

STILLWATER TOWN BOARD MEETING

September 8, 2022

Township Hall - *Hybrid

7:00 P.M.

PRESENT: Chairperson Sheila-Marie Untiedt, Supervisors Mike McMahon, Rod Hunter and Tim Sinclair. Clerk Barbara Riehle, CSO Mark Caroon, Treasurer Marsha Olson, Planner Evan Monson and Engineer Mike Nielson. Supervisor Robert Geisen (not present).

REGULAR MEETING

1. AGENDA – M/S/P Sinclair/McMahon moved to adopt the amended agenda to edit as follows:

- a.) Add:
 - 1.) New Business: Set Budget Meeting in December.
 - 2.) New Business Wetland Permit Review Process –Jay Riggs meeting request.
 - 3.) Clerk: Trees – Right-of-way; responsibility.
- b. Remove:
 - 1.) Planner: Sinclair Subdivision
 - 2.) Internet-Ad-Hoc: move to November meeting.

2. MINUTES – M/S/P McMahon/Sinclair moved to approve the 08/11/22 meeting minutes as written. (3 ayes; Untiedt abstain)

3. ATTORNEY – Supervisor Chair Sheila-Marie Untiedt read a statement from Attorney, Jared Shepherd. The Township has filed a lawsuit to enforce its prohibition against OWB’s against Bonnie and Joseph Haines. The Township Clerk can provide the public with a copy of the Amended Complaint.

4. ENGINEER – Michael Nielson was present. Mr. Nielson reported on the following:
a. Ads for Bid – Request for bids have been posted on QuestCDN (online bidding package) and also on our Township website. To date, we have received one bid for Snow Removal and one bid for Road & Trail Maintenance. Neither bid from Miller. The deadline to submit bids is 9/28/22.

b. Road Striping – The Park Committee requested to remove the Otto Berg Park handicap stall parking off the (90th) roadway due to safety and move it off-road. There was a discussion to move it to the best location. Engineer Nielson recommends moving it to the head-in parking off 90th and then re-graveling the trail to connect up to the existing trail. The County does not do small striping projects like this; they gave the contact of Chad at Invision Services; but Steve from Miller was contacted to do this. The cost Steve bid was approximately \$450 which includes grinding the old stripes off and add the striping in Otto Berg Park along with the stall along Town Hall.

M/S/P Sinclair/Hunter moved to accept the bid not to exceed a \$500 expenditure for moving the handicap accessible parking stall. (4 ayes)

c. Fairy Falls Parking – Engineer Nielson reported that Craig Hansen from NPS requested the Township remove parking along the north end of Orwell Avenue on the east side of the road to allow for 6-8 parking stalls. NPS is planning a “soft” reopening

this fall. They are working on proper signage. They plan to attend the October Town Board meeting. There was brief discussion on road striping. Further discussion will take place at the October meeting, discussion was tabled.

d. Curve Sign – Residents at 9773 Mendel Rd requested signage due to limited visibility. Engineer Nielson met with the Homeowners, he recommended the Homeowner cut trees and brush back the best they can; then it can be revisited. The hesitation to sign one curve would open the door for more. If at that time it's determined it's needed it would be prudent to put in a sign.

e. 2023 Street Improvement (request to begin bid prep) – Some projects were delayed from last year. Mr. Nielson is ready to prepare the specifications. He went over the project locations for Overlay and Chip (Otta) Seal projects. He discussed with the Board a variety of historical details of what has been done and what lasts. He was given authorization to begin the prep.

5. TREASURER –

a. Report given.

b. Claims and Checks #23919 through #23934 were approved for payment.

Ms. Olson reported that some money is tied up in CD's. There have been some changes with reporting in the budget; There's been a movement with the MN Association of Townships (MAT) where they are simplifying the reporting process. (i.e., "Clerk" bucket would include all the duties; not broken out into separated categories such as "elections" or "parks")

6. PLANNER –

a. Permit AOP Update – Planner Evan Monson reached out to Mike Isensee at Carnelian Marine St Croix Watershed District (CMSCWD) for an update. Mr. Isensee has been in contact with Contractor Sunde Engineering. The conditions required to grant the 2022 AOP permit have not been met and the 45-day deadline date has expired. Planner Monson suggested sending a notice to Miller that they are out of compliance. Supervisors agree for Planner Monson to work with our Attorney Soren Mattick to write and send a notice of noncompliance.

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

- There were 2 burning permit issued in August.
- There were 76 total monthly calls for August.
- There were a couple animal complaint calls for August that require follow-up.
- September Events:
 1. Boom Site Log Run (Sept. 17); special use permit was issued.
 2. Yoga Fest – Sept. 23-25th

8. CLERK –

a.) Passive-Use Inquiry – Resident Brenda Oseland, a member of the American Sewing Guild, was present to request the use of the Town Hall building. They are a non-profit. They would likely meet 1x/month. Chair Untiedt brought forth the concerns of the "how" to allow and the "who" would be responsible for letting users in and out of the building. Supervisor Sinclair would like to find a way to do this. Supervisor McMahon

suggested a lockbox or a unit that would work using Wi-Fi. Township Supervisor McMahon will look into upgrading the door lock system to accommodate public use. Clerk Riehle brought up the fact that in the winter months there would be a greater need to clear snow. Supervisor Sinclair asked about the heating system and who would make sure it was an acceptable warmth in the building. Ms. Oseland suggested they could choose days that the building could utilize the heat best. The use of tables would be great as well. Clerk Riehle will be in touch with Ms. Oseland.

b.) Printer/Computer – Clerk Riehle and Deputy Clerk Maes were able to get their township cell phones to communicate with the Brother's printer in the office to print from their phones. The printer model however, does not do a lot of the functions and capabilities that would be ideal in the future which could greatly simplify clerk work. In addition, Deputy Clerk Maes will be putting in a computer upgrade request by the end of the year.

c.) Ordinance 195 – Supervisor Chair Untiedt signed the ordinance. Clerk Riehle will send to publication and update the index on the website. There was discussion about the Ordinance Library that is on the website is confusing and in great need of updating. Supervisors discussed the need to rewrite the ordinances and make them able to be searched online easily. Supervisor McMahon is working on a process and will report back.

d.) 2023 Calendar – Clerk Riehle has drafted a 2023 meeting calendar. Supervisors were in agreement and will have Clerk Riehle upload it to our website. The exception is the Holy week (April 2-8) dates; the Planning Commission meeting on April 6 will be TBD.
M/S/P Sinclair/Hunter moved to authorize Clerk Riehle to upload and publish. (4 ayes)

e.) Fire Safety Checklist – Clerk Riehle met with Deputy Fire Chief Tom Ballis. Every year there is a safety checklist that should be gone through in September. The exit sign above the south door needed a new battery, this was done on 9/4/22. There were dead mice downstairs, this was taken care of as well on 9/4/22. The three fire extinguishers all need to be inspected and retagged by the end of September, this has yet to be completed but will be done. In addition, the Town Board Supervisors were invited to celebrate Fire Prevention Week and received invitations to upcoming events.

f.) Elections – Clerk Riehle is arranging a site visit from the County to help with the flow of traffic on election day. General Election planning is already underway. Clerk Riehle will have an Election Judge appointment list for her teams ready for approval at the October meeting. The public notice of election has been posted to the website and the bulletin board. All election judges for both the Primary and General will be paid by the end of the year.

g.) Township Zoom Account – Supervisors discussed who would be able to administrate during meetings? How? With what device? Supervisor McMahon will look into purchasing an updated Chromebook for the office and anyone could administrate as long as we are connected to Wi-Fi at Town Hall. It was suggested to ask Planner Evan Monson, who does this for another municipality, if this would be something he could do?

Supervisor McMahon and Clerk Riehle will work together to get a township account set up bring back any information to share at next months' meeting.

M/S/P McMahon/Hunter moved to approve the expenditure not to exceed \$30/month for a Township Zoom account. (4 ayes)

h.) Trees - Clerk Riehle received a call from a resident on 97th St. N. regarding trees in the right-of-way. Who is responsible? Is it where the tree trunk lies or the branches? The Homeowner would be encouraged to address the issue or it may be removed completely. CSO Caroon and Clerk Riehle will contact the homeowner and address what needs to be done.

9. PLANNING COMMISSION – The commission did not meet last week; they are waiting for Attorney feedback on Short-Term Rentals.

10. PARK COMMITTEE – The committee will meet on Monday, 9/12/22. Supervisor Liaison Hunter is not able to attend that meeting; Supervisor Untiedt will plan to attend in his absence. The lack of picnic attendance by Town Board Supervisors was noted. Next year's date will be determined to better accommodate schedules. Liaison Supervisor Hunter reported on past meetings.

11. COMMUNICATION COMMITTEE – The Committee will meet on Tuesday, Sept. 20th. Board members were encouraged to give input on items for the upcoming newsletter which would primarily be geared toward the General Election.

12. INTERNET AD-HOC – The meeting is delayed, awaiting news from the state on next years grants. This will be an agenda item for November.

13. OLD BUSINESS

- HVAC - Supervisor Mike McMahon reported that work was delayed and is now set to be performed on Wednesday, Sept. 14th.
- Hot Water System – The current tank either needs to be replaced or an on-demand unit explored for efficiency. A plumber will be consulted for quotes. We do have a utility tub and a bathroom faucet. Tabled until another meeting.

14. NEW BUSINESS –

- Set Budget Meeting – Clerk Riehle will put on the calendar for Wednesday, December 7th; time TBD.
- Wetland Permit Review Process – Clerk Riehle was contacted by Jay Riggs from Washington County who is requesting a meeting with the Town Board. Chair Supervisor Untiedt will contact Mr. Riggs to arrange what is needed.
- Miller loads – There have been reports that loads leaving the pit are not covered.
- Other – Supervisor McMahon will be looking into a programmable thermostat, a new router and a door lock system.

15. ADJORNMENT – M/S/P McMahon/Hunter moved to adjourn the meeting.
The meeting was adjourned at 8:41 P.M. (4 ayes)

Clerk_____

Chairperson_____

Approved_____