

STILLWATER TOWN BOARD MEETING

March 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 and Attorney Representation Jared Shepherd.

REGULAR MEETING

*Prior to the meeting, AED training was held at Stillwater Fire Station.

Supervisors suggested that election judges attend training before November election.

1. AGENDA – M/S/P McMahon/Geisen moved to adopt the amended agenda to include discussion: Engineer – pending Xcel work in ROW, Treasurer -YSB additional support request and Levy question, CSO – category reporting and Clerk – Ad-Hoc committee update. (5 ayes)
2. MINUTES – M/S/P Hunter/McMahon moved to approve the 02/10/22 Regular meeting minutes which include closed session portion. (5 ayes)
3. ATTORNEY- Our Township Attorney was present but had no regular business report. The Closed Session portion will be at the end of the regular meeting.
4. ENGINEER – Engineer Mike Nielson was not able to be present. Clerk Riehle read the memo and Xcel request for approval. Mr. Nielson is currently working on a draft permit application form for future requests.

M/S/P Sinclair/Geisen moved to authorize the powerline pole replacements as noted in the four attached drawing sets provided with the acceptance of the \$5,000 construction bond to ensure that any disturbance to the ROW is restored to original or better condition. (5 ayes)

5. TREASURER –
 - a. Report given. Treasurer Marsha Olson gave a report.
 - b. Claims and Checks #23782 through #23803 were approved for payment.
 - c. YSB – At our recent Annual meeting there was a request for a \$250 increase in support which would apply towards technology for tele-health. A question on whether we could use Covid Relief funds for this support. Treasurer Marsha Olson responded in affirmation that we can use Covid funds. M/S/P Hunter/Sinclair moved to approve the additional support request of \$250 using Covid Relief funds. (5 ayes)
 - d. Levy question – At the Annual meeting, residents asked questions about what impact approving the levy increase of 8.79% would have on the average home in the Township. Treasurer Olson says Washington County would be best asked those questions since they can look at market value and know the percent of assessed value for each home.

e. April claims – Our April meeting will be a week later. Our claims for payroll still need to be in by April 13th to avoid fines from the IRS.

6. PLANNER- No report.

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

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

- There were 7 burning permits issued in February.
- There were no dogs impounded in February, no expenses were incurred.
- There were 37 total monthly calls for February.
- Road issues/complaints should be reported to CSO Mark Caroon.
- CSO Caroon will continue working on CUPS.
- Category reporting – Mr. Caroon is following what was in place when he started. He explained that handgun permit reporting happened when we were a police department but now reporting could be updated. There are other categories that could be updated as well. Mr. Caroon will report back next month with relevant suggestions for review.
- CSO Caroon reported that Joe Haines advised of chipping that would take place for approximately one week. This information was shared with neighbors.

8. CLERK

A. Adopt Redistrict Polling Place Resolution, Precinct and Maps – Clerk Riehle presented the Resolution establishing precincts and polling place in Stillwater Township. Also included were the descriptions of precincts accompanied with map illustrations. Clerk Riehle will submit the necessary information to both Washington County and the Secretary of State as required. M/S/P Sinclair/Hunter moved to authorize Chair Supervisor Untiedt and Clerk Riehle to sign and approve what was presented. (5 ayes)

B. Insurance Policy – Clerk Riehle reported that our renewal policy premium this year is \$6636 (\$7266 in 2021) due March 2022; the LMC appraisal helped lower the premium but Clerk Riehle noted that Arcola Heights was missing from the report. An amendment to our policy will be done to include Arcola Heights Park, but Clerk Riehle has not seen the paperwork on that yet. That information will be reported at a future meeting.

C. Ad-Hoc Committee – Clerk Barbara Riehle contacted MN Assoc. of Townships Attorney Karl-Christian Johannessen to clarify specific rules for subcommittees. Clerk Riehle learned that someone needs to be present to take minutes but MN Law does not require it to be the Clerk for its subcommittees. The committee is planning to meet Monday, March 14 at 10am at Town Hall. At this time, there are four members.

9. PLANNING COMMISSION – No report.

10. PARK COMMITTEE – No Report.

11. COMMUNICATION COMMITTEE –

12. OLD BUSINESS

GovOffice Representative Mike Chaloupka. They learned that in order to have the epayment system available, Stillwater Township would have to upgrade our design. Mr. Chaloupka sent a proposal, Clerk Riehle will forward to Supervisors. This will be discussed further at our April 21st meeting. In the meantime, for the 2022 season, Clerk Riehle and Deputy Clerk Maes will determine the process they will use.

12. NEW BUSINESS –

- Annual meeting feedback - Supervisors reported positive feedback. Supervisor Hunter expressed a concern about hypothetical radical changes in an agenda and how to protect the township from that. Clerk Riehle will check with the MAT Attorney and request feedback. She will report back.
- Dog licensing – This will be discussed further at a future meeting.
- Covid Relief Funds – Treasurer Olson was asked for confirmation on what we could use those funds for. 1.) HVAC replacement for the town hall building. Supervisor McMahon will get bids. 2.) To offset Litigation funds. 3.) Internet upgrade. 4.) Road & Bridge.

Treasurer Olson explained that when the money was issued to us, it was for water, broadband and lost revenue. Treasury issued a statement saying anyone who did not receive \$10 Million in Covid funds have lost purchasing power. Therefore, it would go into the “lost revenue” bucket. The funds would need to be committed to a project by Dec. 31, 2024 and completed and paid for by Dec. 31, 2026. The only two things Covid funds cannot pay for are: pre-existing debt and to fund a pension plan.

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 McMahon/Sinclair moved to adjourn the public meeting. The meeting was adjourned at 9:20 P.M. (5 ayes)

Clerk_____

Chairperson_____

Approved_____