

Princeton Township Board Meeting

June 16, 2026

Opening and Agenda

Meeting called to order at 7 pm; Pledge of Allegiance; and agenda were reviewed adding Planning Commission Comprehensive Plan Recommendation and an Outdoor Event at Long Siding Station on July 11, 2026. Motion by Supervisor Patten; Second by Supervisor Knutson, Carried 4-0.

Approval the Minutes

The minutes from the May 19th town board meeting were reviewed. A correction was made regarding the motion and second for the flag resolution: Supervisor Knutson made the motion, and Supervisor Whitcomb seconded it.

Motion by Supervisor Whitcomb; Second by Supervisor Patten to approve the corrected May 19, 2026 Town Board minutes, Carried 4-0.

Open Forum

Brittany Jirik inquired about the accessibility of historical reports prepared by Scott Richards, the retiring zoning administrator. She specifically referenced detailed planning commission reports that include land history, zoning analysis, and recommendations aligned with the Comprehensive Plan.

The Clerk confirmed that Scott Richards is planning a time to upload all such records into the Township's Google Workspace. The information is Township property and therefore public. Some data privacy considerations apply, but all official township documents are available upon request.

Lucas Jirik also asked whether there would be a transition period for the new zoning administrator. It was confirmed that Scott Richards will remain under contract through the end of August 2026, allowing for overlap and training with his successor. The new zoning administrator is expected to be appointed at the next town board meeting.

Clerk-Treasurer Report

As of May 31, 2026, total township funds amounted to \$769,179.89, distributed as follows: General Fund \$22,569.50; Roads and Bridges \$530,384.89; Fire Department Services \$51,638.94, Roads and Bridges CD \$101,526.86, Park Dedication CD \$63,000. Accounts and escrows receivable \$13,686.61, general \$11,636.62 and roads and bridges \$2,049.99.

Payroll for Supervisors and staff totaled **\$6,177**, but an error was noted: Board Chair Gene Stoeckel should have received an additional **\$25**, which will be corrected in the next payroll.

Claims processed as of June 16th totaled **\$31,642.92**, broken down as:

General: **\$5,415.54**; Roads and Bridges: **\$3,255.88**; Fire coverage contract: **\$22,971.50**

Motion by Supervisor Patten; Second by Supervisor Knutson to approve the Clerk-Treasurer reports; Carried 5-0.

Old Business

SLFRF Reporting Compliance

The Board discussed the ongoing issue with closing out the ARPA/COVID report. Chairman Stoeckel and the Clerk will meet soon for final processing.

Trails, Parks, and Open Spaces

No new developments were reported. It was noted that trail discussions would be integrated into the upcoming Comprehensive Plan review.

Planning Commission Appointment Procedure

A proposal was presented to formalize the process for appointing planning commission members. Key elements included:

Letters of Interest will be requested from applicants and should be submitted from March 1 through the Friday before the March Township Board meeting. All applicants will be invited to the March Township Board meeting. The appointments will be made at the April Township Board meeting. If two openings are on the Planning Commission, all applicant names will be on the ballot. Each Township Supervisor will vote for two applicants by secret ballot. The top two applicants will then be appointed. If there is a tie vote, the bottom vote receipt will be dropped off the ballot and there will be a revote by the Township Supervisors.

If three openings are on the Planning Commission, the same procedure with the Township Supervisors, each voting by secret ballot with all the applicant names, and each Supervisor would vote for three. Special appointments for vacancies: After the vacancy is set, Letters of Interest will be requested before the next meeting, at which time the above procedure will be followed.

Motion by Supervisor Patten; Second by Supervisor Knutson to approve the proposal was made; Carried 5-0.

New Business

Certificate of Deposit Renewal

The CD for Roads and Bridges at Old National Bank, worth **\$101,526.86**, was due for renewal. The current rate is **3.69%** for a five-month term. The Board decided to renew the full amount at the current rate due to favorable returns.

Motion by Supervisor Patten; Second by Supervisor Whitcomb to roll over the full amount into a new CD at **3.69%** was made; Carried 5-0.

2024 Paving Project

A letter and inspection report for the two-year warranty was received by Loucks. Motion by Supervisor Whitcomb; Second by Supervisor Knutson to accept the completed road projects and release any associated bonds or securities was made; Carried 5-0.

Cybersecurity and Website Compliance

A discussion arose from a recent Town Law review seminar on cybersecurity and website accessibility.

Key points included:

1. The Township website must comply with ADA Title II and WCAG 2.1 AA standards by **April 26, 2028**.
2. Compliance assistance is available through grants, but long-term maintenance will require dedicated staffing or contracting.

Supervisor Duden suggested the Clerk reaches out to MuniBit for more information, while revisiting further discussion at this time.

Use of Town Hall – Ditch Cleaning Listening Session

The County has scheduled a landowners' listening session for Ditch 14 on **July 14th**, with a tentative follow-up on the 16th. The ditch crosses Township property and may incur costs, as seen in previous projects (e.g., culverts costing **\$6,000 each**, Township expenses over **\$1,000**).

Motion by Supervisor Duden; Second by Supervisor Patten to allow the use of the town hall for the session was made; Carried 5-0.

Building Permit Compliance

A property at **8114 33rd Street** was reported to have received multiple lumber deliveries without an obvious building permit. Additionally, there were unconfirmed reports of a failed septic inspection.

Motion by Supervisor Whitcomb; Second by Supervisor Knutson to send Scott Richards to investigate compliance and determine if a permit was pulled was made; Carried 5-0.

Comprehensive Plan Review

The Board discussed initiating a review of the Comprehensive Plan. Past reviews took about two years and involved extensive legal interpretation.

Given that the new zoning administrator has not yet been hired (applicants due June 30th, hiring expected July 21st), the Board decided to table the item. Motion By Supervisor Whitcomb; Second by Supervisor Patten to delay the review until after the new administrator is in place, allowing for professional guidance was made; Carried 5-0.

Outdoor Event – Car Show

A free community event is planned for **July 11th from 2:00 PM to 10:00 PM** at Long Siding Station.

Motion by Supervisor Duden; Second by Supervisor Knutson was made to approve the outdoor event; Carried 5-0.

Zoning Administrator Position

The position has been posted with the Minnesota Association of Townships (MAT) and on the Township website. As of this meeting, only one application has been received. The deadline for applications is **June 30th**, with hiring expected at the **July 21st** meeting.

Supervisor Reports

Roads

Tom Lundeen is expected to mow this week; 50th Avenue project on track with plans.

Weeds

Invasive Species: Mille Lacs County Soil and Water Staff observe specimens. Report to follow via email.

Fire Board Liaison

No updates; next meeting is expected in July.

Adjournment

Motion by Supervisor Whitcomb; Second by Supervisor Patten to adjourn at 8:03 pm; Carried 5-0.