

**Princeton Township
Mille Lacs County, Minnesota**

Township Board Monthly Meeting

Tuesday, September 20, 2022

Minutes

The September 20 monthly meeting of the Princeton Township Board was called to order by Chairman Gene Stoeckel at 7:30 p.m. Supervisors attended the meeting in person at Township Hall. The meeting was open to in-person attendance, plus remote participation via GoToMeeting.

Supervisors present: Thomas Duden, Dan Hiller, Gene Stoeckel, Bill Whitcomb, John Wilhelm

Staff present: Clerk-Treasurer Doug Dahl.

Via GoToMeeting: Zoning Administrator Scott Richards, Engineer Todd McLouth

Public attendees: Jessica Anderdon, David Aubrey, Brian Dahlheimer, Ken Henchen, Jim Jackson, Michelle McPherson, Nancy Moan, Cheryl Schraeder, Shawn Schraeder, Amy Zentner

Via GoToMeeting: Ryan Erickson

All attendees recited the Pledge of Allegiance.

Approve Agenda

Mr. Stoeckel added four items to the agenda:

- Long Siding Station's request for a new car show date due to weather delay
- Township Engineer's report on the Brink Constructors building permit application
- Consideration of Julie Staycoff's request for a township yard-waste collection point
- Review of Township Attorney's letter to Silver Lake Oaks regarding default on the Development Agreement

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

Open Forum

Amy Zentner from Long Siding Station reported that their car show, approved for September 17, had to be postponed due to weather. She requested approval to re-schedule the event for October 15.

City of Princeton Administrator Michelle McPherson gave an update on the Great Northern Trail Master Plan. At present the plan contemplates multiple options for trail routing and permitted vehicles. Most local jurisdictions, including Princeton Township and the City of Princeton, have passed resolutions of support for the trail. Once the remaining jurisdictions express approval, the plan will be moved to the State for its review. The Sherburne County website shows the full details of the plan.

David Aubrey from Brink Constructors outlined the company's plan to tear down an existing building and construct a new one. Township Engineer Todd McLouth expressed concerns about access roads to the property as proposed on the plan.

- 1) 60-foot section of 97th Avenue remains gravel while roads and the Brink's parking lot are all asphalt. The Board should consider if that section of 97th Avenue should be paved.
- 2) The proposed parking lot encroaches on the adjacent Township easement. Recommended moving the parking lot west to remove it from the easement. The board agrees with Todd M. that the parking lot must remain on the Brinks property and not encroach into the township easement.
- 3) Regarding the grading plan: Needs a stormwater management plan. Must conform to the NPDES (National Pollution Discharge Elimination System) standards.
- 4) Parking lot runoff flows into County Road 31 ditch. Should determine if a more permanent spillway is needed from the driveway. Coordinate with MLC Highway Department.

Mr. McLouth recommended approval of the project once the concerns expressed in his memo are addressed to the satisfaction of the Board.

Approve Minutes—August 16 Monthly Meeting

Mr. Duden moved to approve the minutes of the August 16 monthly meeting. Seconded by Mr. Whitcomb. Motion carried. Mr. Hiller abstained due to absence from the August meeting.

Long Siding Station Special Event Date Change

Mr. Hiller moved to approve changing the date of the special event to October 15 with no additional fee. Seconded by Mr. Duden. Motion carried.

Brink Constructors Building Plan

Mr. Whitcomb moved to approve leaving the south portion of 97th Avenue as gravel, with no requirement for the appellant to pave the section or provide an escrow. Seconded by Mr. Duden. Motion carried.

Clerk-Treasurer Report

Cash Control Statement—August 31, 2022

General Fund Beginning Balance	\$ 87,845.36
Receipts	\$ 7,270.85
Disbursements	\$ 17,080.72
Ending Balance	\$ 78,035.49
Road & Bridge Fund Beginning Balance	\$363,583.48
Receipts	\$ 0.00
Disbursements	\$ 4,746.13
Ending Balance	\$358,837.35
COVID Fund Beginning Balance	\$124,159.69
Receipts	\$ 0.00
Disbursements (50 th Ave)	\$ 0.00
Ending Balance	\$124,159.69
Total Cash Beginning Balance	\$671,614.87
Receipts	\$ 7,270.85
Disbursements	\$ 22,146.85

Ending Balance \$656,738.87

Mr. Hiller moved to approve the August Cash Control Statement. Seconded by Mr. Whitcomb. Motion carried.

August Payroll

Gross	\$5,262.25
Net	\$4,156.86

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

Allied Blacktop final payment

Allied Blacktop Company submitted its final pay request for the 2022 crack-fill and chip-seal contract: \$74,366.65. Township Engineer Todd McLouth confirmed the satisfactory completion of the project, and recommended approving the payment. Mr. Whitcomb confirmed that he had inspected the roads and agreed with the engineer that the job was well done.

Mr. Hiller moved to approve final payment of \$74,366.65. Seconded by Mr. Whitcomb. Motion carried.

Claims for Approval

Total Claims through September 20	\$113,269.53
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Mr. Duden moved to approve the claims list. Seconded by Mr. Whitcomb. Motion carried.

Richard Reiman Escrow:

Mr. Duden reviewed documents related to the Richard Reiman's SSTS permit application. He documented the original site plan, the placement of the pumping station, additional work done on the site, soil testing, and the Certificate of Occupancy granted by the Township's inspector in 2018. In 2020, Mille Lacs County took over responsibility for granting septic permits. Mr. Reiman is now preparing to complete the project under the authority of Mille Lacs County. The Township has no further risk exposure. He urged the Board to approve refunding Mr. Reiman's escrow balance to free up the funds for use against the new SSTS installation.

Mr. Hiller moved to approve refunding the escrow balance of \$4,500.63 to Richard Reiman. Seconded by Mr. Stoeckel. Motion carried 4-0 with Mr. Duden abstaining.

New Business

Snowplowing contract

The township received two quotes for snowplowing contracts: Dahlheimer Trucking & Excavating, and Erickson Asphalt. The two quotes were within \$100 of each other. Mr. Duden recommended retaining Dahlheimer due to his experience with township roads and plowing needs. Other supervisors agreed.

Mr. Hiller moved to award the 2022-23 snowplowing contract to Dahlheimer Trucking & Excavating. Seconded by Whitcomb. Motion carried unanimously.

Supervisors thanked Ryan Erickson for submitting a quote, and encouraged him to quote again in the future.

Snowplowing Policy revisions

Mr. Duden presented updates to the snowplowing policy based on his research into policies of other similar jurisdictions. The policy clarifies salt and sand usage, claims for mailbox damage, residents' responsibilities, objects in the roadway (equipment, parked cars, etc.), and notification practices via the Internet. He also created a complaint form for residents to fill out if they believe the plow truck has damaged any of their property.

Final action on the 82nd Avenue-33rd Street resurfacing project

Mr. McLouth reported that the two-year warranty period had passed on the project. He stated that there are no outstanding issues, and that the project is properly finished.

Mr. Stoeckel moved that the Township accept the roads and release any bonds or securities held by the Township. Seconded by Mr. Hiller. Motion carried.

Staycoff request for consideration of a Township yard-waste collection point

Township resident Julie Staycoff sent a request to the Town Board asking them to consider providing a yard-waste collection location for the Township.

Mr. Stoeckel observed that disposing of yard waste has always been the responsibility of the property owner. Further, the Township does not have space for such collection, and would have no way to dispose of it except for burning. Also, it would entail staffing and security that the Township does not have the means to provide. Supervisors agreed not to pursue the option.

Old Business

Attorney letter to Silver Lake Oaks

At the August Town Board meeting the Township Engineer reported on several tasks that the Silver Lakes Oaks developer had not completed. The Board instructed to Mr. McLouth to work with Township Attorney Jason Hill on a letter notifying the Developer Jesse Jondahl of defaults in the development based on the Development Agreement, and the steps the Township could take to complete the deficient tasks. The Board reviewed a draft of the letter noting the deficiencies, and setting the deadline of 30 days from the date of the letter for the developer to resolve them.

Mr. Hiller asked for clarification on two dates mentioned in the letter: 30 days from the date of the letter, and June 1, 2023. The first date sets the deadline for the developer to complete work on the defaults. The second date refers to the date on which the Township expects to assume ownership of the road.

Mr. Hiller moved to instruct Attorney Hill to send the letter to Silver Lakes, LLC, notifying the developer of delinquencies in completing the Development Agreement. Seconded by Mr. Duden. Motion carried.

Supervisor Reports

Road Supervisor:

Mr. Whitcomb presented two quotes for tree trimming and tree removal: Jake's Top Notch Tree Service (\$36,000) and Jesse Ewert (\$53,200).

Mr. Hiller moved to award the contract for tree trimming and tree removal to Jakes's Top Notch Tree Service. Seconded by Mr. Duden. Motion carried.

Mr. Whitcomb reported that the quote for excavating the ditch on the north end of 100th Avenue came in at \$35,700. He considered that too high. He recommended delaying that project until he can develop a better estimate of how much excavation will be necessary. He believes it may be significantly less than it originally appeared. The Wetland Exemption Permit acquired for the project is good for five years, thus allowing time to re-evaluate.

Mr. Whitcomb reported on the status of:

- Graveling—more to be done.
- Chloride application—complete for the year.
- Ditch mowing—complete for the year.
- Brushing—more to be done.
- Sign-post removal—will continue.

Mr. Hiller: No Fire Board meeting.

Mr. Stoeckel reported on actions of the Airport Commission and the City Planning Commission. He also noted that he had brought two extra copies of the workbook from the Couri & Ruppe Legal Seminar for other members to review for valuable information.

Township Planning Commission Liaison:

No September Planning Commission meeting.

Mr. Duden is receiving more complaints of weeds in fields. He needs to contact Mille Lacs County to determine what the Township's obligations might be toward this issue.

Adjourn

Mr. Whitcomb moved to adjourn. Seconded by Mr. Duden. Motion carried.
Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Doug Dahl
Clerk-Treasurer