the responsibility of the property owner. Bill will document a policy.

Fire Board Liaison – Bill Whitcomb: Mr. Whitcomb reported that the Fire Chief was getting requests from churches to get building capacity numbers and inspections from him so that they could be in compliance with COVID19. Ron Lawrence was asking if the townships had any problems with him going out to the township businesses or churches to give those capacity numbers. The Princeton Township board did not have any issues with the Princeton Fire Chief working with Princeton Township businesses or churches if they are asked.

The fire department will need a new tender/tanker. Looking to spend approximately \$150,000 to \$175,000; this is within their budget.

Airport Commission Liaison—Gene Stoeckel: Mr. Stoeckel reported that the runway rehabilitation project is progressing as planned. The airport remains open by way of taxi lanes.

Research on vehicle prices—Dan Hiller: Mr. Hiller reported that the vehicle-price situation is unchanged since his report at the May meeting.

New Business

Equipment for sign repair: Mr. Whitcomb requested authorization to purchase a cordless drill/driver for use in repairing township signs. Mr. Wilhelm moved to authorize the purchase. Mr. Hiller seconded. Motion carried.

Other Business

Mr. Hiller moved to adjourn. Seconded by Mr. Whitcomb. Motion carried.
Adjourned 10:35 p.m.

Attendees

Craig Wensmann, Nancy Moan, Joel Minks, Kirk Studebaker, Mark Oleen, Ken Henchen, Jesse Jondahl, Joss Jondahl, Jason Betzler, Nicholas Taylor, Andrea Gerrard.

Respectfully submitted,
Doug Dahl, Clerk-Treasurer