

STILLWATER TOWN BOARD MEETING

April 21, 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 Commissioner Katie Driver and Engineer Michael Nielson via zoom.

CLOSED MEETING

Clerk Riehle and Township Supervisors conducted employment Committee/Commission application interviews with Carrie Rolstad, Lauren Hill and Noah Smith.

REGULAR MEETING

1. AGENDA – M/S/P Sinclair/Geisen moved to adopt the amended agenda to include the following additions:

Attorney: a. OWB – schedule neighborhood meeting; b. AOP – Board assignments for follow-up. *CSO:* b. Mining Operation – South of Hwy 36. *New Business:* 3. Appoint positions. (5 ayes)

2. MINUTES – M/S/P Geisen/McMahon moved to approve the 03/24/22 Regular meeting minutes. (5 ayes)

3. ATTORNEY –

a. OWB - An informational neighborhood meeting regarding the OWB is scheduled for Wednesday, May 4, 2022 at 7PM at town hall. Neighbors will be informed about the meeting.

b. AOP – Supervisors discussed the follow-up assignments for next week’s AOP continuation meeting. Supervisor Geisen – evaluation of eliminating recycling and its legal aspects. Supervisor Sinclair – Watershed review timing and possible increase frequency.

4. ENGINEER – Engineer Mike Nielson was present to give a report.

a. Bids – Snow removal/Road & Trail Maintenance contract drafts were circulated to the Board. The current contracts will expire October 2022. The recommendation by our Engineer was to review the number of hours bid. Treasurer Marsha Olson will check with Miller to assist. The bids will be updated and brought back to our May 2022 Town Board meeting for approval.

b. Driveway Access – Permission to proceed.

a. 9776 Stonebridge Trail – request for a second driveway which requires review by the Board. Resident Samantha Luedke inquired on building a road on their property to access their back pasture/acreage. She will be asked to fill out an official application and include a map for review process.

b. 109th Ct. N/Stonebridge Tr. – property access request prior to purchase. James Berthiaume inquired about future driveway access point. Engineer Nielson highly

recommends the Board to approve the driveway access to this property from 109th Court N as the safest viable option.

c. Carry over \$150K-\$160K of road work. 2023 bids, early request.

5. TREASURER –

- a. Report given. Treasurer Marsha Olson gave a report.
- b. Claims and Checks #23804 through #23827 were approved for payment.
- c. Clerk Riehle reported that a “thank you” letter from the library had come in the mail.
- d. By mistake an invoice was missed; A separate check will be cut to pay for the grills in Otto Berg Park and will be signed at next week’s meeting.
- d. May claims – Our May meeting will be a week later. Our claims for payroll still need to be in by May 11th 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. He updated his report form.

- There were 11 burning permits issued in March.
- There was 1 dog impounded in March; dog was claimed 3 days later.
- There were 74 total monthly calls for March.
- DNR burn restrictions went into effect April 12th, no burn permits will be issued until lifted. A 3x3x5 recreational fire is still okay. Prescribed permits are okay as well.
- Weight restrictions are still in effect; County Public Works will notify once they are lifted.
- Event Permit – request from Sarah Stivland at 11626 Otchipwe Trail for a “Yoga Festival Event” scheduled September 23-25. This private event is through registration. Approximately 200 attendees. Insurance requirements have changed. All parking on private property. Event will be well signed. No live music. Each instructor holds their own insurance. Neighbors notified of the event. CSO Mark Caroon will approve once insurance info is submitted.
- Anderson Property – mining operation south of Hwy 36. CSO Caroon went out and visited the site. There are several piles of dirt on the property. A large pile of recycle but does not appear to have excavation happening. There is a conveyor there probably for screening. From an arial view it could appear to have mining, but it does not appear that way upon visit. CSO Caroon will contact Ann Miller with the Washington County Assessor’s office to help answer her questions about classifying use of the property.
- Parcheta Water Ski permit – Dan Parcheta at 11252 Norell Ave N requested a Slalom ski course on Loon Lake. Chairperson Sheila-Maire Untiedt signed the permit.
- Bear – CSO Caroon reported a Large Bear on 11000 block of Penfield Ave. Recommend bird feeders be brought in.
- Dog Licensing – Review Requirements. Many communities have dropped the licensing requirements. There are other networks out there that handle County lost dogs. Supervisor Hunter believes it is no longer a benefit to the Township as

90% is administrative costs. Supervisor McMahon asked what the purpose for licensing has been if anything other than for Vaccines (rabies) and promoting spay/neuter dogs. Is there an ordinance to “fine” dog owners for not having current rabies vaccination? Deputy Clerk Jenni Maes reported that is how City of Grant does it. Supervisor Hunter suggested implementing costs for impounded dogs; i.e.: \$100 impound fee/vaccinated dogs and \$500 impound fee/unvaccinated dogs. We will be looking into phase-out and suspend taking in more money for licensing until a final decision is made. The ordinance will need to be updated if there are changes. Chairperson Supervisor Sheila-Marie Untiedt suggested bringing this conversation back at a future meeting in June.

8. CLERK

A. Passive Use Application – Clerk Riehle brought this tabled topic forward from January 2022. In 2021, there were several updates made to the application and Clerk Riehle was able to get legal perspective as well. Supervisors agree this would be approved for non-profits such as Boy Scouts, Girl Scouts, HOA meetings, etc. Everyone is in agreement to use the application as written and see how it goes; review after a few uses/6 months. M/S/P McMahon/Sinclair moved to adopt the Town Hall Passive Use Application form and Rules & Regulations with review in 6 months. (5 ayes)

B. May Town Board Meetings – There were staff conflicts with the regularly scheduled meetings. Supervisors discussed the need for record of discussion, not minutes, for the May 4th Informational Neighborhood meeting. Clerk Riehle will attend. The May 12th Town Board meeting will be rescheduled to May 19th and the May 26th meeting will likely be cancelled if there are no agenda items.

C. Park Reservation – Plan for 2022 – Deputy Clerk Maes and Clerk Riehle are handling the reservation process very much like Kathy Nelson did. There is not enough time to put anything new in place for 2022; however, they are looking at viable options. The main concern is how to handle the return of damage deposit moving forward. This year the process is fairly smooth; but note how important it will be to move into a more digital way to accept payments in the future. This conversation will continue until a decision is made.

D. Food trucks – Supervisors don’t see an issue at this time. This can be revisited in the future if needed.

E. Retirees – Park Manager Kelley Shantz is looking to step down from his position and will update his job descriptions, once complete, Clerk Riehle will post. Also, long-time Planning Commission Member Lois Cutler has decided to resign effective April 30th.

9. PLANNING COMMISSION - Liaison Supervisor Robert Geisen reported on Commission discussions specific to Short-Term Rentals. The Commission will meet on May 5th at town hall.

10. PARK COMMITTEE – Liaison Rod Hunter reported. The Committee met recently and will be meeting for tours of the parks and trails. It was suggested to locate the log of donations to the “Friends of Stillwater Township Parks” and get back to a process. There is a home for sale on Partridge Ave, there is an error on the County map that will need to be addressed. Clerk Riehle will work with Planner Evan Monson and report back to the Board as needed.

11. COMMUNICATION COMMITTEE – The Committee will meet Tuesday, May 17th.

12. INTERNET AD-HOC COMMITTEE – Committee Chairperson, Robyn Stoller was present with Bob Niemann. Also present were Peter Howard and George Burns. They proceeded to update the Town Board on what they have been discussing. Their PowerPoint was very detailed. Clerk Riehle will post the slides to the website.

[Internet Ad hoc Committee Update_042122.pptx \(live.com\)](#)

Committee members updated the Supervisors with the following items:

- Committee objectives – current state of internet speeds, research options to improve speeds, raise resident awareness and provided the Board with findings and available options.
- MN Statutory Broadband Goals – 25Mbps (download speed)/3Mbps (upload speed) by 2022 and 100Mbps (download speed)/20Mbps (upload speed) by 2026. State and County broadband grants require projects deliver at least 100/20Mbps. Map review.
- Township State Grant eligibility
- Diane Wells – State contact.
- Committee work done to date – shared interview with Scandia City Council member Steve Kronmiller.
- Internet Speed Test (Ookla)- link will be posted to website.
- Code Red- This can be used to communicate to residents. Recommending 2x on Tues/Wed. Along with the newsletter and the website.
- Broadband Expansion Options – Fiber/Coaxial, Cell towers, Satellite, POTS (plain old copper telephone wire)
- Random Speed test comparisons (2020 data)
- Information on Broadband Grants –_FCC Affordable Connectivity Program, USDA Re-connect Program, MN Broadband grant program, Washington County. No one has applied yet.
- Other Resources sought – MN Association of Townships contact, Verizon, T-Mobile and potential cell tower leasing.
- Encouragement to send letters – A letter template shared suggesting residents contact local state legislators on broadband funding.
- Starlink info
- Century Link – They have done little to nothing in the past 5 years to improve our performance in the Township.
- Banner
- Board Input –
 - a. Resident internet speed tests to collect baseline metrics
 - b. Other possible actions for residents – letter and sign up for provider notifications on service availability.
 - c. Meet with Century Link, Xfinity, T-Mobile, Verizon: future plans.
 - d. Apply for Grants.

We have until December 1, 2023 to apply for a County Broadband Grant, or until the \$2M allocation runs out. This information will be added to the next newsletter.

In addition, members will be looking at best practices to store data and information.

13. OLD BUSINESS – GovOffice design upgrade will be revisited at a future meeting.

14. NEW BUSINESS –

a. Bid – Valley Green. Supervisors discussed the contract bid details. M/S/P McMahon/Sinclair moved to approve the Valley Green proposed lawn care contract. (5 ayes)

b. Appoint new members – Supervisors would like to appoint the applicants to their committees as follows. Clerk Riehle will inform them of their appointments. M/S/P Sinclair/Geisen moved to appoint Carrie Rolstad to the Planning Commission. (5 ayes)

M/S/P Geisen/Hunter moved to appoint Lauren Hill to the Park Committee. (5 ayes)
M/S/P Geisen/Sinclair moved to appoint Noah Smith to the Park Committee. (5 ayes)

c. Employee review – CSO Mark Caroon is up for his 6-month review. Supervisors will meet in closed session on April 28th at 6:30PM prior to the regular meeting.

15. ADJORNMENT – M/S/P Geisen/McMahon moved to adjourn the meeting.

The meeting was adjourned at 9:25 P.M. (5 ayes)

Clerk_____

Chairperson_____

Approved_____