

WEST LAKELAND TOWNSHIP

Regular Meeting

May 14, 2012

6:30 PM

Oak-Land Jr. High School

Present: Chairman Dan Kylo, Supervisor Steve Ebner, Supervisor Dave Schultz, Sue Agrimson, Clerk, Marsha Olson, Treasurer; Frank Ticknor, Township Engineer; Scott McDonald, Attorney; Duane Stensland, Building Inspector; Dave Dupay, Planning Commission Chair

Board of Audit

Chairman Kylo called to order the Board of Supervisors for the purposes of conducting a Board of Audit for the account reconciliation between the clerk and the treasurer at 6:30 PM. The purpose of the Board of Audit was to confirm the accuracy of the books and allow a transfer of the method used by the treasurer from ledgerbook to CTAS. Twenty six transactions were randomly selected and matched without issue. This represents approximately 15% of the transactions in the register. Chairman Kylo moved to approve the board of audit and authorize the treasurer to transfer the records to the CTAS accounting system. Seconded by Supervisor Ebner, the motion carried. The Board of Audit was adjourned at 6:48 PM.

Public Hearing to Consider an Application by the Jehovah's Witnesses Kingdom Hall at 959 Paris Avenue Circle for a variance to construct and install a 16 square foot sign. The variance would include an exception for the number of signs allowed on the property.

Mr. Micah Parker presented the request. There is an existing sign at the corner of 10th Street and Stagecoach, but the entrance to the property is off Paris Avenue Circle. The new sign is proposed to be located at the entrance to the parcel. The second sign would allow for better management of traffic flow. There are about 100 vehicles per week travelling to the site. The sign would have flood lamps, directed to illuminate the sign but not direct light of the property.

Mr. Dave Dupay reported for the planning commission, recommending approval. It was noted that there is no entrance possible off 10th and Stagecoach, so directing an entrance, and identifying the site are done at two locations. Two signs would better manage the traffic flow.\

Public comment included Mr. Vince Anderson's observations that the Kingdom Hall is a good neighbor, and a beneficial use in the township, with some question on the compliance of the sign as a lighted or non-lighted sign. There are restrictions as to the distance from a roadway for each type of sign, but the proposed location for this sign is in compliance with restrictions for both lighted and non-lighted signs.

The board reviewed the lighting proposed on the sign. It was noted that the parking lot lights, currently on Paris Circle, are turned off at 11:00 PM. It was thought that the lights to the sign should follow the same time restrictions

The public hearing was closed at 7:24 PM

Call to Order

The regular meeting of the West Lakeland Board of Supervisors was called to order at 7:30 PM on May 14, 2012. It was noted that the public hearing to consider an application for a Conditional Use Permit at 2270 Neal Avenue to allow livestock at a

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greater density than allowed was cancelled at the request of the applicants, Stacy and Deidre Tschanz.

Review of Request for Variance for Additional Signage at 959 Paris Avenue Circle.

The board reviewed the comments from the public hearing, and reviewed the merits of the request for a variance to allow a second sign for the Jehovah's Witnesses Kingdom Hall. After discussion, Supervisor Ebner moved to authorize a resolution documenting approval of the request for variance, reflecting that the property is unique in that the property is most visible from the intersection of 10th and Stagecoach, but the entrance is not off these streets, and that a sign that directs the traffic to the entrance would be a benefit in terms of safety and traffic management. The motion also included conditions that the lights on the sign be turned off by 11:00 PM, and be in compliance with the design and site plans submitted on May 14, 2012. It was further noted that no opposition was brought forward at the public hearing. Seconded by Supervisor Schultz, the motion carried.

Public Comments

Mr. Vince Anderson appeared before the board and noted that he was of the opinion that there are some sites in West Lakeland that may be in violation of the sign restrictions in the ordinance, and asked the board to review compliance. It was also suggested that some parcels may be in violation of the livestock density ordinance. The board took these comments under advisement.

Approval of the Minutes

Supervisor Steve Ebner moved to accept the minutes of the April 9, 2012 regular meeting. Seconded by Supervisor Schultz, the motion carried.

Treasurer's Report

Ms. Olson provided the treasurer's report for April 2012, reflecting expenses of \$32,504 and \$1,038,000 in assets. Supervisor Schultz moved to approve the report as presented. Seconded by Supervisor Ebner, the motion carried.

Review and Pay Invoices

Ms. Agrimson requested clarification on the status of the escrow posted by Mr. and Mrs. Tschanz. The township has the authority to request for reimbursement of direct expenses. Ms. Agrimson was directed to prepare an accounting of the expenditures, and determine any final invoicing.

Ms. Agrimson presented a request to upgrade the primary printer used by the Township clerk. The current machine is becoming unreliable, and maintenance costs are rising. The clerk was directed to prepare a listing of features needed in a combination printer/copier/fax in order to estimate replacement options and costs.

Supervisor Ebner moved, seconded by Chairman Kylo, to pay the invoices presented. The motion carried.

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Annual Financial Review

Mr. Chris Sauro, of Country Financial, appeared before the board for the annual insurance coverage review. A summary of the coverage maintained by the township was presented for review. Additions to coverage include matching to the current statutes for the limits on liabilities. Liability coverage is the major part of the policy. Errors and Omissions coverage is increased to \$1.5 million. No changes in coverage requirements were identified. Premium for the coming year is \$1522, compared with \$1862 last year.

Artisan Letter of Credit

The letter of credit was not received, but Mr. McDonald did receive an email from Central Bank, committing to extend credit for an additional five months. There is still a shortfall in the escrow account.

Engineering Project Status

Mr. Frank Ticknor presented the status on the outstanding engineering projects.

O’Ryan Trail rehabilitation project, a reclaim project, has had the advertisement and bid opening completed. The low bid was from Hard Drives, Inc., at \$163,950. A draft letter has been prepared to send to the neighboring property owners. Chairman Kylo moved to approve awarding the contract as let for bid to Hard Drives, Inc. Seconded by Supervisor Ebner, the motion carried.

Crack Seal repair was completed, with a final cost of \$9,750. Crack sealing was done on Neal, Newberry, Manning Trail and Midwest Trail.

Sealcoat repair, in partnership with Lake Elmo, has been authorized for bid, with the bid openings scheduled for May 31, 2012.

Neal Avenue speed study between 20th and 30th streets was completed, with the state recommendation for a speed of 45 miles per hour.

A list of culverts needing cleaning was provided to Miller Excavation for quote.

The MS4 meeting is scheduled for June 11, 2012. Chairman Kylo is completing the permit update.

Additional Business

Supervisor Ebner moved to authorize the Chairman to sign the Resolution submitted by Attorney McDonald for amendment to CUP approved last month to allow for a closed loop car wash at the Holiday Station Store on Manning Avenue. Seconded by Supervisor Schultz, the motion carried.

Chairman Kylo moved to hold the regular meeting of the Town Board for August 2012 on August 6, 2012 to accommodate the Supervisors’ schedule. Seconded by Supervisor Ebner, the motion carried.

The Annual Gravel Inspection was scheduled for Tuesday, May 15th

Annual Clean-up Day was scheduled for Saturday, May 19th

The clerk was directed to accept the invitation received from Valley Branch Watershed District to meet with the board on the discussion of the Watershed District management and other open issues.

Supervisor Schultz moved to sign the recycling grant contract. Seconded by Supervisor Ebner, the motion carried.

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Adjourn

Chairman Kylo moved to adjourn the meeting having no further, business. Seconded by Supervisor Ebner, the motion carried. Chairman Kylo adjourned the meeting at 9:40 PM.

Respectfully Submitted

A handwritten signature in black ink that reads "Elizabeth Anne Vance". The signature is written in a cursive style and is centered on the page.

Elizabeth A. Vance
Deputy Clerk