STILLWATER TOWN BOARD MEETING

December 11, 2008 Town Hall 7:00 P.M.

PRESENT: Chairperson Jim Doriott, Supervisors Jim Hiniker, Linda Countryman, David Johnson and Sheila-Marie Untiedt, Stillwater Township Clerk Pat Bantli, Deputy Clerk Kathy Schmoeckel, Treasurer Carol Collins, Attorney Soren Mattick, Planner Berry Farrington, Engineer Paul Pearson and Park Manager Rick Jacobson.

1. AGENDA - M/S/P Hiniker/Countryman moved to adopt the agenda as amended. (5 ayes)

2. MINUTES - M/S/P Untiedt/Hiniker moved to approve the 11/13/08 Stillwater Town Board Meeting minutes as written. (5 ayes)

M/S/P Untiedt/Countryman moved to approve the 12/3/08 Stillwater Town Board Budget Meeting minutes as written. (5 ayes)

3. JIM DORIOTT'S LAST MEETING - David Johnson thanked Jim Doriott for his eight years of service on the Board and looks forward to his continued participation in the community. Jim Doriott thanked the Board for their assistance over the last eight years and especially thanked Rosemary Ranalla and Pat Raleigh for their support.

4. TREASURER -
   a) Report given.

      M/S/P Countryman/Hiniker moved to authorize the Treasurer to pay the Maroney, Xcel and Qwest bills before they are due to avoid late fees. (5 ayes)

      Carol Collins will work with Building Inspector Jack Kramer to get the outstanding permits updated.
   b) Claims and Checks - #18933 through #18978 were approved for payment.
   c) Budget - The amount budgeted for fire protection should be at least $125,000. The Metropolitan Council grant for $15,000 for comprehensive plan work is not itemized on the budget. Carol Collins is still looking for the threshold for needing an audit. She noted that May Township has one every year. There will be more budget discussion at the first meeting in January.

5. PLANNER –
   a) Orn Variance - The issues of driveway encroachment and trail easement identification have been dealt with. The Planner's recommendation is to approve the variance with the recommendations offered in their memorandum dated December 4, 2008.

M/S/P Hiniker/Untiedt moved to approve the Orn Variance as recommended by the staff. (5 ayes)

b) Cannon Ceremony Facility - The planning commission had considered this at their last meeting and had recommended that the Township's ordinance not be amended. David Johnson reported that he had received a telephone call from the Mayor of Stillwater who had visited the facility and felt that the City Council would agree that they would not see a problem with this facility. Kevin Shoeberg, attorney for the Cannons, said he had made the arrangements for the Mayor and Council Member to visit the site. He believes that the normal parking lot requirement is 2.1 or 2.3 people per car. This requirement would limit other parcels in the Transition Zone from this type of facility. We could also require owners to live on the site which would also limit the number in the Transition Zone. If this were to go into the City, it would come in as a non-conforming use. This is easier to come in through the Township from a procedural standpoint. The City does not want annexation done in a piecemeal basis. They do not need city services.

M/S/P Untiedt/Hiniker moved to accept the planner's recommendation to schedule the draft ordinance amendment for the Joint Board Meeting with the additional conditions of parking restrictions and owner occupancy requirement. (4 ayes, Countryman nay)

c) Places of Worship and Schools - A public hearing had been held at the planning commission with no public comments. The changes being considered are to raise the minimum lot size to 10 acres, to allow a maximum building footprint of 10,000 square feet and to require landscaping.

M/S/P Johnson/Hiniker moved adoption of the ordinance. (5 ayes)

d) Joint Board Meeting - The next meeting will be January 21, 2009 at 7:00 p.m. at the Stillwater City Hall. The Ceremony Facility and Wind Energy Conversion Systems should be included on their agenda.

6. STILLWATER MARATHON - An audience member pointed out that the marathon planned by the City of Stillwater will run on Township roads and they will also go into Bayport. David Johnson reported that the City has indicated they will contact the communities involved for permission.

7. ATTORNEY -
   a) Contracts for Community Services - This will be discussed further at the January meeting. Soren Mattick will get the names for 2009 from Carol Collins.
   b) Potential Axdahl Park Property - Attorney Mattick found that he could not get an appraisal done for $1,000 since comparable properties could not be found. This property is taxed at a valuation of $62,400. He will get an opinion of market value from a local real estate agent and check with the County as to how they determined their valuation.

8. BUDGET - There had been discussion at the Budget Meeting of not requiring staff at both monthly meetings. We could also consider cutting back on the number of Town Board Meetings. Both the Engineer and Attorney said they are comfortable with coming in on an "as needed" basis. There will be more discussion at the next Town Board meeting.

9. PLANNING COMMISSION -
   a) M/S/P Untiedt/Countryman to appoint Lynne Murphy, Richard Robbins and Carole Yoho for another three year term. (5 ayes)
   b) There was discussion at to whether committee members need to live in the Township. The Attorney said he is not aware of any statuary requirement, but we could make it a requirement. There will be more discussion of this on a future agenda.

10. PARK COMMITTEE -
   a) M/S/P Untiedt/Countryman moved to appoint Michael Ranalla and Barbara Riehle for another three year term. (5 ayes)
   b) There is now an opening on the Park Committee.

11. COMMUNICATION COMMITTEE - The bylaws for the Committee need to be established. A liaison will be assigned at the organizational meeting. The committee should consist of five members plus a town board liaison with two staff members for the newsletter and for the website.

M/S/P Hiniker/Johnson moved to appoint Fred Brandt, Lynne Murphy and Barbara Riehle to the Communication Committee. (5 ayes)

M/S/P Hiniker/Untiedt moved to formally establish a Communication Committee with bylaws pending. (5 ayes)

M/S/P Hiniker/Johnson moved to authorize per meeting payments, retroactive to last September, at the park committee payment rate. (5 ayes)

The Communication Committee will discuss bylaws at their next meeting.

12. LOCKING MAILBOX - David Johnson had researched a locking mailbox that could be used at the Town Hall. We will check with the postal service as to whether they will deliver to the parking lot area or if the box needs to be on the street.

M/S/P Untiedt/Hiniker moved to authorize the locking mailbox system not to exceed $500. (5 ayes)

After the new mailbox is installed, the post office box will need to be closed and mail forwarded.

13. WASTE MANAGEMENT - Jim Hiniker will send a copy of their agreement with the City to the Board. This would mean lower rates and better service for residents.

14. JOB DESCRIPTIONS - This will be under Old Business at the second January meeting.

15. ADJOURNMENT - The meeting was adjourned at 9:20 p.m.

Clerk_____

Chairperson_____

Approved_____