

**Princeton Township
Mille Lacs County, Minnesota**

Township Board Monthly Meeting

Tuesday, March 28, 2023

Minutes

The March 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: Mike Bishman, Dan Hiller, Thomas Duden, Gene Stoeckel, Bill Whitcomb

Staff present: Clerk-Treasurer Doug Dahl, Ken Henchen, Deputy Clerk-Treasurer Terry Pflighaar

City of Princeton Officials: Michele McPherson—Administration, Ron Lawrence—PFRD

Public attendees: Krissa Jeffers, Dave Kornell, Joel Minks, Nancy Moan, Dave Persing, Sara Rutten, Jean Stearns, Joseph Heinen

City of Princeton Fire Coverage

Princeton City Administrator Michele McPherson and Fire Chief Ron Lawrence delivered a presentation on the fire coverage provided by the City to other jurisdictions. The presentation included:

- A review of fire billing policies and practices.
- The budget process and schedule.
- An update on Princeton Fire and Rescue Department activities.

A printout of the full presentation is available at the Town Hall.

Open Forum

Joel Minks raised three issues:

- 1) He asked for a status update on his suggestion of acquiring a defibrillator for the Township Hall. Not done yet, but still under consideration.
- 2) He noted that in 1977 the zoning in Section 17 was changed. He asked the Board to make sure that the zoning map gets updated to reflect that change.
- 3) He argued that a project that meets all the requirements for permitted use in its location should not be decided by a popular vote. The only question is if it meets the requirements of the ordinance. If it does, it must be approved.

Dave Persing advocated contacting the East Central Regional Development Commission (ERDC) to learn if it might still have resources available to help the Township update its Comprehensive Plan and ordinances.

Joseph Heinen requested the Board's approval to hold a raffle at Moonshine Bar & Grill to benefit the Princeton Robotics Booster Club. Date: April 20. The State requires permission from the Township for such an event. The event will be held inside, so no Township event permit is required, only the Board's approval. The Board will take it up during the regular meeting.

Reorganization and Official Roles

The Board of Supervisors welcomed new member Mike Bishman to the Board after his election on March 14.

The Board conducted its annual post-election reorganization.

Mr. Duden moved to appoint Gene Stoeckel to Chairman. Seconded by Seconded by Mr. Whitcomb. Motion carried 4-1 with Mr. Hiller voting no.

Mr. Hiller moved to appoint Thomas Duden to Vice-Chairman. Seconded by Mr. Whitcomb. Motion carried unanimously.

Mr. Whitcomb moved to appoint Dan Hiller to Secretary. Seconded by Mr. Bishman. Motion carried unanimously.

Members volunteered for official roles as presented in the table below. Mr. Hiller moved to approve the list of official roles. Seconded by Mr. Whitcomb. Motion carried unanimously.

Liaisons	Primary	Backup
City Planning Commission	Gene Stoeckel	
Airport Board	Gene Stoeckel	
Fire Board	Dan Hiller	
Township Planning Commission	Mike Bishman	
Roads		
Pavement	Bill Whitcomb	Thomas Duden
Crack Filling & Chip Sealing	Bill Whitcomb	Thomas Duden
Gravel	Bill Whitcomb	Thomas Duden
Signs	Bill Whitcomb	Thomas Duden
Mowing	Thomas Duden	Bill Whitcomb
Brushing	Thomas Duden	Bill Whitcomb
Tree Trimming	Thomas Duden	Bill Whitcomb
Ice & Snow	Thomas Duden	Bill Whitcomb
Other Roles		
Noxious Weeds	Mike Bishman	Thomas Duden
County Ditches	Mike Bishman	Thomas Duden
Driveways & Culverts	Bill Whitcomb	Dan Hiller
Zoning	Dan Hiller	Scott Richards
Personnel Supervision		
Road Maintenance	Bill Whitcomb	Thomas Duden
Building Maintenance	Gene Stoeckel	Thomas Duden
Office	Gene Stoeckel	Thomas Duden

Mr. Hiller moved to retain the *Union-Times* as the official newspaper for public notices. Seconded by Mr. Whitcomb. Motion carried.

Mr. Hiller moved to retain Bremer Bank as the official depository for Township funds. Seconded by Mr. Whitcomb. Motion carried.

Approve Meeting Minutes

February 21 Monthly Meeting: Mr. Whitcomb referred to the quote from Allied Blacktop on page 3 of the minutes. The sentence reads: "The low quote for chip-sealing came from Allied Blacktop Corp.: \$63,373.66, which is 22% higher than last year due to inflation." The increase is actually 34%. Mr. Duden moved to approve the minutes with that correction. Seconded by Mr. Whitcomb. Motion carried with two abstentions: Mr. Hiller (absent from the meeting), and Mr. Bishman.

February 21 Board of Audit: Mr. Whitcomb moved to approve the minutes of the February 21 Board of Audit. Seconded by Mr. Duden. Motion carried 3-0 with two abstentions: Mr. Hiller and Mr. Bishman.

March 14 Board of Canvass: Mr. Hiller moved to approve the minutes of the March 14 Board of Canvass. Seconded by Mr. Whitcomb. Motion carried 4-0 with Mr. Bishman abstaining.

Clerk-Treasurer Report

Cash Control Statement—February 28, 2023

General Fund Beginning Balance	\$ 53,538.77
Receipts	\$ 1,002.75
Disbursements	\$ 17,292.28
Ending Balance	\$ 37,249.24
Road & Bridge Fund Beginning Balance	\$292,291.97
Receipts	\$ 33,869.67
Disbursements	\$ 14,501.00
Ending Balance	\$311,660.64
Total Cash Beginning Balance	\$549,721.26
Receipts	\$ 35,872.42
Disbursements	\$ 36,364.36
Ending Balance	\$549,229.32

Mr. Hiller moved to approve the February Cash Control Statement. Seconded by Mr. Duden. Motion carried.

Mr. Stoeckel reported that due to general cost increases and unanticipated expenses, such as the County Ditch 1 assessment, the General Fund balance was dropping faster than expected. He recommended transferring the CD balance, currently \$109,529.92, to the General Fund.

Mr. Hiller moved to close the CD and transfer the balance to the General Fund. Seconded by Mr. Bishman. Motion carried.

February Payroll

Gross	\$4,720.50
Net	\$3,877.31

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

Town Board Election Payroll \$1,297.50

Mr. Duden moved to approve the Town Board Election Payroll. Seconded by Mr. Hiller. Motion carried.

Claims for Approval

Total Claims through March 28 \$44,321.72

Noteworthy:

- Dahlheimer Trucking (snowplowing) \$ 7,570.50
- MATIT — Coverage through 3/2024 \$ 3,379.00 Corrected amount
- Mille Lacs County — Assessments \$11,335.00 Annual fee

Upon reviewing the MATIT invoice for insurance coverage, Mr. Stoeckel found that the coverage specifications still included vehicles the Township had sold in previous years. MATIT corrected the coverage list, then submitted a new invoice with the corrected amount due.

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

Auditor Search Update

Mr. Dahl has contacted the audit firm of Burkhardt & Burkhardt. The firm agreed to consider the request. Mr. Dahl sent the 2021 audit documents. The firm has not responded with a proposal. Mr. Dahl will continue to pursue all options.

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.

New Business

Raffle to benefit the Princeton Robotics Booster Club

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

Appoint two members to the Planning Commission

Two Princeton Township residents submitted letters of interest for appointment to the Planning Commission: Dave Persing and Sara Rutten. Mr. Hiller moved to appoint Dave Persing and Sara Rutten to the Planning Commission. Seconded by Mr. Whitcomb. Motion carried.

Interested officer resolutions for Thomas Duden, Bill Whitcomb

Mr. Duden moved to approve Resolution 2023-4, Interested Officer Resolution for William Whitcomb, allowing compensation for work done on behalf of the Township. Seconded by Mr. Hiller. Mr. Stoeckel called the roll: Mr. Bishman—Aye, Mr. Duden—Aye, Mr. Hiller—Aye, Mr. Stoeckel—Aye. Resolution adopted with Mr. Whitcomb abstaining.

Mr. Hiller moved to approve Resolution 2023-5, Interested Officer Resolution for Thomas Duden, allowing compensation for work done on behalf of the Township. Seconded by Mr. Whitcomb. Mr. Whitcomb suggested adding snow removal to the specifications. The provision was added by consensus. Mr. Stoeckel called the roll: Mr. Bishman—Aye, Mr. Hiller—Aye, Mr. Stoeckel—Aye, Mr. Whitcomb—Aye. Resolution adopted with Mr. Duden abstaining.

Re-affirm Electronic Funds Transfer (EFT) policy

The Township's EFT policy requires annual approval by the Board. Mr. Duden moved to re-affirm the Electronic Funds Policy established in 2020. Seconded by Mr. Hiller. Motion carried.

Mr. Whitcomb moved to appoint Clerk-Treasurer Doug Dahl as the responsible authority for making electronic funds transfers according to the EFT Policy. Seconded by Mr. Hiller. Motion carried.

PERA election — Officers' option

Each township elected officer has the option of joining the Public Employees Retirement Association. If they choose to do so, retirement contributions will be deducted from their paychecks. The Township will match those contributions as with other employees. Officers may join by completing an application and submitting it to the clerk.

Old Business

Approve quote for gravel, grading, and general road repair

Hass Construction was the only contractor providing a quote. For grading:

- 2 cat graders with 16-foot blade and mounted packer—\$145.00 per hour.
- Grader without packer—\$130.00 per hour.

For gravel:

- #200, 8-12% clay—\$14.00 per yard.
- Belly dumps, 1-1.5-inch rock—\$20.00 per yard.

Mr. Hiller moved to approve the quote from Hass Construction. Seconded by Mr. Bishman. Motion carried.

Approve quote for dust control

Central Minnesota Dust Control was the only contractor providing a quote:

- \$0.48 per linear foot at a .20 application rate 1 lineal foot by 18' wide
- \$0.69 per linear foot at a .30 application rate 1 lineal foot by 18' wide.

Mr. Hiller moved to approve the quote from Central Minnesota Dust Control. Seconded by Mr. Bishman. Motion carried.

Approve quote for mowing and brushing

Thomas Lundeen was the only contractor providing a quote:

- Tractor with mower and operator for roadside mowing 32 miles—\$2,259.60 per mowing.
- Brush cutting with boom mower—\$160.00 per hour.

Mr. Duden moved to approve the quote from Thomas Lundeen. Seconded by Mr. Whitcomb. Motion carried.

Supervisor Reports

Road Supervisor

Mr. Whitcomb reported he had received bids for proposed work on portions of 40th Street and other road sections. However, Township Engineer Todd McLouth recommends postponing action on the bids for the following reasons: 1) the Township received the soil borings after the bid requests were sent; 2) the borings showed unsuitable soils which may affect the road design, which, in turn, may affect the cost. The question will be moved to next month's meeting.

Liaisons

City Planning Commission: Mr. Stoeckel reported on the City's plan to add a roundabout to Hwy 95 and West Branch Road.

Township Planning Commission: March meeting continued to April 11. Will address the denial of the Conditional Use Permit for North Country Flats based on its non-compliance with Mille Lac County's permitted uses for the zone.

Fire Board: Mr. Hiller continues to raise questions regarding the cost to townships, and the need for the amount and types of equipment owned by the fire department.

Other Business

AWAIR compliance: Mr. Stoeckel has reviewed the status of AWAIR compliance at Township Hall with Ken Henchen. They determined that the Town Hall needs additional ladders to meet AWAIR standards. Mr. Henchen owns ladders that meet and exceed AWAIR standards. He is willing to sell to the Township for substantially less than the cost of new ladders. Mr. Stoeckel recommends purchasing those ladders. Mr. Henchen will present a specific offer at next month's meeting.

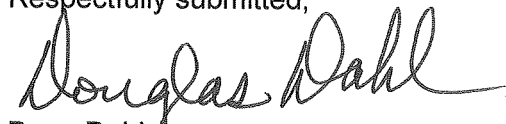
Advertise for Clerk-Treasurer: Mr. Dahl has expressed his desire to leave the Clerk-Treasurer position. Mr. Whitcomb moved to approve placing an ad soliciting applicants for the Clerk-Treasurer position in the *Union-Times* on April 6 and 13 with a submission deadline of April 17. Seconded by Mr. Hiller. Motion carried.

Change meeting start time: Mr. Duden moved to change the Town Board meeting start time to 7:00 p.m. effective with the April meeting. Seconded by Mr. Hiller. Motion carried.

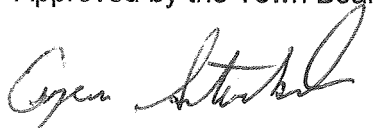
Adjourn

Mr. Hiller moved to adjourn. Seconded by Mr. Whitcomb. Motion carried.
Meeting adjourned at 9:42 p.m.

Respectfully submitted,


Doug Dahl
Clerk-Treasurer

Approved by the Town Board April 18, 2023


Eugene Stoeckel, Chairman