

  
**WEST LAKELAND TOWNSHIP**  
**PLANNING COMMISSION MEETING**  
July 20, 2023

Present: Mr. Mark Votava, Mr. Dave Sanocki, Ms. Rachel Dana, Mr. Sean Flaherty, Mr. Del Miske, Supervisor Philip Moosbrugger

**Call to Order:**

Chairman Mark Votava called the meeting to order at 7:09 PM, July 20, 2023

**Approval of the Minutes:**

Mr. Sanocki moved to approve the minutes of the June 15, 2023 meeting. Seconded by Ms. Dana, the motion carried.

**Building Permit Fee Schedule**

Ms. Marsha Olson (Treasurer) and Ms. Carrie Seifert (Town Clerk) attended the meeting to assist with discussion regarding potential updating of the current fee schedule and building permit fee schedule. The draft version of the new building permit fee schedule mirrors the requirements of 2022 MN Statute 326B.153. The question arose at a previous meeting that we may be collecting too high a fee based on the township's true costs associated with the fee. Currently the township retains 35% of all building permit fees and the building inspector receives 65% of the building permit fee. Ms. Olson reports that many other townships are 90%/10% or 85%/15% splits between the inspector and the township. In West Lakeland Township, the building inspector collects all building permit applications and associated fees and delivers the payments to the treasurer on a monthly basis. The treasurer, clerk and deputy clerk issue payment to the building inspector, review and balance the building permit fees for accuracy, file quarterly reports with the Department of Labor & Industry.

**Township Fee Schedule**

There was further discussion and review of the proposed revisions to the township fee schedule with input from Ms. Marsha Olson (Treasurer) and Ms. Carrie Seifert (Town Clerk). Discussion will continue at the August meeting.

**Adjourn**

The date for the next meeting was confirmed for August 24, 2023. Having no further business, Ms. Dana moved to adjourn the meeting. Seconded by Mr. Sanocki, the motion carried. Mr. Votava adjourned the meeting at 9:27 PM

Respectfully Submitted,

Sean Flaherty  
Planning Commission Member