

STILLWATER TOWN BOARD MEETING

February 10, 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 and Attorney Representation Jared Shepherd.

REGULAR MEETING

1. AGENDA – M/S/P Sinclair/Hunter moved to adopt the amended agenda to include discussion Treasurer- Board of Audit; Planner – AOP paperwork; Clerk – Clean Up Event details and Litigation expenditure. (5 ayes)

2. MINUTES – M/S/P McMahon/Sinclair moved to approve the 01/13/22 Regular meeting minutes. (5 ayes)

M/S/P McMahon/Geisen moved to approve the 01/27/22 Closed Session meeting minutes. (5 ayes)

3. STAFF- Our Township Attorney had no regular business report. The Closed Session portion will be at the end of the regular meeting. Our Engineer and Planner were not in attendance due to the lack of agenda items pertaining to them.

4. TREASURER –

a. Report given. Treasurer Marsha Olson gave a report.

b. Claims and Checks #23760 through #23781 were approved for payment.

Ms. Olson reported the following:

2023 General Fund Proposed \$493,643

2023 Road & Bridge Proposed \$267,794

2023 Capital Road & Bridge Proposed \$293,500

Total Proposed Levy of \$1,054,937. This is an increase of 8.79%, or \$85,234 over 2022.

This increase can be accounted for as follows:

- The town is budgeting for a \$37,000 increase in legal expenses. This is due to the threatened litigation over diminished air quality due to wood burners in the community.
- The town is budgeting for a \$17,059 increase in the Fire Contract. This number was based on the formula that Stillwater uses to calculate the town's fair share. This number came directly from Stillwater.

- The town is budgeting for a \$21,000 increase in Ditching, Mowing & Brushing. This number has been steadily increasing over the last three years. The projected 2023 budget number is the actual in 2021 with added dollars for inflation.
- The town is also budgeting for an increase of \$5,260 in Snow and Ice Removal. This is mainly an adjustment due to inflation and the cost of fuel rising quickly.

M/S/P Hunter/McMahon moved to approve the proposed levy numbers to bring forward to the residents at the Annual Meeting. (5 ayes)

c. Board of Audit - Ms. Olson presented and reported the following:

Town Board Supervisors were able to review the financial reports from December 2021 and January 2022. They were asked to vote to approve and accept the numbers presented throughout the year which include the approval of incoming receipts and outgoing expenses. On December 31, 2021 the ending balance was \$2,761,457.

M/S/P Sinclair/Geisen moved to approve the Board of Audit numbers as stated. (5 ayes)

5. PLANNER- Chairperson Sheila-Marie Untiedt would like to address the Miller/Raleigh AOP paperwork. The application has come in and Planner Evan Monson will review to make sure he has everything that is needed. The Public Hearing will be during one of the March meetings (March 10 -or- March 24) dependent on when the public can be given proper notice, and the Town Board has time to consult our Attorney to answer some questions regarding crushing activity and recycling. Clerk Riehle will ask our Planner/Attorney if there is a timeline for acceptance of the application.

6. CLERK

A. Polling Place Resolution – Clerk Riehle will move this to the March meeting. She was contacted by Washington County to designate the Stillwater Township Town Hall as our polling place by Resolution. After redistricting/boundary changes are completed mid-February, it will be required to be done again. Clerk Riehle will work with Washington County to provide what is needed.

B. Annual Meeting – The Annual meeting date is set for Tuesday, March 8, 2022. Clerk Riehle has begun inviting presenters (Library, YSB, Historical Society, etc.) A public notice will need to go out by 2/23/22. Town Board Supervisors discussed the best way to handle “Hybrid”. They determined that only residents who are present in person can vote, but anyone who is virtual can observe and participate only but cannot vote. The consensus was to add this language to the public notice.

C. Clean-Up Event – This year’s event will be held Saturday, May 14, 2022 from 9am-12pm; Kimberly Cole is working with Maroney’s. There was a question about whether or not Clean-Up Event volunteers were covered by insurance. It was determined that yes, they are covered.

D. Public Communication - A resident called Clerk Riehle and asked for confirmation on how much money would be spent for litigation on the outdoor wood burner and asked when would the public be notified? Chairperson Sheila-Marie Untiedt responded that all Treasurer work is public record, it would come from General Funds and Attorney Shepherd added that any expenditure for litigation would be addressed and approved at a public meeting.

E. Park Reservations – Clerk Barbara Riehle and Deputy Clerk Jenni Maes will be meeting to evaluate and discuss options for setting up the website.

7. PLANNING COMMISSION – Supervisor Liaison Robert Geisen gave an overview on the conversation surrounding Residential Short-Term Rentals. The Planning Commission met recently and are continuing to make progress. There will be further discussion points at the next Commission meeting.

8. PARK COMMITTEE – No Report.

9. COMMUNICATION COMMITTEE – Supervisor Liaison Mike McMahon reported that the committee met in January. A newsletter is being drafted and will include Annual meeting and Levy information.

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

10. COMMUNITY SERVICE DEPARTMENT – Mark Caroon was present to give a report.

- There were burning permits issued in January but no final number given.
- There were no dogs impounded in January, no expenses were incurred.
- There were 59 total monthly calls for January.
- There was no report on permits to carry or permits to purchase.
- Dates for 2022 Washington County Sheriff's Office Range should be on website soon.
- CSO Caroon will be working on CUPS the next couple of months – the County Shop Range inspection was already completed.
- Newsletter Editor Kimberly Cole asked for public safety content.
- Johnson Property follow-up – CSO Mark Caroon spoke with 112th Street property owner, Wayne Johnson. Mr. Johnson and his son Chase were present. They further explained the current situation. CSO Caroon confirms Mr. Johnson has done everything he was asked to do. CSO Caroon has made site visits. Parking will continue to be addressed as needed yet is not in violation. CSO Caroon will check in with the party who filed the complaint.
- Silver Lake Association – CSO Mark Caroon gave an update on Mary Tuckner's property. She is current on the number of horses allotted for the property. Manure is removed in the spring. The issues have been resolved. The County Property Records Department should be consulted to determine correct acreage.

11. OLD BUSINESS

1. April meeting moved – The Town Board regular meeting will be moved to the 3rd Thursday, April 21 to avoid Holy Week conflicts.

2. AED – The unit has arrived. Clerk Riehle will contact Deputy Fire Chief, Tom Ballis for AED training (Hands Only CPR). Clerk Riehle will request training on March 10 prior to the next regular meeting. Maintenance Bob Ranalla will plan to install the AED box and relocate the first-aid kit to the wall near the bathroom door.

12. NEW BUSINESS – No new business.

M/S/P McMahon moved/Sinclair seconded to enter into a closed session as permitted by the attorney-client privilege (section 13D.05 Subd. 3(b)) to discuss possible litigation involving a potential public nuisance located on the Haines property (9262 Otchipwe Ave N.; Stillwater, MN 55082). (5 ayes)

Town Board Supervisors met in closed session.

The public meeting was reopened. No further business was discussed.

13. ADJORNMENT – M/S/P Sinclair/Hunter moved to adjourn the public meeting. (5 ayes) The meeting was adjourned.

Clerk_____

Chairperson_____

Approved_____