

STILLWATER TOWN BOARD MEETING

January 13, 2022

Township Hall - *Hybrid

7:00 P.M.

PRESENT: Chairperson Sheila-Marie Untiedt, Supervisors Mike McMahon, Tim Sinclair, Robert Geisen and Rod Hunter. Clerk Barbara Riehle, Community Service Officer Mark Caroon, Treasurer Marsha Olson, Deputy Clerk Jenni Maes, Planning Commission Member Katie Driver.

REGULAR MEETING

1. AGENDA – M/S/P Sinclair/Geisen moved to adopt the agenda as written. (4 ayes)
2. APPOINT SUPERVISOR- Rod Hunter was sworn in for the Supervisor Seat 4 vacancy which fulfills the remaining term through 2022. Applicants who did show interest are encouraged to get involved with another Township committee and run for office in the election.
3. MINUTES – M/S/P McMahon/Sinclair moved to approve the 12/9/21 Regular meeting minutes. (4 ayes, Hunter abstains)
M/S/P McMahon/Geisen moved to approve the 12/15/21 (closed session) Budget meeting minutes. (4 ayes, Hunter abstains)
4. STAFF- Our Township Attorney had no report and the Closed Session portion will be moved to 1/27/22, Our Engineer and Planner were not in attendance due to the lack of agenda items pertaining to them.
5. TREASURER –
 - a. Report given. Treasurer Marsha Olson gave a report.
 - b. Claims and Checks #23731 through #23759 were approved for payment.
 - c. 2023 Budget Update - Ms. Olson has not heard back with final numbers on the Fire Contract. It is slated to go up 5.4%; she is working to obtain those numbers. Right now, for budget purposes it is at 8.1% increase discussed at the Budget meeting.
6. CLERK
 1. Polling Place Resolution – Clerk Riehle was contacted by Washington County to designate the Stillwater Township Town Hall as our polling place by Resolution. In addition, after redistricting/boundary changes are completed in the Spring, it will be required to be done again. Clerk Riehle will contact Planner Monson for an updated boundary map.

M/S/P Geisen/Sinclair moved to approve the Stillwater Township Town Hall as our Township designated polling place. The Resolution was approved by vote and signed by Board Chair Sheila-Marie Untiedt. (5 ayes)

2. Housekeeping Items – Update:

a. Merchant/Park Reservations

Merchant - Clerk Riehle learned that our GovOffice website design is an older design and does not have the ability to include payment options. A sales person will be contacting Clerk Riehle with some options; once received, options will be reported back to the Town Board. However, we may have the option to use a 3rd party payment option and place a link directing visitors to the payment website. Clerk Riehle will contact Attorney Leah Koch for guidance regarding what other Municipalities do.

Reservations – Clerk Riehle learned that GovOffice does not have a calendar to allow visitors to sign up and be automatically added to a calendar. Instead, a Park/Pavilion Reservations Calendar will need to be created administratively but will require manually updating each time there is a reservation made and payment received.

Note: Clerk Riehle has already been contacted to make reservations for the 2022 season by individuals and also Dave Callahan with SCVAA.

b. Mailbox – Clerk Riehle will reach back out to the County to obtain a vendor link for the mailbox swing away style assembly unit; which will then be posted to our Township website for residents.

c. MAT Officer List – Clerk Riehle will update to include Rod Hunter.

d. LMC insurance – Clerk Riehle has been working to update our policies for the new year. She is working with our Agent at Advanced Insurance to submit the updated Worker's Compensation forms. The Property Insurance Policy now require an appraisal. An appointment has been set for inspection on Wednesday, February 2nd at 11am.

e. Google Analytics – Clerk Riehle noted that she was only able to recover Jan 2021-July 2021 statistics. August 2021-December 2021 stats were not available, noting that it could have something to do with the conversion of the new domain. Clerk Riehle will look into correcting this for 2022 so that data collection may continue.

f. Internet/Broadband- Supervisor Robert Geisen spoke on two volunteers who have stepped up to form the Ad-Hoc Committee around discussions on Broadband and Internet infrastructure for the Township. Planning Commissioners Frank Countryman and Robyn Stoller are starting the initial phase and welcome others who may show interest in this topic to get involved. Supervisor Sheila-Marie Untiedt knew of someone who has knowledge and will share her contact with them.

7. OLD BUSINESS

1. Passive Use Policy – Due to the current pandemic status, Supervisors agree to table this item until April 2022.

2. AED – Items had been on back order and Clerk Riehle was finally able to place an order. The unit will be delivered in 1-2 weeks. Once the unit arrives, there will be training. Clerk Riehle will contact Deputy Fire Chief, Tom Ballis for AED training.

PEOPLE PORTION- (7:30 P.M.)

8. COMMUNITY SERVICE DEPARTMENT – Mark Caroon was present to give a report.
- There were 2 burning permits (96 to date for the year) issued in December.
 - There were no dogs impounded in December, no expenses were incurred.
 - There were 66 total monthly calls for December.
 - There were no permits to carry; 2 permits to purchase for December.
 - Arcola Heights Park has not had a lot of traffic. Nonetheless, they have increased patrol of the area.
 - CSO Mark Caroon says the disc golf targets are still in. Supervisor Rod Hunter mentioned that years ago when baskets were stolen it was decided to cement them in and keep them out all year.
 - CSO Mark Caroon reported from the DNR that it is coyote and fox season, meaning they can be hunted at night.
 - Ordinance Violation letter – CSO Mark Caroon made a site visit to the property on 112th Street. He spoke with the homeowner, Mr. Wayne Johnson, who explained the current situation. Mr. Caroon will check in with Planner Evan Monson and/or Attorney Soren Mattick for further guidance to determine whether there is a violation of an ordinance.
 - Silver Lake Association – CSO Mark Caroon made a site visit to the property on Mayfield Ave. He spoke with the homeowner, Mary Tuckner, who explained her situation. This property is zoned to allow for 3 horses. There was a 4th horse present, but will be moved to her other property in a few weeks. Mr. Caroon will work with the homeowner to assist with viable options for the property, whether that means a CUP would be applied for. Mr. Caroon will also look into County property records to determine correct acreage.
 - Incident calls are logged and reported to the Town Board/Attorney. Including OWB calls.
 - Raleigh Pit/Miller – Mr. Caroon will be researching the history of the Raleigh Pit to help himself better understand the permitting process, etc. Town Board Supervisors received an email from resident Mitch Reiners who has been communicating with Washington County Planner Kurt Howards who answered many of Mr. Reiner's questions. A permit was issued in 1966 that identifies one of the conditions established in the original language from the 1966 permit that may not be prohibited include: Mike Raleigh may operate his gravel pit on the condition that only his equipment be used to operate it. Supervisor Untiedt went on to say Mr. Reiners is asking the Town Board to enforce that since Mike Raleigh is not operating his own equipment. Mike Raleigh owns the property but it is leased to another operator, Miller Excavating Inc. Mr. Caroon is looking for guidance on understanding hours of operation and routes. Supervisor McMahan suggested that more documentation could prove helpful to record what neighbors say is happening on the property, so that during permit renewal meetings this documentation can be reported. A resident suggested monitoring traffic routes. The AOP is up for renewal in March.

9. PLANNING COMMISSION – Supervisor Liaison Robert Geisen gave a summarized overview on the conversation surrounding Short-Term Rentals. The Planning Commission met recently and are requesting the Town Board support them in proceeding with drafting an Ordinance on this topic. Supervisors support the work the Planning Commission and our Planner are doing.

10. PARK COMMITTEE – No Report.

11. COMMUNICATION COMMITTEE – Clerk Riehle mentioned that the next meeting is postponed a week; Deputy Clerk Jenni Maes will update and post a revised agenda.

12. NEW BUSINESS –

a. Spring Clean Up 2022 – Newsletter Editor Kimberly Cole was not able to be present but she communicated some summarized options via email. Supervisors discussed options. Treasurer Marsha Olson attended a recent seminar with MAT and learned that the ARPA funds could be used as they have now expanded the use criteria. Supervisors determined to combine a couple of suggested options.

M/S/P McMahon/Hunter moved to approve the use of ARPA funds, in addition to increasing the fees (which will be determined at the discretion of the Communication Committee), to help offset the cost. (5 ayes)

b. Organization-Committee Liaison Appointments – Planning Commission, Supervisor Robert Geisen; Park Committee, Supervisor Rod Hunter; Communications Committee, Supervisor Mike McMahon; Joint Board, Supervisor Tim Sinclair; Supervisor Sheila-Marie will support and substitute for any of these assignments.

13. ADJORNMENT – M/S/P Hunter/Sinclair moved to adjourn the meeting. (5 ayes)
The meeting was adjourned at 8:15 p.m.

Clerk_____

Chairperson_____

Approved_____