

STILLWATER TOWN BOARD MEETING

April 11, 2019

Town Hall

7:00 P.M.

PRESENT: Chairperson Sheila-Marie Untiedt, Supervisors Rod Hunter, Tim Sinclair, Bonnie Haines and Mike McMahon, Clerk Kathy Schmoeckel, Treasurer Marsha Olson and Chief of Police Steve Nelson.

1. AGENDA – M/S/P Hunter/Sinclair moved to adopt the agenda as written. (4 ayes)
2. MINUTES – M/S/P Hunter/Sinclair moved to approve the March 14, 2019 Stillwater Town Board Meeting minutes as written. (4 ayes)
3. ATTORNEY –
  - a. Detachment from Lake Elmo – Mark Lambert was present to discuss his request to detach about 1 acre of his property from Lake Elmo to Stillwater Township. Stillwater Township had previously acquired about 56 acres of adjoining property through a detachment process with Lake Elmo. Mr. Lambert purchased this property last fall. He said that Lake Elmo has agreed to allow this one acre parcel to be detached. If that works out as proposed, he would need Stillwater Township to agree to accept the parcel. The next step would be for the entire property to be annexed into the City of Stillwater. Mr. Lambert is willing to pay for all fees associated with this process.  
M/S/P Sinclair/Hunter moved to authorize the Chair to sign the Resolution Supporting the Detachment of Certain Land Owned by Central Commons, LLC from the City of Lake Elmo Pursuant to Minn. Stat. Section 414.06 with the stipulation that Mr. Lambert submits in writing his agreement to pay all fees associated with this process. (4 ayes)
  - b. CenturyLink Claim – Damage had been done to CenturyLink property by a snow plow truck at Stonebridge and Otchipwe. At this point we do not know if it was Washington County or Raleigh Trucking. The League of Minnesota Cities has been notified.
4. ENGINEER –
  - a. 94<sup>th</sup> Street and Mendel Road Culverts – The Engineer plans to look at these culverts further, probably next week.
  - b. Seal Coating – The bid received for the 2019 seal coating project is less than had been anticipated.  
M/S/P Hunter/McMahon moved to release the contract to Corrective Asphalt Materials. (4 ayes)
  - c. Washington County Striping – The Engineer has identified roads to be re-striped in conjunction with Washington County's striping. They will be asked to add the parking lot to the south of the town hall and to be sure to schedule after the seal coating has been done.

5. TREASURER –

- a. Report given.
- b. Building Inspection Fund – The fund is large because the building inspector does not sign off on and collect for a permit until the project has been completed. M/S/P McMahon/Sinclair moved to authorize the Treasurer to move \$5,700.30 from the Building Inspection Fund to the General Fund. (4 ayes)
- c. Checks and Claims – Checks and Claims #43945 through #43967 were approved for payment.

6. PLANNER –

- a. Briggs Lot Line Adjustment – This proposes to shift an existing lot line between two properties in order to reconcile structural encroachments that happened in the past. The proposed new lot line would not change the acreage of either parcel; it would simply shift the lot line between the two properties. M/S/P Sinclair/McMahon moved to authorize the Chair to sign the Encroachment Agreement. (4 ayes)
- b. Lynsky Subdivision – Mr. Lynsky was present to discuss his proposed subdivision. He is hoping to present this for formal consideration at the May Planning Commission and Town Board meetings. The Board did not see any problems with his concept plan.
- c. McDonald Farm Concept Design – This property had been under consideration for Washington County’s Legacy Program. Now the owners are planning to subdivide. They will be looking for a variance with respect to the setback from the water line.
- d. Tiny House COC – A Certificate of Occupancy has been issued to David Isaac for a temporary residential structure to be used during construction for up to 180 days. The owner is doing significant rehabilitation on the primary residence.

(Bonnie Haines arrived.)

7. CHIEF OF POLICE –

- a. Report given. There were 22 burning permits issued. No dogs were impounded. They are still working on dog licensing. Five warning citations were issued and all responded. There were a total of 81 complaints in March.
- b. Road Restrictions – Road restrictions are still in effect.
- c. Annual CUP Checks – Checks have begun. There are now a total of 11 active CUP’s. Six have been completed, three are in process and 2 are still to check.
- d. Speed Sign Costs – Chief of Police Nelson had information about costs for speed signs.
- e. Arcola Heights Park – Chief Nelson suggested adding No Alcohol/No Drugs signs for enforcement. Deputies will add visits to their duties and Chief Nelson will also step up his visits. M/S/P Sinclair/Hunter moved to authorize the purchase of signs for Arcola Heights Park, not to exceed \$150.00. (5 ayes)

8. PARK COMMITTEE –

- a. Wood Chips at Otto Berg Park – M/S/P McMahon/Hunter moved to accept the quote of \$1,540.00 for wood chips. (5 ayes) The vendor will be asked to submit an invoice.

- b. Valley Green Contract – The contract for lawn maintenance with Valley Green runs until the end of 2019. The last time the contract came up, it was put out for bids. The Park Committee feels that at this time they are comfortable renewing with Valley Green. More discussion later this year.
- c. Ash Trees in Otto Berg Park – Ash trees will need to be removed from the park due to the proximity of the ash bore. The Park Committee plans to get bids for this either this summer or next summer.
- d. Spring Clean Up Day – Spring Clean-Up day is May 11.

9. ADDRESS CHANGES – It has come to the attention that Washington County had assigned the Hearne, Hurry and Ostrowski properties the incorrect house numbers at the time the building permits were issued on 109<sup>th</sup> Street Court North. There was discussion on ways to address this issue in order to cause the least possible inconvenience to the residents. If the Ostrowski property is given the address of 14573, then the only change needed would be to the Hurry property. The Township Attorney will be asked to send a letter to Washington County to see if they would be agreeable to this solution. More discussion at the next meeting.

10. JOINT BOARD MEETING – Sheila-Marie Untiedt reported on the Joint Board meeting she attended where they discussed driveways coming out onto Boutwell. They would like to limit access onto Boutwell and require any future driveways to come out onto a secondary road.

11. CENTURYLINK INTERNET SERVICE – CenturyLink had met with Stillwater Township back in 2017 and we had not heard back from them since. Sheila-Marie Untiedt had met with them recently and they will be sending a proposal for possible grant opportunities to upgrade our service.

12. WASHINGTON COUNTY ASSESSMENTS – The average valuation increase for Stillwater Township was 28%.

13. JOINT TOWNSHIP MEETING – A Joint Township meeting will be held at Baytown Town Hall on Monday, April 29 at 6:30 p.m. Three or four Supervisors plan to attend. A possible agenda item is a discussion about the CenturyLink internet service.

14. ADJOURNMENT – The meeting was adjourned at 8:45 p.m.

Clerk\_\_\_\_\_

Chairperson\_\_\_\_\_

Approved\_\_\_\_\_