

**STILLWATER TOWNSHIP
COMMUNICATIONS COMMITTEE**

January 21, 2025, 7:00 P.M. – Township Hall

Regular Meeting

PRESENT: Editor Kimberly Cole, Committee Members Vanessa Barvels (Chair), Anne-Marie Hendrickson and Coby Sevdý, Supervisor Anna Buehler and Deputy Clerk Jennifer Maes.

1. **AGENDA** – Amended to include: Discussion of Annual Meeting presentation preparation. M/S/P Sevdý/Hendrickson (3 ayes).

2. **MINUTES** – Approval of the minutes from September 17, 2024, M/S/P Sevdý/Barvels (3 ayes).

3. **NEWSLETTER:**

This edition of the Township Newsletter should be printed and ready to mail by March 1, 2025, and will be published on the Township Website as well. Final content should be provided to the printer by February 15, 2025. The following suggested content was discussed:

Introduction of Newly Elected Supervisors

Include an introduction of new supervisors Mike McMahon, Jr. and Anna Buehler with photographs and short biographies.

Annual Meeting

Include an invitation to the Township Annual Meeting to be held on March 11, 2025, at Stillwater Township Hall. Editor Cole will confirm budget numbers with Treasurer Olson.

Changes to Implementation of Improvements Due to Donation

Include a brief description of slated improvements to Otto Berg Park and Town Hall grounds funded by a resident’s generous donation. The donation was originally intended to install a pollinator garden in the triangle SW of the Hall across Highway 96. Due to expected delays caused by the Washington County Corridor Study, the donor instead intends to improve Otto Berg Park, and the Town Hall grounds with new plantings and hardscapes. The project will be overseen by Laurie Schneider of the Pollinator Friendly Alliance. The work will begin Spring 2025.

Internet Issues

Include a list of resources available to residents to answer their questions and concerns regarding both CenturyLink service outages and Comcast implementation. These resources include this newsletter, the Township website (News Stories/Internet Connectivity Issues) and perhaps a notification on Code Red. The Township has used

ARPA funds for Comcast to bring service to the area, giving residents another choice for internet connectivity. However, the choice is up to individual residents and the Township has no authority over the service offerings or reliability of any provider.

Pavilion Rentals

Include a notice that the Pavilion is expected to open for reservations in mid-April 2025. Rental fees remain \$100 per four-hour reservation.

Clean-Up Day

Include notice that the Township will again be sponsoring a clean-up day to offer residents a convenient and cost-effective way to dispose of bulky items. Hopefully, mattresses can be recycled through Washington County's partnership with Second Chance. The event will be held on May 17, 2025, from 9:00 AM to 12:00 PM. Costs have increased over 2024. Editor Cole will prepare a proposal to submit to the Board. It is unknown at this time whether this date will coincide with Washington County's Heavy Metal Recycling at Lily Lake. Include links to resources for free disposal of old tires through the Metropolitan Mosquito Control District, either in the body of this Newsletter, or in the Recycling insert.

Recycling Insert

Include a recycling insert promoting available programs in Washington County funded by our recycling grant. The insert will also highlight the food scraps program.

4. **WEBSITE:**

Add/Amend Complaint Form

Currently, the website has a complaint form in a pdf format as well as a quick form for general comments. Only the quick form is easily submittable by phone. All submissions go to the Clerk. The committee discussed whether anything should be added or amended.

The committee suggested that check boxes may be added to the quick form for:

- Website issues
- General Comments/Information
- Park & Trail issues
- Safety Concerns

Perhaps the checkboxes could be mapped so the CSO (safety) or Deputy Clerk (all others) receive the submissions directly. The form could be renamed to differentiate it from the more formal complaint form. No changes to the formal complaint form were suggested. The text on the web page could be reformatted to separate the two forms.

Deputy Clerk Maes will start the modifications.

Volunteer Form

The committee discussed whether to adopt a Volunteer Form. There were questions regarding the administration of the form, i.e.: who would collect and file them, how would they be enforced, etc. As the Township is currently unaware of any requirements to adopt such a form, the committee decided to table the issue at this time.

Content Organization

Committee members reported that certain parts of the website aren't fully accessible when using a phone. Committee member Sevdv suggested a records or forms category, so all forms are accessible in one place. Committee member Hendrickson suggested adding an invitation for input regarding website issues to the Communications Committee web page. There will also be an invitation for input during the presentation at the Annual Meeting. The committee discussed ideas for finding a local photographer to take pictures to replace the Stillwater Bridge picture.

Deputy Clerk Maes will address the above issues with the help of Catalis. She is also updating the Friends of Stillwater Parks Brochure with much difficulty as the original document is a pdf. She will have to recreate it.

The committee discussed the limitations of only two part-time employees assigned to website administration. Editor Cole suggested that outside help may be needed if too much input is received.

5. OTHER/NEW BUSINESS:

Annual Meeting Presentation Preparation

Park Committee member Lauren Hill volunteered to present at the Annual Meeting on behalf of the Parks Committee. Editor Cole will share the Analytics with her for inclusion.

6. ADJOURNMENT – Meeting adjourned 8:56 P.M. M/S/P Barvels/Sevdv (3 ayes).

Submitted by: Deputy Clerk, Jennifer Maes