

STILLWATER TOWN BOARD MEETING

August 12, 2010

Town Hall

7:00 P.M.

PRESENT: Chairperson Linda Countryman, Supervisors David Johnson, Sheila-Marie Untiedt and Matt Beane, Attorney Sam Edmunds, Engineer Paul Pearson, Planner Berry Farrington, Treasurer Marsha Olson, Chief of Police Steve Nelson and Park Manager Rick Jacobson.

1. AGENDA – M/S/P Beane/Untiedt moved to adopt the agenda as amended. (3 ayes)
2. MINUTES – M/S/P Untiedt/Beane moved to approve the 7/8/10 Stillwater Town Board Meeting minutes as written. (3 ayes)
3. TREASURER –
 - a) Report given.
 - b) M/S/P Untiedt/Beane moved to have the document for PMA signed to enable the Treasurer to work with them on investments. (3 ayes)
 - c) Escrow Policy – The Treasurer should check on escrows quarterly and discuss with the Board if there are any questions.
 - d) Checks and Claims – The following checks and claims were approved for payment

| <u>Claim #</u> | <u>Vendor</u> | <u>Amount</u> |
|----------------|----------------------------------|---------------|
| 4294 | Department of Labor and Industry | \$ 194.88 |
| 4291 | Richard Jacobson | 50.00 |
| 4293 | MFRA | 2,495.60 |
| 4289 | Dustcoating, Inc. | 2,552.00 |
| 4309 | Valley Green Lawn and Landscape | 1,173.01 |
| 4292 | Maroneys Sanitation, Inc. | 196.35 |
| 4285 | BJ Haines Tree Service | 144.28 |
| 4298 | Qwest | 209.88 |
| 4286 | Mary Buelow | 150.00 |
| 4290 | Rodney D. Hunter | 200.77 |
| 4288 | James Doriott | 31.92 |
| 4297 | On Site Sanitation | 335.27 |
| 4310 | Washington Co. Taxation Division | 12,485.20 |
| 4311 | Xcel Energy | 73.65 |
| 4312 | PERA | 375.08 |
| 4313 | Minnesota Dept of Revenue | 18.52 |
| 4314 | Internal Revenue Service | 745.26 |
| 4287 | Campbell Knutson, PA | 5,227.00 |
| 4295 | Kathleen Nelson | 120.32 |
| 4296 | Stephen Nelson | 785.00 |
| 4299 | MJ Raleigh Trucking Inc. | 11,961.00 |
| 4300 | Marsha Olson | 44.00 |

| | | |
|------|-----------------------------|-----------|
| 4301 | Robert P. Ranalla Sr | 6.83 |
| 4302 | Barbara Riehle | 63.61 |
| 4303 | Riehle Total Care Solutions | 2,399.00 |
| 4304 | Kathryn Schmoeckel | 204.90 |
| 4305 | Stillwater Gazette | 126.40 |
| 4306 | St. Croix Recreation Co | 2,164.22 |
| 4307 | TKDA | 2,818.95 |
| 4308 | Tower Asphalt Inc. | 19,135.80 |
| | Jacobson, Richard L | 483.56 |
| | Nelson, Kathleen M | 892.17 |
| | Nelson, Stephen W | 1,089.73 |
| | Olson, Marsha Ann | 207.24 |
| | Ranalla, Sr. Robert P | 374.02 |
| | Riehle, Barbara | 370.33 |
| | Schmoeckel, Kathryn G. | 889.89 |

4. ATTORNEY –

a) Washington County CUP – The document which had previously been approved was signed.

(David Johnson arrived.)

b) Confidential Telephone List – The township telephone numbers should be public data. A different list without staff numbers will be posted on the web and the other list will be maintained without the word “Confidential” and would be available to the public upon request.

c) Ballot Question – Attorney Sam Edmunds had a resolution providing the wording for the question whether the clerk should be appointed rather than elected. The wording is provided by statute. An article supporting this will be in the upcoming newsletter and fliers will be prepared to hand out at the township picnic.

M/S/P Untiedt/Johnson moved to approve the resolution authorizing the ballot question. (4 ayes)

5. PLANNER –

a) Internet Service –A resident, Bob Niemann, is looking for fiber optic service for Stillwater Township which would provide faster service. He and his neighbors believe that Qwest would be more willing to do this with the support of the local government. Mr. Niemann offered to write a letter to the various internet providers for the Board to sign stating that they would be welcome in our community and ask what they can do for us. He will forward his letter to the Clerk.

b) Otto Berg Park Plan – Planner Sherri Buss had sent the Board a letter describing the services available with examples of what they have done in other communities. Park Manager Rick Jacobson said that the Park Committee would like to just take a “common sense” approach and plant trees as needed. The Park is already well laid out and established. There was discussion of possible uses for the Township land on the west side of Norell. TKDA’s proposal seems fair, but it does not seem necessary at this time.

- c) Public Hearing Notice Policy – Planner Berry Farrington had a draft policy for notice on public hearings.

M/S/P Untiedt/Beane moved to adopt the Stillwater Township Public Hearing Notice Policy with the typographical changes noted. (4 ayes)

- d) Gohlike Home – Lee Gohlike plans for changes to his residence and was wondering if he would need to amend his PUD. The consensus was that this would not change the use of the property, but he will need to get a building permit.
- e) Dan Palmer – Mr. Palmer lives on Little Carnelian Lake and would like to rent his home. Would he need a permit for this? Berry Farrington will check with Dennis O'Donnell at Washington County and report back.

6. HIGHWAY 96 TRAFFIC CONCERNS – Marc Briese, East Metro Area Engineer, Minnesota Department of Transportation, was present to discuss issues with Highway 96. He reviewed the work that is being done at this time which includes culvert replacement and resurfacing. There are no plans in their current 5 year plan to change the intersection of Highway 96 and Norell or Highway 96 and Stonebridge. Their traffic office is doing a speed study between Highway 61 and Highway 95 which will be finalized after the resurfacing project is done. He would be happy to come back to update us on their study when it is completed.

7. CHIEF OF POLICE

- a) Report given. There were 8 burning permits, none for buckthorn. One dog was impounded and the fee was paid.
- b) The canine officer from Washington County will be at our picnic at 1:00 p.m.
- c) Washington Conservation District reported an invasive species on Pawnee and Highway 95. Steve Nelson has advised the residents in the area.
- d) Lassonde Kennel License – They now have 7 dogs and there have been no complaints. Kathy Nelson will renew the license.
- e) Abandoned Homes – We have had an issue of abandoned homes in the Township. One has now been occupied. The owner lives next door to another and he has cleaned it up. The third is one with several windows broken and floors in the barn are rotted. The responsibility to maintain it to whoever is listed as the owner. The barn may have to be torn down. If the owner does not agree to do that, the Township may have to do it and assess the homeowner. Engineer Paul Pearson suggested that the fire department may be interested in a practice burn.

8. ENGINEER –

- a) Oakhill Address – An issue arose with a 911 call from 8930 Oakhill Avenue Court North where all other addresses are Oakhill Court North. This led to some confusion. We will change the street sign to be consistent with the other addresses and the Clerk will contact the County to have them change the address for this resident. The fire department should also be copied with the change of address.
- b) Bituminous Road Overlay Project – Engineer Paul Pearson explained the reason to retain \$1,007.15 from Tower Asphalt's billing on an overlay project. There was some damage done to a resident's driveway that Tower has agreed to pay for. Paul Pearson will ask Tower Asphalt to show that they have paid the \$100 to the resident and we will then pay the balance of the retainage.

- c) County Meeting – Paul Pearson received an email from Washington County Public Works regarding an upcoming meeting on cost sharing policy. He will send the agenda to the Board when he receives it and if they determine their attendance would be useful, a member of the Board will attend.

9. WASHINGTON CONSERVATION DISTRICT RESOLUTION – Todd Udvig, Wetland Specialist, had sent a suggested resolution for them to provide technical assistance for Stillwater Township. The Clerk will determine if this is what Jyneen Thatcher had been doing and if we would be charged only when we request their services. More discussion at the next meeting.

10. PARK COMMITTEE –

- a) Friends of Stillwater Township Brochure – Matt Beane had sent copies of the proposed brochure to the Board. The Park Committee will go ahead with it and put it on the website and have a story on it in the next newsletter.
- b) Township Picnic – There was discussion as to whether to rent or buy a tent and the consensus was to rent one for the one time a year we would use it.

11. PARK MANAGER –

- a) Weeds – M/S/P Johnson/Beane moved to authorize the expenditure of up to \$1,000 for spraying and mulching on various trails in the Township. (4 ayes)
- b) Swing Set – There is an issue of metal fatigue on the swing set in Otto Berg Park. Rick Jacobson will either take it down or make it unusable. The manufacturer is working on a retrofit kit.
- c) Jungle Gym – Some parts are needed to plug holes to keep bees out. M/S/P Untiedt/Johnson moved to authorize up to \$300 for replacement plugs for the climbing jungle gym. (4 ayes)
- d) Trees – The issue of purchasing additional trees for the park was rediscussed and a less expensive source has been identified. M/S/P Countryman/Beane moved to reauthorize a \$2,000 purchase of trees to the most favorable bid. (4 ayes)

12. BUY FRESH BUY LOCAL CAMPAIGN – Linda Countryman had information on this. We could support them with a \$50 fee every two years which would give us a mention in their directory and website. Rick Jacobson did not feel that this would boost our farmers' market traffic.

13. PROJECTOR - The Clerk will look into pricing for projectors. More discussion at the next meeting.

14. SECOND PAINTING BID – The trash enclosure and the two outside town hall doors were painted under the new approval policy. The work that was done looks very good.

15. COUNTY UPDATES – The County is planning a shredding event. This will be put on our website.

16. COMMUNICATION BEYWEEN MEETINGS – The Clerk will act as a “go-between” for communication between board members between meetings. There will be more discussion on meeting guidelines at the next meeting.

17. ADJOURNMENT – The meeting was adjourned at 10:45 p.m.

Clerk _____

Chairperson _____

Approved _____