



959 Paris Avenue Circle North, Minnesota 55082
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August 14, 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

Public Hearing for Vacation of Easements between 26th St N and 28th St N

Chairman Schultz called to order a public hearing to consider vacation of road easements off 26th St N and 28th St N. With the additional cul de sac as part of the new development, these road easements are determined to be no longer of benefit to the Township. Mr. Gary Horning, 13810 28th St N, asked about the process of returning the land back to the landowners. Chairman Schultz noted the process is to provide the vacation notice to Washington County, who is the action authority at maintaining the land records. Ms. Winchell noted that with the vacation notice, the land will be vacated back to the underlying property owners. If there is an agreement different than the record plat indicates, it should be reviewed with the County. Ms. Jean Delisi, 13889 28th St N, asked about the timeframe for resolution of the property records after vacation, and was referred to the County Recorder's office.

After discussion, the public hearing was closed at 7:19 PM.

Call to Order:

Chairman Schultz called the August 14, 2023 regular meeting of the West Lakeland Town Board to order at 7:20 PM.

Vacation of Road Easements, 26th St and 28th St

Chairman Schultz noted that the road easements no longer serve a purpose to the township as with the current development, road access through those parcels would not be practical. Additional benefit to the Township is gained by no longer having to provide maintenance for the easements, as liability will return to the landowners. After discussion, Chairman Schultz moved to vacate the road easement on 26th St N in the Twin Pines Field Development and the road easement on the Nass Property at 28th St N and direct the attorney to draft a resolution of adoption and notice of completion of vacation. Seconded by Supervisor Buelow, the motion carried.

Chairman Schultz suspended the regular meeting to allow for an additional public hearing at 7:23 PM.

Public Hearing for a Moratorium on Cannabis Sales and Distribution

Chairman Schultz called to order a public hearing on a moratorium on Cannabis Sales and Distribution to allow sufficient time for study of the impact and development of rules and regulations on the part of the State, County and Township. Currently, there is limited state guidance on the implementation of sales activity of cannabis. Mr. Vark Votava, as chairman of the planning commission, asked about the need to conduct a study on the impact of Cannabis



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on the Township. The moratorium would allow time for such research. Having no public input, Chairman Schultz closed the public hearing at 7:29 PM.

Call to Order

Chairman Schultz resumed the regular meeting at 7:30 PM.

Moratorium on Cannabis Sales and Distribution

Supervisor Buelow expressed his opposition to allowing sales and distribution of Cannabis products within the Township. Supervisor Moosbrugger asked about the ability of the Township to provide a complete ban. Ms. Siefert noted that at a conference hosted by the Minnesota Association of Townships, a complete ban might not be allowed, but the state needs to provide additional guidelines. At this point, regulations from the State and County are limited.

After discussion, Chairman Schultz moved to approve the moratorium on the sale and distribution of Cannabis products until Jan 1, 2025, and to authorize the attorney to prepare a summary for publication by the clerk and authorize a study on the impact of cannabis sales. Seconded by Supervisor Buelow, the motion carried.

Approval of the Minutes

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

Treasurer's Report

Ms. Olson reported to the township in July 2023 \$720,031 had in receipts and \$98,816 in expenses, leaving \$2,733,419 in current assets. Supervisor Schultz moved to approve the report and authorize payment of the invoices presented by the clerk. Seconded by Supervisor Moosbrugger, the motion carried by roll call vote.

Valley Branch Watershed District

The term of appointment for Mr. Ed Marchan to the Board of Supervisors for Valley Branch Watershed District is near a close. Mr. Marchan has served on the board for 12 years and has acted as chair for the past 5 years. Chairman Schultz moved to authorize a letter of recommendation and move to recommend reappointment of Mr. Marchan to the Valley Branch Board of Supervisors. Seconded by Supervisor Buelow, the motion carried.

Town Hall Gardens

Mr. Dan Kylo suggested that in the next newsletter, volunteers to assist in maintaining the town hall and the town hall grounds be solicited.

Ms. Kathy Gzik, 1480 Overlook Trail, and Ms. Kelly Stichter, 1530 Overlook Trail, approached the board to volunteer to maintain the garden areas around the town hall. There are 4 potential garden areas, with the focus on perennials and potted plants. The board discussed funding requirements, equipment requirements and priority of work. It was noted there was limited tools left with the storage shed. The board accepted the offer of volunteer support. After discussion, Supervisor Moosbrugger moved to authorize expenditure not to exceed \$250 for gardening supplies and plants to be purchased at the discretion of Ms. Gzik and Ms. Stichter, for improvement and maintenance of the Town Hall garden areas, with priority to the signage areas and front entry. Seconded by Supervisor Buelow, the motion carried by roll call vote (3-0).

Town Hall Building Manager

It was recommended that the position of building manager as a part-time position be created to provide for routine maintenance and preventive care for the town hall. During his tenure on the town board, Mr. Dan Kylo filled this role. A draft job description and list of duties and responsibilities was provided to the board. During discussion, there was support to continue to contract for lawn maintenance, snow removal and tree maintenance separate from the building manager. The building manager may assume oversight of these services. The position would work in concert with the board supervisor serving as liaison to the town hall. There are a total of 4 interested parties. Compensation was suggested at between \$20 and \$25 per hour, based on experience.

Planning Commission Update

Mr. Votava presented the draft documents developed to manage use of the town hall by outside parties including rental policy draft documents, checklist and rental application. He reviewed the documents with the board. It was recommended that a fee schedule be considered, and additional discussion to determine the impact on and adequacy of the township liability insurance. The board returned the action to the planning commission to develop a fee schedule recommendation.

Mr. Votava provided an update on the review of the township fee schedule. The review, including for building permit fees, is near completion. It was noted that the contract for building inspection services is dated and not reflective of current practices. It was recommended that the contract be reviewed and updated. The contract was returned to the planning commission to draft an update.

Construction Contract, 28th Street Storm Sewer Expansion

Two bids were received for the reconstruction work to improve the storm water management at 28th Street. Both bids were reviewed by the engineer and determined to be complete and appropriate. The bid from Miller Excavating at \$54,618 was the lower of the two

bids. After discussion, Supervisor Buelow moved to award the contract bid to Miller Excavating at an estimated cost of \$54,618.30. Seconded by Supervisor Moosbrugger, the motion was carried by roll call vote (3-0).

Parking Restrictions, Horseshoe Lake

Chairman Schultz brought forward a draft resolution for parking restrictions along Horseshoe Lake, with people parking on Manning Avenue and Manning Trail to access horseshoe lake. The proposal is for no parking along Manning Avenue and Washington County has requested a resolution to document the request. Chairman Schultz moved to approve the resolution 23-0005 relating to parking restrictions on CSAH 15 and allow signature outside the meeting. Second by Supervisor Moosbrugger, the motion carried.

Road Update

Chairman Schultz presented a contract for patching West Lakeland's section of 30th street from RCM Specialties. RCM is currently contracted to provide patching elsewhere in the Township. After discussion, Supervisor Schultz moved to accept the bid from RCM Specialties for \$15,100 for the south side of 30th Street. Seconded by Supervisor Buelow, the motion carried (3-0).

Chairman Schultz noted a contract with WSB for inspection of the 28th Street storm water project was signed outside the meeting. The contract will be done at no cost to the township, as the service will be paid by the developer, per the agreement. Normally, an inspector from Focus Engineering would provide the oversight, but staff are not available. After discussion, Supervisor Moosbrugger moved to ratify the contract. Seconded by Supervisor Buelow, the motion carried by roll call vote (3-0).

Chairman Schultz provided a notice to the board that the road and bridge budget will be over the anticipated spend. The cost of street sweeping will be more than anticipated, and the recovery from the damage from the April 1, 2023, storm was at an unanticipated level of spend.

Road Inventory

Chairman Schultz provided an update to the CIP Street Map. An update of the cost estimate to repair the roads in poor condition. Chairman Schultz noted that the roads in poor condition had more concrete curb and gutter, resulting in an estimate of \$1,000,000 per mile. The board discussed financing options, including adding to the levy or bonding for the repair expenses. Any decision would need to be discussed at a town meeting. Supervisor Moosbrugger suggested a newsletter to explain the options in preparation for the town's decision to move forward.

Supervisor Buelow suggested an additional category for the road review, highlighting roads where the asphalt is sinking and culverts are protruding, as these may be more dangerous. He would also like the township to consider walking paths along the roadways. It was noted that additional right of way for walking paths may be at a cost to the Township.

Town Hall Renovation

Supervisor Moosbrugger provided an update on the activities of the renovation committee. The committee has been reviewing the results of the bids received and the specifications of the remodel to determine how to reduce costs. The current draft is to eliminate the southern expansion, part B, and go

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with the Part A concept with some modifications. The committee would like to incorporate a breakroom or kitchenette to make the building more versatile.

Supervisor Buelow commented on the building improvement proposal and suggested that the bidding pool be expanded, and different material options be considered to manage costs. He also suggested that a consideration of new bathrooms in the addition be considered, in addition to the remodel of the current bathrooms. Mr. Kylo, representing the building committee, noted that the bidding process in the next round will be much more focused in terms of the requirements and will be offered to a wider audience.

Public Comment:

No public comment was offered.

Additional Business:

Chairman Schultz noted that the City Administrator for Oak Park Heights was retiring, which may impact his initiative to for a study to evaluate fire services costs.

Chairman Schultz provided comments on the study done for Baytown as a college research project comparing the impact of being a city versus a township.

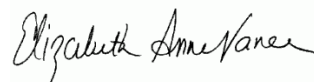
Ms. Samec reported on the Township Night Out. It was a successful event, with an estimated 300 residents in attendance.

Supervisor Buelow requested a courtesy of 2-3 weeks' notice for attendance at township events.

Adjourn

Having no further business, Chairman Schultz moved to adjourn the meeting. Seconded by Supervisor Moosbrugger, the motion carried. Chairman Schultz adjourned the meeting at 10:49 PM.

Respectfully Submitted,



Elizabeth A. Vance
Recording Secretary