



959 Paris Avenue Circle North, Minnesota 55082  
651/436-4773 · <http://www.westlakeland.govoffice2.com>

July 10, 2023

West Lakeland Town Hall

---

**Present:** Chairman Dave Schultz, Supervisor John Buelow, Supervisor Phil Moosbrugger, Carrie Seifert, Clerk; Marsha Olson, Treasurer; Viet-Hanh Winchell, Township Attorney; Jenny Samec, Deputy Clerk

**Call to Order:**

Chairman Schultz called the July 10, 2023 regular meeting of the West Lakeland Town Board to order at 7:04 PM.

**Approval of the Minutes**

Chairman Schultz moved to approve the minutes of the June 2023 regular meeting with minor corrections. Seconded by Supervisor Moosbrugger, the motion carried.

**Planning Commission Update**

Mr. Mark Votava presented an update on the actions of the Planning Commission. The focus has been on restructuring the fee schedule so that it is consistent with the ordinance and reviewing the fees. He requested that the clerk and the treasurer attend the next planning commission meeting to get a better understanding of the costs of these activities for which fees are charged.

Mr. Votava asked for guidance on the proposal to hire consultants to assist in recodifying the existing ordinances. Examples of the work were provided to the supervisors for review. No action was taken at this time.

**Town Hall Remodel Update**

Mr. John Evans, chairman of the Town Hall Renovation Committee, reviewed the progress of the committee, noting that bids were received. Three were received, two were above the target budget at \$600,000 and \$700,000 and one did not comply with the bid requirements. The bid request asked that the project be bid on in two phases. The first section is the north end addition which includes office space and renovation of the bathrooms. The second section is the south end addition which includes the kitchen space, storage space and mechanicals. One bid did break out in the sections, estimating the first section at \$328,000.

The committee is now reviewing options to reduce the cost and/or scope of the project. The committee also looks at the option of funds from block grant funding, however, the time of the potential block grant award would not allow for use of the ARPA funding. It also would have a low probability of being awarded and require a substantial investment in scoping out the ADA requirements in sufficient detail to meet the requirements of the grant program.

Supervisor Buelow asked about the bid process, how it was advertised and if it was a prevailing wage bid. He also asked if the bid included an independent septic system design, noting that if the requirement to be an Emergency Operations Center were dropped, the minimum standards for a septic system are not as expansive. Supervisor Moosbrugger noted that one objective of getting the bids is to determine what the Township could afford and based on these bids, the project scope should be reviewed. It was noted that the committee started with three objectives: to ensure the building was ADA compliant, provide sufficient storage and office space for the township, and lastly to provide a more community friendly location. The third objective could be rescoped to reduce costs. Additional funding

July 10, 2023

West Lakeland Town Hall

---

would be required for the architect to develop revised plans and specifications. The proposal provided by the initial review which included the bathroom renovations, a smaller scoped prep kitchen, storage space and office space with less additional square footage added was brought back to the discussion as a potentially more affordable option. Supervisor Buelow suggested that the pool for potential bidders be expanded, and that more detail be requested to understand the planned mechanicals and materials included in the bid.

After discussion, Supervisor Buelow moved to reject all bids for the remodel of the town hall. Seconded by Supervisor Moosbrugger, the motion was carried by roll call vote (3-0). Chairman Schultz moved to direct the Town Hall Renovation Committee proceed with a rescoping of the project as presented by Mr. Dan Kylo with the intent to rebid as a modified version of the first section, Plan A, with the allocation of up to \$5,000 for JAMB Architects to complete the plans and technical specifications for a bid. The motion was seconded by Supervisor Moosbrugger. The motion carried (2-1). Supervisor Buelow voted against the motion, requesting that the bids be addressed in more detail and the bidding pool expanded.

#### **Treasurer's Report**

Ms. Olson presented the treasurer's report for the month of June. The report reflected \$172,610 in expenses and \$84,956 in receipts. Chairman Schultz moved to approve the report and pay the invoices presented by the clerk. Seconded by Supervisor Moosbrugger, the motion carried by roll call vote (3-0).

Ms. Olsen reported back on the investigation carried out into having appraisals done through other than Washington County. Washington County uses a macro to estimate assessed values and review of permits issued. Visits are an exception. The first used for comparison visits each home, and charges per square foot. The comparative option would be more intrusive and more expensive for the Township.

Ms. Olson reported on the ARPA balance and funding categories. It was suggested that the charges being put against that fund be reviewed. The architect fees for the remodel and the additional TVs for display came out of that fund. It was suggested that if the Township retain the subscription for Zoom meeting software, that be moved to the general fund moving forward.

Ms. Olson noted that a check for return of a driveway escrow was written for the wrong amount. She asked that the check be voided and rewritten for signature outside the meeting. Chairman Schultz moved to authorize the treasurer to prepare the replacement check and authorize signature outside the meeting. Seconded by Supervisor Buelow, the motion was carried by roll call vote (3-0).

Township staff will move to monthly time sheets moving forward.

#### **Vacation of Road Easements for 26<sup>th</sup> and 28<sup>th</sup> Street**

Chairman Schultz brought forward the discussion of vacating the easements on 26<sup>th</sup> Street and 28<sup>th</sup> Street, as these easements are no longer appropriate when the new cul de sac being added as part of the new development. Ms. Winchell noted there are two paths to initiate a vacation, either by a board motion or resident request. Either process would trigger a public hearing. After discussion, Chairman Schultz moved to move forward with the vacation of the road easements for 26<sup>th</sup> Street and 28<sup>th</sup> Street and direct the clerk to schedule a public hearing and the township attorney to prepare the necessary documents. Seconded by Supervisor Buelow, the motion was carried by roll call vote (3-0).

July 10, 2023

West Lakeland Town Hall

---

In anticipation of this action, Beartooth design was requested to develop the definition of the easements needed for the public hearing. Chairman Schultz moved to ratify the expenditure for this service at a cost of \$1,160. Seconded by Chairman Buelow, the motion carried by roll call vote (3-0).

#### **Middle St Croix Regional Bike Trail**

The board considered the resolution of support requested by Washington County for the Middle St Croix Regional Bike Trail. At this point, there is no cost commitment on the part of the Township. Supervisor Buelow moved to approve the resolution. Seconded by Supervisor Moosbrugger, the motion carried.

#### **Cannabis Business Interim Ordinance and Moratorium**

Ms. Siefert brought forward the discussion with Minnesota Association of Townships, regarding the recently passed state legislation allowing Cannabis sales and growth. At this point, the State has not provided any guidance on implementing the legislation, management at the state level is not fully enabled, and there are no enforcement regulations. Many communities are opting for a moratorium until more guidance can be provided. After discussion, Supervisor Buelow moved to direct a public hearing on a proposed moratorium on Operation of a Cannabis Business and direct the clerk to schedule the hearing, and the attorney to prepare the necessary documents. Seconded by Chairman Schultz, the motion carried.

#### **Township Night Out**

Ms. Samec brought forward the plan for a Township Night Out for August 2023. The ad hoc citizen committee is requesting \$1,300 from the township to provide for the event. The scope is similar to the ice cream social held last year. After discussion, Supervisor Moosbrugger moved to authorize expenditure up to \$1,500 for the Township Night Out at the discretion of the committee. Seconded by Chairman Schultz, the motion carried by roll call vote (3-0)

#### **Additional Business**

Supervisor Buelow asked if the township could take any additional actions to reduce noise from the Lake Elmo Airport. The township does not have any specific jurisdiction. Chairman Schultz noted that the township could request an additional noise study. It was suggested that the contact information for providing resident feedback to MAC be added to the township website.

Supervisor Moosbrugger asked about developing policies and procedures for use of the town hall. The planning commission provided draft documents in the past and have turned those draft documents to the town hall renovation committee. Mr. Votava will provide these documents to the board. The clerk was directed to review the impact of community use on the township insurance.

Chairman Schultz noted that public information meetings were being held on the Manning Corridor Project and the Oakgreen Avenue Project. A full township street assessment has been completed by the Township Engineer, rating each road on a 1 to 5 scale, with 1 as failed and 5 as excellent. The cost of repairing those 8.7 miles of road rated as failed (1) is estimated at \$7,380,000. The board discussed funding options, including bonding. Supervisor Moosbrugger suggested that the cost estimate be expanded to category 2 and 3 roads, to develop a more long-term funding and maintenance plan.

# WEST LAKELAND TOWNSHIP

959 Paris Avenue Circle North, Minnesota 55082  
651/436-4773 · <http://www.westlakeland.govoffice2.com>

July 10, 2023

West Lakeland Town Hall

---

Ms. Samec noted that the township curbside pickup event had 49 households participate, less than the previous year.

## Public Comment


Mr. Steve Johnson, Greenwood Trail, discussed the update on the PFAS settlement citizen committee, and has opted into the Phase 2 process. He asked if the township had done so. Supervisor Buelow did not attend the meeting. Mr. Johnson noted that the Lake Elmo #2 well is rated as contaminated and suggested that all residents have their water routinely tested. Ms. Pamela Carlson suggested that the information on testing be updated on the township website.

Mr. Brad Cornell, Neal Ave, reported on the citizens meeting with MAC and Lake Elmo Airport staff held at his home. He noted that in June, there was a day that had 100 operations per hour for two hours in the morning and two hours in the afternoon and noted traffic significantly below the glide path. Residents raised concerns with noise, health issues and mental health issues. They would like MAC to make modifications to the noise abatement rules and requested that the noise abatement plan be made mandatory. Mr. Cornell noted that the people attending appeared to be amenable to assisting in managing the noise. Ms. Mary Vierling also expressed concern about lead contamination from the airport.

## Adjourn

Having no further business, Supervisor Moosbrugger moved to adjourn the meeting. Seconded by Supervisor Buelow, the motion carried. Chairman Schultz adjourned the meeting at 9:52 PM.

Respectfully Submitted,



Elizabeth A. Vance  
Recording Secretary