



WEST LAKELAND TOWNSHIP

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

January 10, 2022

West Lakeland Town Hall

Present: Chairman Dan Kylo, Supervisor Dave Schultz, Supervisor Marian Appelt, Carrie Seifert, Clerk; Marsha Olson, Treasurer; Jenny Samec, Deputy Clerk

Virtual Attendees: Viet Hanh Winchell, Township Attorney; Ryan Stempki, Township Engineer; Mr. Mark Votava, Planning Commission Chair

Call to Order

Chairman Kylo called the meeting to order at 7:15 PM.

Approval of the Minutes

Chairman Kylo moved to approve the minutes of the December 2021 regular meeting with minor corrections. Seconded by Supervisor Schultz, the motion carried.

Treasurer's Report

Ms. Olson presented the treasurer's report for December 2021, reflecting \$392,067 in receipts and \$131,961 in expenses. Chairman Kylo moved to approve the report and pay the invoices presented by the clerk. Seconded by Supervisor Appelt, the motion carried by roll call vote (3-0).

Ms. Olson presented a draft engagement letter for Abdo, Eick and Meyers to conduct an audit of the township financial records. At this time, the state of Minnesota has not released the parameters for audit. It is expected that the township will meet the population threshold. An audit was required in the previous year. If Abdo, Eick & Meyers are engaged for the audit, field work would be scheduled for March 31 and April 1, and the estimated cost is \$13,825. After discussion, the board requested that language be added to allow for an exit from the agreement should an audit not be required. Chairman Kylo moved to approve the modified draft engagement letter for an audit with a cost not to exceed \$13,825 and authorize signature outside the meeting. Seconded by Supervisor Appelt, the motion carried by roll call vote (3-0).

Planning Commission Update

Mr. Votava presented a summary of the work of the planning commission over the previous month. The commission reviewed a concept lot split for 1270 Oakgreen, noting concerns that there is sufficient buildable space and driveway access. Work continues on the revisions to the ordinance regarding driveways, business use permits and right of way.

Stoneridge Golf Course

Mr. Joel Burger, representing Stoneridge Golf Course, appeared before the board with their request to Washington County and the State of Minnesota to upgrade their liquor license to include off sale as well as on sale. No action is requested at this time. As this is the first request for a liquor license, although not specifically regulated at the township level, the attorney was directed to review the process, concerns and potential liabilities.

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Grading Permit Applications

Attorney Winchell reported to the board on reported potential violations of grading or driveway permits. The first concern was for 985 Neal, with a second driveway. Mr. Duane Stensland, building inspector, confirmed that a driveway permit was issued for that location, as well as a grading permit and permit from Valley Branch Watershed District. The second concern was for 1909 St Croix Trail, property owned by Aggregate Industries, however the specific address does not exist. The next request is 2055 Stagecoach Trail, which as agriculture land, the grading permit does not apply. The final request is 1894 Nolan, there is a building permit for the accessory building, which includes the grading permit. The driveway was permitted and is complete.

Town Hall ADA access

Chairman Kylo reported on the research to improve ADA compliance for the town hall. A proposal was received from Lampert Architects for design and construction plans. Some of the recommendations are required, and some are enhancements. Chairman Kylo will continue to look for additional proposals. The thought was to apply for Washington County Community Development Agency 2022 Program for the Community Development Block Grant funds, however there is not enough time to complete the research and the application.

Video Conferencing

Chairman Kylo received a quote for a live stream package of between \$9,000 and \$10,000 and would require a dedicated person to run the system. He is also looking into the OWL Meeting Pro as a lower cost alternative.

Bayport Fire Contract

Supervisor Schultz reported on a meeting with the stakeholder communities to determine how to cost share for the Bayport Fire Department moving forward. Full time staffing options will need to be addressed in the near future.

Autumn Run II Infiltration Basin

Mr. Stempski noted the one-year warranty period for Autumn Run II expired December 3, 2021. Concerns were raised in December about damage to the grading during the build on Lot 8. There are minor repairs needed, and confirmation that the driveway will not block the infiltration basin. As Built drawings have been requested. There is also a drain system under the driveway that has been filled with sediment. Chairman Kylo moved to retain the security deposit for Autumn Run II until engineering issues were addressed. Seconded by Supervisor Appelt, the motion carried with roll call vote (3-0). The clerk was directed to notify the developer of the retention, and Ms. Winchell was directed to notify the bank to not release the letter of credit.



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Additional Business

Chairman Kylo moved to approve and sign the resolution appointing the election judges for the March 8, 2022 town board election. Seconded by Supervisor Appelt, the motion carried.

Supervisor Schultz asked about the recording of the town board meetings. Ms. Winchell noted the meetings can be recorded, but the recording cannot be disruptive.

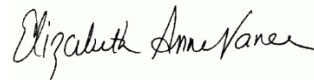
An additional 60 day extension will be submitted for the King Solar Project.

The annual recycling grant application is due shortly. Specific projects will be on the next agenda.

Adjourn

Having no further business, Chairman Kylo moved to adjourn the meeting. Seconded by Supervisor Schultz, the motion carried. The meeting was adjourned at 9:02 PM.

Respectfully Submitted,



Elizabeth A. Vance
Recording Secretary