

## West Lakeland Township

February 9, 2015

6:30 p.m.

Oak-Land Jr. High

PRESENT: Chairman Kylo, Supervisor Steven Ebner, Supervisor Dave Schultz, Ms. Sue Agrimson, Township Clerk; Ms. Mary Rinkenberger, Deputy Clerk; Ms. Marsha Olson, Treasurer; Scott McDonald, Township Attorney; Dave Dupay, Planning Commission Chairman; Duane Stensland, Building Inspector

### Call to Order

Chairman Kylo called together the regular meeting of the West Lakeland Town Board at 7:00 PM

### Minutes

The minutes of the January 2015 regular meeting were presented for approval. Supervisor Ebner moved to approve the minutes. Seconded by Supervisor Schultz, the motion carried.

The minutes of a closed meeting regarding the Lind Home Occupation Permit on December 15, 2014 were reviewed. Supervisor Schultz moved to approve the minutes. Seconded by Supervisor Ebner, the motion carried.

The minutes of an onsite meeting on Jan 20, 2015 with Jack Kolmer, manager of the Joshua Taylor building, were reviewed for approval. Supervisor Ebner moved to approve the minutes. Seconded by Supervisor Schultz, the motion carried. The clerk was directed to contact Mr. Chris Sauro, insurance agent, to determine if the lease of the building would require additional coverage. Chairman Kylo moved to authorize the Chairman to finalize the details of the lease and to get a provision to begin officespace preparation prior to March 1<sup>st</sup> with legal review and verification of sufficient liability insurance. Seconded by Supervisor Schultz, the motion carried.

### Treasurer's Report

Ms. Olson presented to the board the treasurer's report for January 2015. The report reflects receipts of \$7,673.78 and disbursements of \$25,148.67. Supervisor Ebner moved to approve the report. Seconded by Supervisor Schultz, the motion carried.

It was determined that the Township did not meet the standards to require an audit in 2016. Chairman Kylo moved to remove this amount from the projected budget, and to add this item to the programmed expenses for 2017. Seconded by Supervisor Ebner, the motion carried.

The proposed budget for 2016 was presented for approval. The budget reflects \$786,310 in disbursements and \$786,310 in receipts. Chairman Kylo moved to accept the budget. Seconded by Supervisor Ebner, the motion carried.

Chairman Kylo moved to approve the levy recommendation of \$562,640. Seconded by Supervisor Ebner, the motion carried.

### Review and Pay Bills

Supervisor Ebner moved to pay the invoices presented for payment. Seconded by Supervisor Schultz, the motion carried.

Supervisor Ebner moved to authorize cost sharing for the cost of end of year forms such as W2 and 1099 forms, among the communities, Stillwater Township, Baytown Township and

## West Lakeland Township

February 9, 2015

6:30 p.m.

Oak-Land Jr. High

West Lakeland Township, for which Ms. Olson provides treasurer services. Seconded by Supervisor Schultz, the motion carried.

### **Public Comments**

Mr. Vince Anderson asked for clarification from Mr. McDonald on the relationship between conditions of a home occupation permit and other sections of the ordinance. Generally, the more specific will supersede the more general.

### **Lot Line Adjustment, 1740 Olene**

Mr. David Humphreys of 1740 Olene, presented an updated survey with the new requested lot lines for his adjacent lots. The proposed resulting parcels are the same size as the existing parcels. Mr. McDonald had prepared the documents for the easement for the roadway and the descriptions of the new parcels. With the board, being satisfied that all concerns were met with the current proposed lot lines, Supervisor Schultz moved to approve the lot line adjustment and direct the town attorney draft a resolution documenting the approval and to allow the clerk to stamp and approve the parcels as presented. Seconded by Supervisor Ebner, the motion carried.

### **Minimum Impact Design Standards for Stormwater Management**

The review of a resolution for a grant to assist in the development of minimum impact design standards for stormwater management was tabled until the March 2015 regular meeting.

### **Joint Powers Agreement for Water and Sewer Extension with Lake Elmo**

Chairman Kylo presented a draft letter to Lake Elmo to initiate a joint powers agreement for water and sewer extension to the corner of Manning Ave and I-94. An initial discussion was started last year, but with the change in the Lake Elmo city council, the proposal is being restated. This is not a formal request, but a request to open discussions.

### **Building Permit Fees**

The board reviewed the drafted update of building permit fees. The fee schedule realigns the fees with the UBC fee schedule, which is an accepted standard for the building trades and builder's association. Supervisor Ebner moved to approve the building fee schedule, reflecting a rate of the UBC plus 65%, with \$150 flat fee up to \$5,000, and with 35% of the fee for the Township, and 65% of the fee to the building inspector, to be in effect after the March 2015 regular meeting. Seconded by Supervisor Schultz, the motion carried.

Mr. Krafterfer offered an Excel based tool to compute the fee based on the new schedule, and asked for clarification on how the schedule was to be presented for publication. The board agreed upon increments of \$1,000 up to \$1,000,000, and will review the document at the next meeting.

### **GIS Mapping Software**

Mr. Dupay presented an update on the contract with FlatRock for GIS mapping software. Mr. Dupay and Chairman Kylo met with FlatRock representative Blaine Hackett, to continue the effort of data needs to support the GIS mapping, MS4 requirements, and land use related

## West Lakeland Township

February 9, 2015

6:30 p.m.

Oak-Land Jr. High

tracking. Mr. Dupay is preparing the data files and drafting modifications for the land use forms to be applicable to West Lakeland Township.

### **Additional Business**

Chairman Kylo nominated Mr. Sean Flaherty to the planning commission. Seconded by Supervisor Ebner, the motion carried

Supervisor Ebner moved to approve the slate of election judges for the Township Election on March 10, 2015. Seconded by Supervisor Schultz, the motion carried.

The clerk noted the regular March 2015 meeting was to be held on March 10, 2015.

The clerk noted that the Board of Canvas will be held after the Township election and Town Meeting.

Chairman Kylo provided an update on the search for a clerk. There will be an announcement in the next newsletter and on the township website.

Supervisor Schultz spoke with the Township Engineer and committed the township for a joint agreement for sealcoat with Lake Elmo, as done in the past.

### **Adjourn**

Having no further business, Supervisor Ebner moved to adjourn the regular meeting. Seconded by Supervisor Schultz, the motion passed. Chairman Kylo adjourned the meeting at 8:13 p.m.

Respectfully submitted,



Elizabeth Vance  
Deputy Clerk

February 9, 2015

**West Lakeland Township**  
6:30 p.m.

Oak-Land Jr. High