

**Princeton Township
Mille Lacs County, Minnesota**

Township Board Monthly Meeting

Tuesday, February 21, 2023

Minutes

The February monthly meeting of the Princeton Township Board was called to order by Chairman Gene Stoeckel at 7:45 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, Gene Stoeckel, Bill Whitcomb, John Wilhelm (online)

Supervisor absent: Dan Hiller

Staff present: Clerk-Treasurer Doug Dahl, Ken Hennen

Via GoToMeeting: None

Public attendees: None

Open Forum

No business in Open Forum.

Approve Meeting Minutes

January 17 monthly meeting: Mr. Whitcomb moved to approve the minutes of the January 17 monthly meeting. Seconded by Mr. Wilhelm. Motion carried.

February 3 special meeting: Mr. Duden moved to approve the minutes of the February 3 special meeting. Seconded by Mr. Whitcomb. Motion carried.

Clerk-Treasurer Report

Clerk-Treasurer Dahl explained that the December 31, 2022 Cash Control Statement reported at the January 17 meeting had been incorrect. The original check to the City of Princeton for fire services was, at the Board's direction, held back, then ultimately replaced with a check for a lesser amount. That resulted in an over-statement of General Fund disbursements. After voiding the original check, Mr. Dahl re-ran the Cash Control Statement showing the correct amounts for the General Fund and total cash balance, shown below:

Revised Cash Control Statement—December 31, 2022

General Fund Beginning Balance	\$ 69,131.69
Receipts	\$ 56,410.14
Disbursements	\$ 9,681.23
Ending Balance	\$115,860.30
Total Cash Beginning Balance	\$512,146.06
Receipts	\$172,255.36
Disbursements	\$ 55,996.39
Ending Balance	\$628,405.03

Cash Control Statement—January 31, 2023

General Fund Beginning Balance	\$115,860.30
Receipts	\$ 3,271.74
Disbursements	\$ 66,043.27
Ending Balance	\$ 53,538.77

Road & Bridge Fund Beginning Balance	\$298,240.58
Receipts	\$ 4,122.59
Disbursements	\$ 10,071.20
Ending Balance	\$292,291.97

Total Cash Beginning Balance	\$628,405.03
Receipts	\$ 11,444.33
Disbursements	\$ 90,128.10
Ending Balance	\$549,721.26

Mr. Duden moved to approve the revised December Cash Control Statement and the January Cash Control Statement. Seconded by Mr. Whitcomb. Motion carried.

December Payroll

Gross	\$5,743.00
Net	\$4,871.38

Mr. Duden moved to approve the January payroll. Seconded by Mr. Whitcomb. Motion carried.

Claims for Approval

Total Claims through February 21	\$26,822.33
----------------------------------	-------------

Noteworthy:

- Dahlheimer Trucking (snowplowing) \$11,581.00
- MATIT — Coverage through 3/2024 \$ 4,057.00
- MLC Assn. of Twps — MAT & MLC dues \$ 1,259.92

Mr. Duden moved to approve the Claims List. Seconded by Mr. Whitcomb. Motion carried.

Auditor Search Update

Mr. Dahl had spoken with Cathy Doctor, Director of the Government Information Division of the Office of the State Auditor, about his inability to secure an audit firm. Ms. Doctor expressed a willingness to extend the Township's audit deadline if that would enable an audit firm to conduct the audit. Mr. Dahl re-contacted the audit firms on the MNCPA Government Auditor Directory. Two firms returned proposals covering the next three years:

- Conway, Dueth & Schmiesing proposed \$15,000 (2022), \$15,000 (2023), \$16,125 (2024)
- SmithSchafer proposed \$13,500, \$14,300, \$15,200.

In view of the significant cost increase these proposals represent, members suggested presenting the question to residents at the March Annual Town Meeting.

Annual Board of Appeal and Equalization

Mr. Dahl reminded members that the 2023 Board of Appeal and Equalization is scheduled for Wednesday, April 19, 6:00 p.m. at Town Hall.

Election Judges

Mr. Dahl presented the list of election judges for the March Town Board election: Joel Minks, Kandice Henchen, Shirley Miller, Kristin Duden, Sophie Patten, Connie Henchen, Cyndi Pohlkamp, Nancy Moan.

Mr. Duden moved to approve the list. Seconded by Mr. Whitcomb. Motion carried.

Old Business

2024 General Fund Budget Proposal

Mr. Stoeckel presented the proposed General Fund Budget for 2024, \$140,000 total:

- \$70,000 for the General Fund
- \$70,000 for Fire Coverage

2024 Road & Bridge Fund Budget Proposal

Mr. Whitcomb presented the proposed Road & Bridge Fund Budget for 2024: \$417,000.

Both budget proposals will be presented in detail to residents at the March 14 Annual Meeting.

New Business

Resolution to use ARPA funds as revenue replacement (Resolution 2023-2)

Federal law allows local governments to use up to \$10,000,000 in ARPA funds as replacement for revenue lost due to the COVID pandemic. The current balance in the Township's ARPA fund is \$124,159.69.

Mr. Whitcomb moved to adopt Resolution 2023-2: Use ARPA Funds as Revenue Replacement. Seconded by Mr. Duden. Mr. Stoeckel called the roll:

Mr. Duden—Yes, Mr. Stoeckel—Yes, Mr. Whitcomb—Yes, Mr. Wilhelm—Yes.

Resolution adopted unanimously.

Approve Request for to publish call for Quotes:

- Gravel, grading, and miscellaneous road repair
- Dust control
- Mowing & brushing

Mr. Stoeckel moved to approve publishing the call for quotes. Seconded by Mr. Duden. Motion carried.

Review and select chip-seal quote

Mr. Whitcomb reported that Township Engineer Todd McLouth had sent out requests for quotes to three entities. Two responded with quotes. The low quote for chip-sealing came from Allied Blacktop Corp.: \$63,373.66, which is 34% higher than last year due to inflation.

Mr. Stoeckel moved to accept the Allied Blacktop quote. Seconded by Mr. Duden. Motion carried.

Review and select 100th Avenue quotes

Mr. Whitcomb has received one quote for the proposed road repair on 100th Avenue: \$24,500 from Ron Kadlec Excavating. He suggested delaying and re-evaluating the project with the goal of reducing the scope and cost.

Mr. Stoeckel noted the provision in the quote request allowing the Township to refuse any/all quotes. On that basis he moved to refuse the quote from Ron Kadlec Excavating. Seconded by Mr. Duden. Motion carried.

Resolution to adopt Township General Records Retention Schedule

Retention of records in the Township's possession is regulated by Minnesota Statute 138.17, and specified in the Minnesota Township General Records Retention Schedule. Resolution 2023-3 adopts the General Records Retention Schedule for Princeton Township.

Mr. Duden moved to adopt Resolution 2023-3: Township General Records Retention Schedule. Seconded by Mr. Whitcomb. Mr. Stoeckel called the roll:

Mr. Duden—Yes, Mr. Stoeckel—Yes, Mr. Whitcomb—Yes, Mr. Wilhelm—Yes.

Resolution adopted unanimously.

Approve transfer of four (4) Birth and Death record books to the State Archives

The Records Retention Schedule permits the transfer of birth and death records to the State Archives. In accordance with the adopted Records Retention Schedule, Mr. Whitcomb moved to approve transfer of four (4) birth and death record books from 1888-1942 to the State Archives. Seconded by Mr. Duden. Motion carried.

Approve escrow balance refunds for:

- Gave Addition \$1,419.58
- North Oaks \$1,437.50
- TMK Properties \$1,699.21

All three escrow funds have been dormant, with no additional charges, for more than a year.

Mr. Whitcomb moved to approve the three escrow refunds. Seconded by Mr. Duden. Motion carried.

Supervisor Reports

Road Supervisor

Mr. Whitcomb reviewed a chart showing some of the work he's doing on shared-road agreements with neighboring jurisdictions.

He shared 2 maps, one showing the "Focus Areas for Gravel Road Maintenance" the other "Focus Areas for Paved Road Maintenance". These will be posted on the wall at the town hall. He also shared a 3rd map and tabulation of the areas to where chloride will be applied; this is the same information that will be sent out for quotes.

Mr. Whitcomb previewed a PowerPoint presentation that is going to be shared during the Annual Meeting in March. The presentation described the past work completed in 2022, the proposed plans for 2023, and the proposed budget for 2024. The Road Fund budget, as well as the budgets for the General Fund and Fire Coverage for 2024 were also included and discussed.

Snowplowing

Mr. Duden noted that snowplowing costs have exceeded the Township's budget due to heavier than normal snowfalls and cost increases.

Liaisons

Airport Commission: No report.

City Planning Commission: Mr. Stoeckel noted that the Commission's meeting is the next Monday. City is working on some re-zoning projects, some of which concerns property annexations. Mr. Whitcomb commented that the City has received an amount of state aid which it expects to use on roads near the schools, possibly including 82nd Avenue.

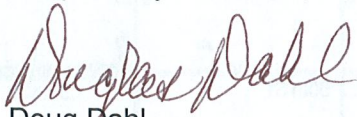
Township Planning Commission: No meeting in February.

Fire Board: No meeting this month. Mr. Stoeckel is planning to meet with the Princeton City Council about the charge for fire coverage to the Township.

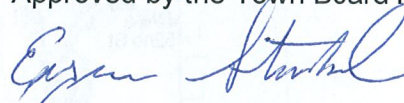
Adjourn

Mr. Whitcomb moved to adjourn. Seconded by Mr. Duden. Motion carried.
Meeting adjourned at 9:15 p.m.

Respectfully submitted,


Doug Dahl
Clerk-Treasurer

Approved by the Town Board March 28, 2023


Eugene Stoeckel, Chairman

2023 Proposed Road Work

RED = West ditch regrade along 100th Ave. (Approx. 600', Est. \$8-12K)

ORANGE = Reclaim and Pave – Widen from 21' to 24'. (Approx. 2800')

All grading and reshaping \$80-90K, Pave 3" \$110-120K. Total \$190-\$210K

GREEN = Areas where Chloride is applied (Approx. 5.30 miles)

PURPLE = Sink hole repair. (Patch and pave to level, no excavation? 4@ \$5-10K= \$20-\$40K)

BROWN = Crumbling pavement. Repair, Reclaim and 3' Pave, riprap pond slope. (Approx. 425', estimate \$30-\$40K)

PINK = Chip Seal (Approx. 2.45 miles, \$44-\$48K)

