



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

January 8, 2024

West Lakeland Town Hall

Present: Chairman Dave Schultz, Supervisor John Buelow, Marsha Olson, Treasurer (arriving late); Viet Hanh Winchell, Township Attorney

Call to Order:

Chairman Schultz called the January 8, 2024 regular meeting to order at 7:02 PM. He noted the absence of the clerk, Carrie Siefert; Deputy Clerk, Jenny Samec; and Supervisor Phil Moosbrugger. A roll call was held to note the presence of Chairman Dave Schultz and Supervisor John Buelow.

Approval of the Minutes:

Chairman Schultz moved to approve the minutes of the December 11, 2023 regular meeting of town board with minor corrections. Seconded by Supervisor Buelow, the motion carried.

Supervisor Buelow moved to approve the minutes of the December 12, 2023 Special Meeting regarding Town Hall renovations were presented. Seconded by Chairman Schultz, the motion carried.

Planning Commission Update:

Mr. Mark Votava presented the revised project undertaken by the planning commission to review the township fee schedule so that the fees align with the ordinance and ensure the fees were appropriate for the service. Where appropriate escrow values were also reviewed. A project resulting from the review is a review of ordinance section 15 relative to fees relative to utility services and maintenance in the township right of way. Supervisor Buelow asked about a right of way work permit, and that is not currently in the town code. Supervisor Buelow will provide additional information for the planning commission to review.

Supervisor Buelow asked about the building permit schedule noting fees of less than \$500, and Mr. Votava responded that the schedule was formatted in this manner to match the state statues. Mr. Isaac Stensland noted that most work in the smaller ranges was exempt from requiring permits.

Mr. Votava noted that the planning commission had a discussion regarding a modification of the ordinance regarding livestock to allow goats or sheep on less than five acres. It was clarified that Washington County no longer regulates livestock, as zoning has been returned to the cities and townships.

Review Building Inspection Contract:

Mr. Isaac Stensland appeared before the board to review the pending contract for providing building inspection services. Ms. Winchell noted that the contract had been updated to reflect the last discussions and Mr. Stensland concurred with the changes. After final review, Chairman Schultz moved to adopt the building inspection agreement between West Lakeland Township and Stensland Inspections. Seconded by Supervisor Buelow, the motion carried.

Letter of Engagement for Legal Services for Bonding:

The board reviewed the letter of engagement from the TAFT law firm to provide legal services for the proposed bonding effort to support upcoming road maintenance projects. Fees are charged based on the value of the bond being transacted.

Voting Technology Operations 'Opt Out' Memorandum of Understanding with Washington County:



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

January 8, 2024

West Lakeland Town Hall

The township after discussion with Washington County to opt out of the Memorandum of Understanding with Washington County for funds to support voting technology given the actions and any funding are retained with Washington County. The county retains the maintenance and physical control of the technology. Ms. Winchell noted that there is a correction to note the specific municipality in the agreement. Chairman Schultz signed the memorandum.

Additional Business:

Chairman Schultz noted attendance at the Valley Branch Watershed 2025 Operating Plan Open House and Minnesota Legislature Metropolitan Governance Task Force Open House regarding the Met Council. His feedback to the Task Force noted how planning and managing a township is not equivalent to that of planning and managing an urban city. He also attended the Washington County GIS User meeting.

Supervisor Buelow noted the meeting of the Middle St Croix Watershed District for the next month was cancelled. He also attended the Metropolitan Governance Task Force Open House. He noted concerns about the engineering of a project he participated and expressed concerns about the cost of such projects.

Chairman Schultz signed the resolution R2023-12 adopting Township Sick and Safe Time Policy, approved at the December 2023 meeting.

Chairman Schultz noted the appreciation dinner for Township staff and volunteers.

Public Comment:

Mr. Kahn, 2261 Northridge Avenue Circle, asked about the Town Hall renovation, in that he is not aware of what is being done. Chairman Schultz summarized the activity undertaken to date. No bids for work have been requested with the latest draft of the renovation. Any decisions to move forward will be undertaken by the Town Board. He would like to be able to add input into the direction of the spend. He prefers spending be done on roads. Chairman Schultz noted an upcoming public meeting on funding for road maintenance on February 7, 2024.

Ms. Tamara Morrissey asked for clarification on the process to spend funds on the town hall and suggested that there may be some additional community input solicited, such as an open house, to allow comment on the town hall renovations.

Mr. Mark Votava noted that the terms for himself and Mr. Miske are up for renewal.

Mr. Brad Reuter, 2925 Neal Ave N, supported the previous comments to gather further public input into the Town Hall renovation.

Meeting Suspension:

Pending the arrival of the Township Treasurer, the meeting was paused at 8:20 PM, and resumed at 8:40 PM.

Treasurer's Report:

Ms. Olson presented the treasurer's report for December 2023 noting \$65,451 in receipts and \$126,685 in expenses, with current assets at \$2,815,667. Supervisor Buelow asked about the insurance on the town hall and believes the valuation of the building may be too high. He asked about where the expenses for the building are recorded and where the pending COVID funds are recorded. Ms. Olson noted the budget line for building expenditures and noted that the COVID funds are not in the budget

WEST LAKELAND TOWNSHIP

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

January 8, 2024

West Lakeland Town Hall

since these funds are federal funds but retained in a separate fund. Supervisor Buelow moved to approve the treasurer's report, seconded by Chairman Schultz. The motion passed by roll call vote (2-0)

Chairman Shultz moved to pay the bills presented by the treasurer. Seconded by Supervisor Buelow the motion carried by roll call vote (2-0).

Chairman Schultz asked if there were any concerns on the part of the treasurer regarding the engagement letter from TAFT law firm for bonding. No concerns were raised.

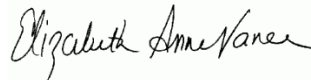
Ms. Olson noted Baytown did have an agenda item regarding city vs township, noting support among the attending residents to become a city instead of township. The concerns for this township include the possibility of annexation from the neighboring cities. The results of the study are on the Baytown website.

Ms. Olson noted concerns about the town clerk being at the town hall full-time. There is concern about a single employee alone at the town hall full time, versus being available by an appointment. Other local townships do not require the clerk to be on site full time.

Adjourn:

Having no further business, Chairman Schultz moved to adjourn the meeting. Seconded by Supervisor Buelow, the motion carried. The meeting was adjourned at 9:00 PM.

Respectfully Submitted,



Elizabeth A. Vance
Recording Secretary