

STILLWATER TOWN BOARD MEETING

December 8, 2022

Township Hall - *Hybrid

7:00 P.M.

PRESENT: Chairperson Sheila-Marie Untiedt, Supervisors Mike McMahon, Rod Hunter, Robert Geisen and Tim Sinclair. Clerk Barbara Riehle, Community Service Officer Mark Caroon, Deputy Clerk Jenni Maes, Treasurer Marsha Olson, Planner Evan Monson, Alan Robbins-Fenger, Jim Riehle and Rick Jacobson and Joleen Jacobson were also present.

REGULAR MEETING

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

1.) Clerk: Mailboxes, Staff Dinner, Recognition, poll location.

2.) New Business: Gateway Trail

Remove: 1.) Old Business: Hot water system - January

(5 ayes)

2. MINUTES – M/S/P Hunter/Sinclair moved to approve the 11/10/22 meeting minutes as written. (4 ayes, Geisen abstain)

M/S/P Hunter/Sinclair moved to approve the 11/17/22 (PH included) meeting minutes as written. (4 ayes, Geisen abstain)

3. PLANNER –

a. Sinclair variance request -findings for denial – Planner Evan Monson opened the discussion with a brief overview. At previous meetings in October and November the Town Board reviewed the request for a variance. A Resolution was discussed based off findings for denial of the request. That Resolution was forwarded to Town Board members for review. The Town Board can make changes or adopt the Resolution.

Applicant Tim Sinclair stated that since they have a continuance and the Planner recommends denial, he would like to amend his request. He would like to apply for a Minor Subdivision without variance. Planner Evan Monson suggested the Sinclair's fill out a new application.

M/S/P McMahon/Hunter move to accept the Planners findings for denial.

(4 ayes, 1 abstain as Sinclair will not vote)

b. AOP Miller/Raleigh – ongoing discussion – Planner Monson reported that Steve St. Clair with Miller is working with the Watershed to get the permitting done. Our AOP 45-day deadline had expired and a letter was sent. Planner Monson reported that Miller will conduct water testing next week and therefore no results have been reported. The results will likely be available in 3-4 weeks. The 2023 AOP process should be smoother.

4. TREASURER –

a. Report given by Ms. Olson who reported that at the end of the month the township had \$3,025,970.15 in reserves. In December, \$438,000 for the 2nd-half property taxes was received but not yet reflected in the report.

b. Claims and Checks #24013 through #24046 were approved for payment.

c. The Town Board met on December 7th to go over the 2024 Budget.

5. COMMUNITY SERVICE DEPARTMENT – CSO Mark Caroon gave a report.

- There were 11 burning permits issued in November.
- There were 70 total monthly calls for November.
- There were no dog impounds reported for November.
- There was a suicide at the Boom Site on November 14th.
- The “Environmental” category on the report is from the Haines wood burner.

- NPS –Fairy Falls – Signs will be delivered on Friday. CSO Caroon will retrieve them and Miller will install. The soft reopening is scheduled to be December 16th. The suggestion is to allow for 6 parking spaces. The “no-parking” signs will be removed and replaced with “hourly” signs. NPS will be sending an informational notice to the neighborhood in January. Supervisor Sinclair had concerns about over parking.

(PEOPLE PORTION)

6. ATTORNEY – Chair Supervisor Untiedt reported from Attorney Jared Shepherd, that we have a hearing on a motion for summary judgement scheduled for January 27, 2022. We have not yet filed any of the motion paperwork.

7. CLERK –

a.) Maintenance and Flag Pole Duties – Neighboring resident and former Park Manager Rick Jacobson and Joleen Jacobson were present. They are offering assistance with the maintenance of the town hall building and flag duties as needed. Clerk Riehle will be in touch with them for temporary assistance. Specific details for posting the job position are yet to be determined. In addition, our Park Manager and Assistant Park Manager positions will need to be filled. Clerk Riehle suggested posting to the Gazette.

b.) Catalis (formerly Govoffice) re: website upgrade – Clerk Riehle reported that she and Deputy Clerk Maes will work collaboratively to find a time to meet with the Catalis representative to review our website service. A new quote will be likely. Supervisors would like more information on record retention and to find out specifically what the website requirement is, if there is one. In addition, Supervisor Geisen would like to know if they could recommend a company to help with ordinance library clean up.

c.) LMCIT (Annual Insurance)– Clerk Riehle reported that she has completed her portion of the Worker’s Compensation insurance paperwork per the Underwriting Department.

d.) Unpermitted Driveway – Clerk Riehle received a follow up email from MnDOT representative Dmitry Tomasevich. A notification of violation letter was written regarding a driveway that was installed without the necessary permit.

e.) Administrative Plan – Clerk Riehle will remove Supervisor McMahan and Supervisor Hunter from the Township website and their emails will be stopped at the end of their Term on 12/31/22. In January 2023, the new Supervisors will be uploaded.

f.) Mailboxes – Clerk Riehle reported how Washington County and Miller currently handle damage to mailboxes from plow trucks. The township does not assume costs.

g.) Oath of Office – question clarification – Clerk Riehle checked with General Counsel, Steve Fenske at the Minnesota Assoc. of Townships who verified that Clerk Riehle can give the Oath of Office in January to both Alan Robbins-Fenger and Jim Riehle. There is no conflict of interest.

h.) Staff Dinner – The last Township Dinner gathering was March 16, 2020. Clerk Riehle will check with the Outing Lodge at Pine Point and come back with information and details.

i.) Future Polling Place – Supervisor Untiedt will contact Crosswinds Community Church and begin a conversation regarding our need to explore a new polling place location site.

8. PLANNING COMMISSION - The Commission has completed their work on a Short-Term Rental draft Ordinance. At their December 1st meeting, last week, the Commission decided they will present and recommend the finished draft #7 to the Town Board for review at their January meeting.

9. PARK COMMITTEE – Chair Supervisor Untiedt reported that our Assistant Park Manager David Kaetterhenry has resigned, his last day will be December 31, 2022. His position will be posted.

There was further conversation as to whether the Park Manager position, Assistant Park Manager position and the Maintenance position could be somehow combined and more attractive to an applicant. In addition, since garbage removal is part of the duties, Supervisors suggested the renter of the pavilion take their garbage to the dumpster as a way to have their damage deposit returned. The need for staff to remove garbage could be eliminated by making it a requirement upon a rental reservation.

Supervisor Geisen suggested looking at solar powered trash compactors; other cities use them to reduce labor costs. Supervisors had concerns for vandalism and theft. The cost to purchase is expensive at \$1000 - \$28,000.

Deputy Clerk Maes stated that it is not just Otto Berg Park. It would include Arcola Heights and Little Carnelian Park. DC Maes takes the reservations for Otto Berg Park and the Pat Bantli Pavilion; the 2023 season has not yet opened for reservations.

Further discussions will be had regarding a possible increase in fees (pavilion rentals, burning permits, etc.) that are charged and how we receive payments.

10. COMMUNICATION COMMITTEE – The next meeting is scheduled for January 17th.

11. OLD BUSINESS

- Router – Supervisor Geisen presented the information to upgrade our Century Link modem to a higher speed. Purchase or lease.

M/S/P Geisen/Hunter moved to authorize a one-time purchase of a router and service fee at \$350; which authorizes the upgrade increase in the monthly fee. (5 ayes)

- Office Printer – Clerk Riehle reported that she is still investigating a new office printer. She has checked with other municipal clerks for recommendations. Metro Sales will be consulted. Clerk Riehle and Deputy Clerk Maes will be meeting next week to further plan.
- Door Locking – Supervisor McMahon reported a new door lock unit would cost \$680 installed. He is awaiting a couple more bids and will report back.

12. NEW BUSINESS – Supervisor Geisen suggested a plan for maintenance work in December with the passing of our Beloved Maintenance Man, Bob Ranalla.

The Town Board had a brief discussion on recognition of Bob Ranalla. Further discussion at a future meeting.

Rick Jacobson is willing to help with any maintenance type work for the town hall building and garbage. Joleen Jacobson is willing to assume the “flag” schedule and duties for the township.

M/S/P McMahon/Geisen moved to appoint both Rick Jacobson and Joleen Jacobson as interim staff.

Clerk Riehle will look for a maintenance job description. The Park Manager/Assistant Park Manager job descriptions will be forwarded to Supervisor Geisen for review. The Town Board will further review this matter in January.

Gateway Trail - Supervisor Untiedt reported that both she and Clerk Riehle have been contacted by residents regarding the trail. They are requesting it be plowed in the winter for walkers. The DNR is the responsible party. They have a strategic plan and cannot perform any additional plowing or winter maintenance of the Gateway State Trail. The township is not interested in entering a cooperative agreement with the DNR for the plowing of any portion of the trail.

Supervisors – Chair Untiedt says goodbye to Supervisor Rod Hunter and Supervisor Mike McMahon and thanked them for their service to the community.

13. ADJORNMENT – M/S/P Geisen/Sinclair moved to adjourn the meeting.

The meeting was adjourned at 8:30 P.M. (5 ayes)

Next Regular meeting scheduled for Thursday, January 12, 2023 at 7:00 PM.

Clerk_____

Chairperson_____

Approved_____