

WEST LAKELAND TOWNSHIP

June 8, 2015

7:00 p.m.

Oak-Land Jr. High

Present: Chairman Dan Kylo, Supervisor Steven Ebner, Supervisor Dave Schultz; Ms. Carrie Seifert, Clerk in Training; 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 7:04 PM.

Approval of the Minutes

Supervisor Ebner moved to approve the minutes of the May regular meeting. Seconded by Supervisor Schultz, the motion carried.

Treasurer's Report

Ms. Olson presented the treasurer's report, reflecting \$8,425 in receipts and \$42,999 of expenses. Supervisor Ebner moved to accept the report. Seconded by Supervisor Schultz, the motion carried.

Review and Pay Invoices

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

Ms. Olson proposed completing an internal audit at the July meeting prior to upgrading the CTAS accounting software. The upgrade will be completed after the June data has been entered.

Chairman Kylo moved to authorize Ms. Seifert to spend up to \$100 to purchase a laptop case. Seconded by Supervisor Ebner, the motion carried.

The board clarified payment for the clerk as a special meeting if the meeting is outside regular office hours and is not part of the routine monthly or annual meetings, such as the budget or organizational meetings, would be considered for additional special meeting compensation.

Public Comments

Ms. Gladys Ritter, Neal Ave, asked if the treasurer's report was available for the public. Copies were on the back table.

Mr. Vince Anderson asked about the number of copies that would be provided. Legally only one copy is required, but the board asked Ms. Seifert to have available 4 or 5 copies of items known for discussion by the board. The intent is to be able to display on the overhead screen any unexpected documents.

Home Occupation Permit, Mr. Bob Lind

Chairman Kylo noted the topic listed as item 5 on the agenda is incorrect. Mr. Lind's home occupation has not been revoked. The notice to revoke unless violations are corrected has been given to Mr. Lind, and Mr. Lind has 30 days to comply. After the 30 day period, the board can then act to revoke, if the violations persist. After that decision, Mr. Lind can file an appeal and request a special hearing. The 30 day period is complete as of June 18. Revocation would be considered at the July regular meeting. The board also discussed the issue of costs being incurred as a result of the permit violations. Chairman Kylo moved to direct Mr. McDonald to contact Mr. Lind or his attorney to determine if the intent was to call for a special hearing or wait and file an appeal if the permit is revoked. Mr. McDonald

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is also to discuss the board's intent to seek reimbursement of expenses. Seconded by Supervisor Ebner, the motion carried.

Recycling Consultation

Ms. Karen Richtman presented a consulting contract proposal for recycling program services to the board for review. She has provided this service for the past 20 years for a number of neighboring communities, and has been working unofficially with Ms. Agrimson for the past few years without reimbursement. With the increasing requests for assistance from the township, the change in clerk, and the increasing requirements from Washington County and the State of Minnesota, Ms. Richtman would like to move to a more formal, compensated arrangement. Starting with 2015, Ms. Richtman proposed that she would be responsible for the recycling program and completing the proposed projects needed to receive the recycling grant funds. The proposed projects are the clean-up day, establishing and publishing performance measures, investigating recycling at the Lucy Winton Bell sports complex and promoting solid waste recycling campaigns. The cost for 2015 services to support that activity and the clerk's routine work is \$5,000. It was noted that some of this work has already been completed. Mr. McDonald suggested the contract be revised to reflect a payment for \$2,500 for Jan to June 8, and \$2,500 for services from Jun 8 to Dec 31, to be prorated monthly. The contract language will be modified. Supervisor Ebner moved to proceed with a grant application for the recycling projects, and hire the services of Ms. Richtman for 2015 pending signature of the contract. Seconded by Chairman Kylo, the motion carried.

Supervisor Schultz noted a concern on recycling pick up frequency from a resident on Manning Trail. The issue was given to Supervisor Ebner to investigate.

Home Occupation Review

Mr. James Trunzo could not attend the meeting, and review of that permit will be tabled until the July meeting.

Ms. Hines had a conditional use permit for a kennel, which has been downsized since the permit was issued. The revised home occupation permit is for boarding dogs. There are no employees, and all dogs are kept inside. The use appears to have minimal or no impact on the neighborhood. Chairman Kylo moved to approve the home occupation permit for dog boarding services, noting no employees, no signage and daytime hours. Seconded by Supervisor Schultz, the motion carried.

The board reviewed the home occupation permit for Cogitos Computers, granted as a conditional use prior to the adoption of the home occupation ordinance. The business is conducted over the phone. Chairman Kylo moved to approve the home occupation for sale of computer equipment, noting no employees and minimal deliveries or shipments from the home. Seconded by Supervisor Ebner, the motion carried.

Federal Community Development Block Grant Program

The grant, in conjunction with the County, provides funds through the County to West Lakeland residents. There is no commitment on the part of the Township, as the program is administered by the County. The board chose to take no action, and let the grant renew automatically.

Home Occupation Permit and Interim Permit Application Forms

Supervisor Ebner provided the updated forms with the modifications recommended at the last meeting. Supervisor Schultz moved to approve the use of the forms as presented. Seconded by Supervisor Ebner, the motion carried.

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Phone Service at the Joshua Taylor Building

The current township phone number could not be moved between exchanges. Supervisor Ebner recommend the board consider other phone options and recommended the board direct the phone number to a cell phone for the clerk. This would allow the phone to move with the clerk between her residence and the office. After discussion of options, Chairman Kylo recommended the purchase of an Enduro 626 cell phone and 750 minute plan from Consumer Cellular. Seconded by Supervisor Schultz, the motion carried.

Additional Business

The Metropolitan Airport Commission will have an information meeting on July 9 on the proposed modifications to the Lake Elmo Airport. Supervisor Schultz will attend.

The board reviewed the Youth Service Bureau agreement. The level of support is set at \$250 per year. Supervisor Ebner moved to approve the contract. Seconded by Supervisor Schultz, the motion carried.

A resolution for the speed control on Nolan from 10th Street for ¼ mile approved at the last meeting was presented by Mr. McDonald to the board. The resolution was signed by the chairman. Supervisor Schultz will install the necessary signage.

An initial draft of the Solar Garden Ordinance has been distributed for review.

Chairman Kylo noted a letter from the Metropolitan Council, updating the estimates of households in the township at 1,326, with 3.1 persons per household.

The August meeting will be held on August 3, 2015.

Mr. Brian Krahftefer asked if there was a report from the Valley Branch Watershed District. The annual watershed plan is available on line.

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 9:00 PM.

Respectfully submitted,



Elizabeth Vance
Recording Secretary