

STILLWATER TOWN BOARD MEETING

August 11, 2022

Township Hall - *Hybrid

7:00 P.M.

PRESENT: Chairperson Tim Sinclair, Supervisors Mike McMahon and Robert Geisen. Clerk Barbara Riehle, Deputy Clerk Jenni Maes, Treasurer Marsha Olson, Planner Evan Monson (via Zoom) and Engineer Mike Nielson (via Zoom). Supervisors Rod Hunter and Sheila-Marie Untiedt (not present).

REGULAR MEETING

1. AGENDA – M/S/P McMahon/Geisen moved to adopt the amended agenda to include:
 - a.) Update on the 45-day permit for Miller’s AOP under “Planner”.
 - b.) Little Carnelian signage and cement truck on a trail under “Parks & Trails”.
 - c.) Update on Fairy Falls parking NPS under “Old Business”.
 - d.) Hot water system at town hall, filing to run for Board Supervisor seat and picnic under “New Business”.(3 ayes)

PUBLIC HEARING

Chairperson Tim Sinclair opened the public hearing regarding Dog License Ordinance changes. Planner Evan Monson was present via zoom to give a summary update.

As stated in the staff report:

- 1.) There would no longer be a need to require dog tags and this ordinance revision would repeal old or outdated ordinances.
- 2.) The ordinance would consolidate previously approved requirements for Kennels (both private and commercial) into one ordinance.
- 3.) Zoning requirements would remain in effect.
- 4.) “Dangerous dogs” is covered in Ordinances #136 and #193.

The Board could either approve with/without revisions or table for further review.

Chair Sinclair asked whether rabies vaccination would still be a requirement? Yes, it is a kennel license certificate requirement. However, if an individual dog was picked up, the penalty without rabies vaccination would be greater through impound than Township enforcement. Specific language will not be added to the ordinance regarding rabies.

The Public Hearing was closed at 7:15p.m.

Further discussion during the “Planner” section of the regular meeting.

2. MINUTES – M/S/P McMahon/Geisen moved to approve the 07/14/22 meeting minutes as written. (3 ayes)

3. ENGINEER – Michael Nielson was present via zoom. He reported that he used a MnDOT model and adapted it for our purposes for the fuel escalation costs. It shows the breakdown for the gallon/hour for each piece of equipment. In addition, he explained that the Township could either a.) establish a base fuel cost at the time of bid using the index in the policy. -or- b.) Use a Local Wholesaler and average the basis from fuel costs

as they relate to the beginning of the month and the end of the month. If the base fuel cost varies by 15%; then they use a formula to adjust that cost. If it goes down, there would be reimbursement to the Township, if it goes up, a calculation would extend a cost to the contractor.

Supervisor Geisen asked who would be monitoring? Engineer Nielson believes the Treasurer could with the invoice, he would ask that the Township be given a contact at the "Wholesaler". The details of how are unknown and could be done different ways.

Engineer Nielson will get the ad for bid information to Clerk Riehle on Monday 8/15; Clerk Riehle will post to our website and to the Stillwater Gazette for the 8/26 paper. This will allow the necessary 4-weeks for bid submittals. The bid deadline is 9/28/22 and will be brought to the October Town Board meeting for approval. The contracts are separated as follows:

- a. Snow Removal Contract: M/S/P McMahon/Geisen moved to approve the ad for bid for posting which will include the updated fuel escalation information. (3 ayes)
- b. Road & Trail Maintenance Contract: M/S/P McMahon/Geisen moved to approve the ad for bid for posting which will include the updated fuel escalation information. (3 ayes)

4. PLANNER –

Dog Ordinance Draft – There was no further discussion.

M/S/P McMahon/Geisen moved to approve the Ordinance edits as written. (3 ayes)

Permit AOP Update – Planner Evan Monson will reach out to Mike Isensee at Carnelian Marine St Croix Watershed District (CMSCWD) for an update on the Wetland Replacement Plan Application. The deadline date has expired.

5. TREASURER –

- a. Report given.
- b. Claims and Checks #23836, 23893 through #23918 were approved for payment. Ms. Olson reported that the second ARPA payment of \$110,812 was received on 07/01/22; we have until 12/31/24 to designate funds to a project but until 12/31/26 to complete the project due to supply chain issues. It cannot be spent on pension plans or pre-existing debt. It is set up in its own separate fund. To use, the Town Board Supervisors would need to direct and designate for tracking and submittal to the Federal Government.

Clerk Riehle requested monthly financial reports from April to present so that she can update the website. Treasurer Marsha Olson will get them to her.

6. COMMUNITY SERVICE DEPARTMENT – Mark Caroon was not present; Clerk Riehle read a report aloud.

- There was 1 burning permit issued in July.
- There were 81 total monthly calls for July.
- There were 4 animal complaint calls for July.
- There were 43 traffic related calls for July.

7. CLERK –

a.) Canvass of Elections - Clerk Barbara Riehle reported that Washington County does not require canvassing for the Primary Election. To canvass the General Election, a date/time needs to be set now and posted (between M-Th Nov 14-17). Treasurer Marsha Olson will serve as Notary. Town Board members designated Monday, November 14, 2022 at 9:00 AM at town hall to canvass elections; a quorum and notary must be present.

b.) Fire Contract – Clerk Riehle reported that the current contract with the City of Stillwater is soon to expire. The proposed contract covering January 1, 2023 through December 31, 2025 (3-years) will need permission for our Clerk and Chairperson Sheila-Marie Untiedt to sign. M/S/P Geisen/McMahon moved to authorize signatures for the 3-year Fire contract. (3 ayes)

c.) Primary Election – Clerk Riehle reported on how everything went with having two Precincts. Washington County will make an appointment for a site visit to help with “flow” in the room. Clerk Riehle reported her thankfulness to all who served as an Election Judge.

d.) Document storage and sharing – Clerk Riehle asked the Board for assistance and direction on best ways to provide, access and share a “folder” of documents for a meeting instead of various emails. That way it is in one spot and can be simply opened and printed with ease. Supervisor McMahon believes Google Drive has a “read-only” option that would work. He will give Clerk Riehle some instruction. It will be researched to see if it could potentially be uploaded to the website if needed. In addition, the printer in the office will be looked at for easier printing. Supervisors believe the printer is over 10 years old, though wireless, it may need to be upgraded to a Bluetooth/5G, as it could then be accessible via Township cell phones for printing purposes.

8. PARK COMMITTEE – The committee met on 8/8/22.

a. Signs & Fences - Supervisor Rod Hunter mentioned to Clerk Riehle in an email that there are illegible signs and fences in disrepair near the shore of Little Carnelian Park that will need some attention. Further requests for approval will come at a future meeting.

b. Concrete truck – Supervisor Geisen reported that he was informed by a resident that there may have been a concrete truck on the “Curtiss Hills Trail”. This will need to be investigated as that would be in violation.

c. Garbage at Little Carnelian – Discussion should be added to the September meeting agenda.

9. OLD BUSINESS

- Fairy Falls Parking – NPS should be contacted for a follow up.
- HVAC - Supervisor Mike McMahon reported that work is set to be performed on August 30-31.
- Signage & Painting – Clerk Riehle will request an update from Engineers Mike Nielson and Paul Pearson on parking lot handicap striping at Otto Berg and also signage/painting update at Fairy Falls. Add to agenda in September.

10. NEW BUSINESS –

- Hot water system – The town hall has two sinks. A 40-gallon tank is currently in the basement. Supervisor Geisen suggests going out for bid for an energy efficient “on-demand” under sink water heater. Bids can be brought back to a future meeting for review.
- Filing Affidavits – Run for Board Supervisor Seat Openings – Residents will elect two Town Board members in the general election, Tuesday, Nov 8. The seats are currently held by Mike McMahon and Rod Hunter (who was appointed to fill the remaining term following a resignation). The filing period runs from Aug 2-16. Interested candidates should contact Clerk Barbara Riehle for filing information.
- Picnic – The annual township picnic is this Sunday, August 14 from 12PM-3PM.

11. ADJORNMENT – M/S/P McMahon/Geisen moved to adjourn the meeting.
 The meeting was adjourned at 8:35 P.M. (3 ayes)

Clerk_____

Chairperson_____

Approved_____