

WEST LAKELAND TOWNSHIP

May 11, 2015

7:00 p.m.

Oak-Land Jr. High

Present: Chairman Dan Kylo, Supervisor Steven Ebner, Supervisor Dave Schultz; Ms. Sue Agrimson, outgoing clerk; Ms. Carrie Seifert, incoming clerk; Mary Rinkenberger, Deputy Clerk; Mr. Scott McDonald, Township Attorney; Ms. Marsha Olson, Treasurer, Mr. Duane Stensland, Building Inspector; Mr. Dave Dupay, Planning Commission Chair

Call to Order

Chairman Kylo called to order the regular meeting of the West Lakeland Board of Supervisors at 7:12 PM.

Approval of the Minutes

Supervisor Schultz moved to approve the minutes with minor corrections. Seconded by Supervisor Ebner, the motion carried.

Treasurer's Report

Ms. Olson presented the treasurer's report for the month of April. The report reflected \$23,058 in receipts, \$40,373 in expenses, and a net asset value of \$1,397,607. Supervisor Ebner moved to approve the report as presented. Seconded by Supervisor Schultz, the motion carried.

Introduction of the Clerk

Chairman Kylo introduced Carrie Seifert, the new Township clerk, hired effective May 1, 2015. Chairman Kylo moved to authorize Ms. Seifert to assume signature authority as clerk from Ms. Agrimson for the Township bank accounts, and to authorize Mr. McDonald to draft a resolution, if so required, for signature by the clerk and chairman outside the regular meeting, if necessary. Seconded by Supervisor Ebner, the motion carried. Ms. Olson will coordinate the transition for all signature authorities as required.

Review and Pay Invoices

Supervisor Schultz moved, seconded by Supervisor Ebner, to review and approve the invoices presented for payment.

Clerk's office equipment and Taylor Office internet Services

Supervisor Ebner presented the value of the current computer used by Ms. Agrimson. She is interested in purchasing the computer from the township. Supervisor Ebner's research indicates the fair market value for this computer is \$450. Supervisor Ebner presented options for a laptop for Ms. Seifert, recommending the purchase of a Dell from Sam's Club for \$399.99, with an additional purchase of Home and Business Microsoft Office for an additional \$220.00. Internet service is available from either Century

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Link or Comcast, and both companies provide an associated package for phone service. The board compared differences in plans.

Chairman Kylo recommended the board sell the current clerk's computer to Ms. Agrimson for \$450.00, to purchase the Dell from Sam's Club for \$399.99 with Microsoft Home and Office package, and to contract with Century Link for internet and phone service at the Taylor building. Seconded by Supervisor Schultz, the motion carried.

Country Insurance Annual Review

Mr. Chris Sauro appeared before the board with the annual review of coverage for the Township. After review, Chairman Kylo moved to approve the renewal with the premium of \$1,540. Seconded by Supervisor Ebner, the motion carried.

Youth Services Bureau

Ms. Mary Planten Krell, Executive Director of the Youth Services Bureau, appeared before the board to discuss the role of the organization in providing services for youth and family in Washington County. The mission of the Youth Services Bureau is to help youth and family learn skills to be successful in home, work and school by offering counselling, chemical dependency, crisis intervention, parenting classes and divergent services. In operation for 40 years, the Youth Services Bureau is Washington County's only divergent services program. Approximately 5 to 8 families in West Lakeland are actively using these services. Youth Services Bureau asks each of the municipalities support to assist in providing funding for the services, and is asking West Lakeland for \$250 through a services purchase agreement. Chairman Kylo asked for a copy of the agreement for review.

Request for Variance to Allow an Outbuilding in front of the Resident

Mr. Thill was not in attendance, so the topic was tabled. No application is currently on file.

Notice of Violation, Mr. Robert Lind

The board reviewed the draft notice of violation for Mr. Robert Lind, 1690 Neal Ave. Mr. McDonald noted an error on the address line of the letterhead. Supervisor Ebner moved to approve the draft letter responding to the violation and authorized Mr. McDonald to hand deliver the copy to Mr. Lind after correction of the letterhead. Seconded by Supervisor Schultz, the motion carried. It was noted that the terms of the ordinance allow Mr. Lind to request a hearing.

Ms. Sylvia Zinn asked for clarification of the conditions on the landscaping business. Supervisor Ebner noted that Mr. Lind is allowed to bring materials on and off the lot, but cannot offload it for storage or offer it for sale from the residence.

Mr. Rolf, proposed that he ask as a liaison for the neighborhood to assist in ensuring the terms of the permit are met. The board asked for a draft proposal of an audit program for review.

Home Occupation and Interim Home Occupation Permit Applications

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The board reviewed the updated applications developed by the planning commission. It was noted that the revised application becomes the permit after approval. The application also clarifies the number of employees on and off the premises, adds the days as well as hours of operation, adds clarity to vehicles on site in terms of storage, and references the appropriate section of the code. The application adds the requirement to provide a map of the property, indicating areas of work and noting the adjoining lots and buildings. The final page allows the board to add modifications or additional conditions. Mr. McDonald suggested the applicant also sign the final page with the board conditions..

Solar Farm Ordinance

Chairman Kylo noted correspondence from Washington County asking if there was a need for a county ordinance to address solar farms. Supervisor Ebner noted the planning commission was working on a draft ordinance to address solar farms and solar gardens. Chairman Kylo will discuss this draft with Mr. O'Donnell from Washington County.

Home Occupation Review

Supervisor Ebner presented the home occupations audited with the changes noted. Those with changes noted were:

Kline, 4th St – change in hours of operation, clients come by appointment only

Smith, 24th St N – change in hours of operation, business is brokage of milk products and animal feed, and all work is via internet and phone. No customers come to the residence.

Arnfelt, 12th St N – change in hours for 1.5 hours of additional operating time to accommodate 40 students per week.

Trunzo – change from firearms repair to small engine repair and part sales. The board concurred that this is a substantive change, and would like to review the terms of the permit with Mr. Trunzo. The clerk will contact Mr. Trunzo to reapply at the next regular meeting.

Mr. McDonald suggested the board provide some additional clarity by distinguishing between uses for the level of review required. That is on the agenda for the planning commission. Supervisor Ebner moved to reauthorize with the minor changes for Kline, Smith and Arnfelt. Seconded by Supervisor Schultz, the motion carried.

Speed Limits on Nolan Avenue

Supervisor Schultz reviewed the options for managing the speed on the southern end of Nolan Avenue. Minnesota Statute 169.14 sub 2B and 169.011 sub 69A allow for a municipality to reduce the speed to 35 MPH if houses are spaced less than 300 feet apart for a minimum distance of ¼ mile. The southern end of Nolan does meet those criteria. It was also noted that the ditches are steep, aggravating the severity of any accident. Supervisor Schultz moved to authorize Mr. McDonald to draft a resolution documenting an adjustment in speed, noting the quarter mile from 10th Street north on Nolan Avenue from 45 MPH to 35 MPH pursuant to state statute 169.14 sub 2B and 169.011 sub 69A. Seconded by Supervisor Ebner, the motion carried.

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General Records Retention

The clerk provided a resolution to adopt the general records retention schedule recommend by the Minnesota Association of Townships. A schedule was adopted previously, but with the change in clerks and the move to the township office, it was appropriate to update to more current requirements. Chairman Kylo moved to adopt the resolution. Seconded by Supervisor Ebner, the motion carried.

Road Maintenance

Lake Elmo opened the two bids received for seal coat. Allied bid \$1.25 per square yard, and Pearson Brothers bid \$1.21 per square yard. The bids will be formally reviewed by the Lake Elmo City Council on May 19. Chairman Kylo moved to approve the Pearson Brother bid at 1.21 per square yard, and an estimated total of \$56,182.72. Supervisor Schultz seconded the motion. The motion carried. Formal bid approval had been deferred to the City of Lake Elmo through the Joint Powers Agreement.

Public Comment

Mr. Vince Anderson requested the board discuss the airport long range plan. It was noted that at an informational meeting with MAC on April 21, the commission is proceeding with plans to expand the runway northwest to southeast. The environmental study is programmed for 2016, with potential construction from 2018 to 2020. More information will be communicated as the process proceeds forward.

Ms. Gladys Ritter commented on the requirement to provide copies of documents under discussion to the public.

Additional Business

Chairman Kylo noted the results of Clean Up Day. With the change in service provider, the service was not quite as expected, but changes will be made next year.

Chairman Kylo requested the board adjust the date of the August regular meeting to accommodate scheduling conflicts.

Supervisor Schultz noted that there was an error, so his previous estimation that the township would exceed the road and bridge budget was not the issue previously believed.

Adjourn

Having no further business, Supervisor Ebner moved to adjourn the meeting. Seconded by Supervisor Schultz, the motion passed. Chairman Kylo adjourned the meeting at 10:00 PM.

Respectfully submitted,

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A handwritten signature in black ink, reading "Elizabeth Anne Vance", is centered on the page. The signature is written in a cursive style with a light green rectangular highlight behind it.

Elizabeth Vance