

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

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

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

All attendees recited the Pledge of Allegiance.

**Approve Minutes**

**June 16 regular meeting**

Mr. Whitcomb presented amendments to the June 16 minutes:

- Mr. ~~Stoeckel~~ Whitcomb noted a correction to the minutes.
- **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 ~~a~~ 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** Finishing the project will require an additional charge of approximately \$9,000. 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** him. 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.
- **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.
- **Equipment for sign repair:** Mr. Whitcomb requested authorization to purchase a cordless drill/driver for use in repairing township signs. Mr. ~~Wilhelm~~ Hiller moved to authorize the purchase. Mr. ~~Hiller~~ Whitcomb seconded. Motion carried.

Mr. Hiller moved to approve the minutes with amendments. Seconded by Mr. Stoeckel. Motion carried.

## **Clerk-Treasurer Report**

**Cash control statement:** Beginning balance \$628,990.26; Receipts \$16,962.26; Disbursements \$55,698.88; Ending balance \$590,253.64. Mr. Duden moved to accept the cash control statement. Seconded by Mr. Wilhelm. Motion carried.

**June payroll:** Net pay distribution \$2,917.20. Mr. Duden moved to accept the June payroll report. Seconded by Mr. Whitcomb. Motion carried.

**Claims for approval:** Total claims \$140,369.76. Mr. Duden moved to approve the claims list. Seconded by Mr. Hiller. Motion carried.

**Authorize purchase:** 1,000 stamps to mail township newsletter (\$550.00). Mr. Duden moved to approve the purchase of 1,000 stamps to mail the township newsletter. Seconded by Mr. Wilhelm. Motion carried.

## **Application for Special-Use Permit—Knights of Columbus Car Show & Swap Meet**

The Knights of Columbus have applied for a special-use permit for their Annual Car show & Swap Meet. Mr. Dahl confirmed that the application had been submitted before the deadline. Doug Fiala addressed the Board on behalf of the Knights of Columbus.

Mr. Duden moved to approve the application. Seconded by Mr. Wilhelm. Motion carried.

## **Zoning Administrator's Report: Scott Richards**

**Conditional-Use Permit —Alpha and Omega Pizza Farm:** Mr. Richards presented a resolution establishing a finding of fact and resolution of the Board of Supervisors that the request by Kimberly Hayes of the Alpha and Omega Pizza Farm for a conditional-use permit to allow for an event venue at 6714 Alpha Road be approved with conditions specified in the resolution.

Mr. Duden moved to approve the resolution. Seconded by Mr. Wilhelm. Motion carried.

**Preliminary plat—Woods Push Subdivision (TMK Properties):** Mr. Richards presented a resolution establishing a finding of fact and resolution of the Board of Supervisors that the request by Tom Saari of TMK Properties LLC for a preliminary plat referred to as Woods Push Lot on County Road 135/70<sup>th</sup> Street in Section 3, Princeton Township be approved with conditions specified in the resolution.

Mr. Duden moved to approve the resolution. Seconded by Mr. Hiller. Motion carried.

**Sketch plan—Kirk Studebaker two-lot subdivision:** Mr. Richards presented a resolution establishing a finding of fact and resolution of the Board of Supervisors that the request by Kirk Studebaker for a preliminary plat referred to as Studebaker Acres at 6588 Alpine Road in Section 26, Princeton Township be approved with conditions specified in the resolution.

Mr. Duden moved to approve the resolution. Seconded by Mr. Hiller. Motion carried.

**Preliminary plat—Lundberg Farms two-lot subdivision:** Mr. Richards presented a resolution establishing a finding of fact and resolution of the Board of Supervisors that the request by Jamie and Tanya Lundberg for a preliminary plat referred to as Lundberg Farms at 5314 60<sup>th</sup> Street in Section 1, Princeton Township be approved with conditions specified in the resolution.

Mr. Whitcomb moved to approve the resolution. Seconded by Mr. Hiller. Motion carried.

**Sketch plan—Scott Moller sketch plan:** Mr. Richards presented a summary of the sketch-plan application.

Scott Moller has made application for a sketch plan for property in Section 27 on County Road 1/75<sup>th</sup> Avenue. At their May 4, 2020 meeting, the Planning Commission reviewed the sketch plan and asked staff to review the changes to the Comprehensive Plan and zoning as it relates to this property. It has been suggested that this property at one time was zoned R-1 Residential District.

The proposed subdivision is on 26.9 acres and consists of 17 lots. The property is zoned R-2 Residential District on the west side and RR Rural Residential District on the east. The lots as proposed are at least 1.25 acres in size consistent with R-1 Residential District zoning. To allow the development as proposed, the Comprehensive Plan would need to be revised and the property rezoned to R-1 Residential District.

The sketch plan was placed on the June 1, 2020 Planning Commission agenda but the applicant requested that it be continued to the July 6, 2020 meeting. The Planning Commission reviewed the sketch plan at their July 6, 2020 meeting and recommended that the Town Board authorize staff to look at the Comprehensive Plan and zoning for this area to determine if the areas should be guided for low-density residential and R-1 District zoning.

Mr. Duden moved to direct the Planning Commission to determine the correct current zoning for the property (R1 vs. R2), and begin consideration of amendments to the Comprehensive Plan that would be required to approve the Section 27 sketch plan. Seconded by Mr. Whitcomb. Motion carried.

**Land split—Richard Reiman:** Mr. Richards presented a summary of the application. He noted that the Planning Commission recommended approval of the split.

Thomas Duden and Richard Reiman have made application for a land split in the Northwest  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 8, East of Highway 169. PID 16-008-1100. The land split will consist of two 20 acre lots. The property is zoned AC Agricultural Conservation.

Mr. Hiller moved to approve the split. Seconded by Mr. Whitcomb. Mr. Duden recused. Motion carried.

**Silver Lake Oaks Development and Storm-Water Management Agreements:** Township Attorney Jason Hill reviewed the Silver Lake Oaks development and storm-water agreements. He noted he had worked with the development engineer and the township engineer to finalize the documents. He recommended approval of both agreements.

Mr. Hiller moved to approve the Silver Lake Oaks Development Agreement. Seconded by Mr. Whitcomb. Motion carried.

Mr. Stoeckel moved to approve the Silver Lake Oaks Storm-Water Management Agreement. Seconded by Mr. Whitcomb. Motion carried.

Mr. Richards presented a resolution approving the Silver Lake Oaks final plat. Mr. Whitcomb moved to adopt the resolution. Seconded by Mr. Hiller. Motion carried.

Mr. Richards reported that he had received a phone call from township resident Carl Sanford noting that two separate parcels in an existing land split show the same property identification number (PID). Mr. Sanford brought the error to the county's attention. The county is prepared to correct the error, but wants approval from the Town Board before proceeding.

Mr. Whitcomb moved to approve the correction to two PIDs. Seconded by Mr. Wilhelm. Motion carried.

### **Old Business**

**Renew Expiring Interim-Use Permits:** Tari Zortman and Kathleen Stoeckel.

Mr. Duden moved to renew the interim-use permit for Tari Zortman to continue operation of Shepherd's Shanty on her property with no further requirement for annual reviews. Seconded by Mr. Wilhelm. Motion carried.

Mr. Duden moved to renew the interim-use permit for Kathleen Stoeckel to continue conducting insurance sales from her home with no further requirement for annual reviews. Seconded by Mr. Whitcomb. Mr. Stoeckel recused. Motion carried.

**Identify township operational document deficiencies:** Mr. Whitcomb presented a progress report on the operational document development project.

### **Supervisors' Reports**

**Road report—**Bill Whitcomb

#### ***Final chip-sealing outcome:***

6/15/2020—Allied had made an error when reading the map and chip-sealed areas that were to be crack-filled only. They submitted an informal adjusted proposal of \$8,814 including the post sweep-up. I took the adjusted proposal before the board on June 16. At its June 16 meeting, the board approved a total of \$4,500 being that it was their mistake.

Summary—The township got an extra 10,749 Sq. Ft. of sealcoating and sweep-up done for \$4,500. Had we paid the same as the contracted price we would have paid approximately:

- \$8,814 for chip sealing
- \$1,430 for sweep-up
- \$10,244 total

Net result is a savings of \$5,744 for work needing to be done in the future.

***911 sign policy—blue & white signs***

The blue/white 911 emergency signs are the responsibility of the property owner. However, Mille Lacs County will provide either new or replacement signs through its land services office.

**Fire Board report**—Bill Whitcomb: Meeting cancelled next month. Mr. Hiller added that the Princeton Fire Department has taken delivery of its new pump truck and expects to have it in service within the next month.

### **Purchasing & Selling Trucks at Auction**

The board recognizes an advantage to purchasing a vehicle through Hiller Auction. To resolve any potential conflict of interest Township Attorney Jason Hill presented a resolution authorizing the board to purchase vehicles through Hiller Auction.

Mr. Duden moved to authorize vehicle purchases through Hiller Auction. Seconded by Mr. Whitcomb. Mr. Hiller recused. Motion carried unanimously.

**Airport Commission Liaison**—Gene Stoeckel reported on the progress of the runway refurbishment project and actions taken in response to COVID directives.

### **New Business**

**Return Pariseau escrow to Price Custom Homes:** Mr. Dahl reported that he has received the certificate of compliance for the Pariseau septic system from the county. He requested authorization to return the \$5,000 escrow to the builder, Price Custom Homes.

Mr. Hiller moved to approve returning the escrow. Seconded by Mr. Whitcomb. Motion carried.

**Princeton Township re-opening preparedness plan:** Mr. Whitcomb moved to form a subcommittee consisting of Thomas Duden and John Wilhelm to draft a COVID19 preparedness plan for the township. Seconded by Mr. Stoeckel. Motion carried.

**City annexation:** Princeton City Administrator Bob Barbarian presented the city's proposal for annexing a 1.9-acre piece of property behind the city's public safety building. The city proposes constructing a storage building on the annexed property.

Mr. Stoeckel moved to support the city's proposed annexation. Seconded by Mr. Whitcomb. Motion carried.

For historical accuracy: remove resolution 2019-3 from list of resolutions; mark as VOID. Minutes and recordings reveal it did not pass. The discrepancy involves the status of abstentions and non-votes in a resolution requiring unanimous vote. Jason Hill agreed to research the rules of parliamentary procedure in an effort to resolve the matter.

### **Other Business**

Mr. Stoeckel noted he had received reports of Long Siding Bar & Grill patrons using the town hall parking lot during the facility's recent car show. He advised cautioning the owners to prevent that practice at any future event they host.

Mr. Hiller asked Mr. Hill to review his findings in the matter of the forensic examination of the township computer and related records upon the departure of the former clerk-treasurer. Mr. Hill concluded that there was sufficient justification and an obligation for the board to conduct such

an investigation. His review of the forensics report and the 2019 audit concluded that there were no irregularities requiring any further action.

**Adjourn**

Mr. Hiller moved to adjourn. Seconded by Mr. Wilhelm. Adjourned 10:00 p.m.

**Attendees**

Doug Fiala, Nancy Moan, Craig Wensmann, Tanya Lundberg, Jake Olsen, Erin Olsen, Kevin Walz, Kim Hayes, Brad Hayes, Kirk Studebaker, Eldon Johnson, Joel Minks, Scott Moller, Bob Barbian, Jesse Jondahl, Joss Jondahl, Jason Betzler, Mike Trunk, Marcia Anderson, Aaron Kuhlmeier, Nicholas Taylor, Andrea Gerrard.

Respectfully submitted,  
Doug Dahl, Clerk-Treasurer

DRAFT