



LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 Fax (651) 462-0500
Email: info@linwoodtownship.org
Website: <http://linwoodtownship.org>

Road & Bridge Meeting Minutes

January 4, 2022

Called the meeting to order on Tuesday January 4, 2022 at 7:06 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

Members present: Mike Gabrick, Craig Rylander, Supervisor Millerbernd. and Supervisor Parker

Members absent: Shawn McLane, Jim Windingstad, Dan Utecht, and Christina Smentek

1. Public in attendance: None
2. No agenda for meeting

No quorum. No Motions could be made. Discussion.

Mike Gabrick made presentations and discussed Budget for 2023, Poly Flex for 2022, Crack Fill Special for 2023, Street Classifications, Aggregate for 2022, and a Long- Range Budget.

Mike Gabrick will meet next week with Hakanson Anderson to discuss proposed construction and funding request.

Mike Gabrick will meet next week with Keller Excavating to discuss aggregate needs for streets in 2022 and beyond.

After meetings with Hanson Anderson and Keller Excavating, Mike will schedule a meeting with the Township Treasure, Pam Olson, and discuss 2023 budget and Long- Range Budget.

Meeting ended at 7:46 p.m.

Minutes respectfully submitted by Mike Gabrick, Road and Bridge Member.

Approved on 2/1/2022

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

February 1, 2022

Craig Rylander called the meeting to order on Tuesday February 1, 2022 at 7:00 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

Members present: Mike Gabrick, Ed Kramer, Craig Rylander, Erin Clarkowski, Dan Utecht, Christina Smentek and Supervisor Millerbernd

Members absent: Jim Windingstad and Supervisor Parker

Public in attendance: Lyle Richards

Approval of agenda: Mike Gabrick made a motion to approve the agenda; Ed Kramer seconded; all ayes; motion carried.

Proposing \$50,000 in line item 25 for crack fill

Line 26 expenses - \$0 for our amount (44)

Line 28 (48) - list the streets and sealing and do not exceed that limit (\$67, 275) - 3.5%

Line 32 (54) - try and have bare roads - increase to 50% (\$30,000)

Line 63 (89) - \$5,000 - sign replacement list - aggregate streets (700 signs on bituminous roads) to create long term budget

Ed Kramer makes motion to approve budget as Mike has presented, Craig Rylander seconded, all ayes, motion passed

Long range budget: Mike proposed \$65,000 using limestone, higher content of binder - low volume, low speed streets perfect product - not the strength of class 5 - spread through all the aggregate streets in the township - form for contractor to sign and attach the tickets with tonnage to track for future history - how many tons went where and when - when did he blade and what were the conditions of the roads - will not receive quote unless there is a production report - would like to create the aggregate history - get the info from the tickets and fill out the report - how many tons were placed on that specific street

Keller will let us know what streets need aggregate based on where he has bladed

Poly flex - what we did in 2021 and what the plan is in 2022 and then the plan in 2023 - met with Dustin and determined that this year we will determine based on pound not linear foot - Mike's review of roads - he came up with pounds and came up with estimate - warranties the road and you walk the road with the contractor - performance warranty sent over to Hakanson Anderson for final approval - traffic control to be discussed at next meeting -

Repair special - crack filling - route and seal or clean and seal - pay for by the pound - \$7500/mile

Street classification - assigning street classification - prioritizing the principal arterials

Striping - every 3 years - have Anoka County to do in the past - poly flex, crack fill special and then stripe

Dellwood Country Estates: Lyle Reynolds - develop property - proposing to put in 22 lot development - applied for variance - 1000 foot cul de sac is allowed by ordinance – the proposed cul de sac is 2100 feet - no good route to go to the East – it is wetland - north is wildlife management and DNR wetland - west is DNR wetland and lower quarter mile is East Bethel - town board wants R&B comments.

The variance passed P&Z with a proposed emergency fire access at 1000 feet between Lots 5 and 6, going west to the property line, then south to 215th Lane NE, either paved or gravel, surface to be determined.

Discussion was that it would just be another surface for the Township to maintain for something that is not necessary. Ed made a motion, seconded by Mike to recommend the town board approve the Dellwood Estates request for a cul-de-sac length as proposed on the Sketch Plan as presented, with the approximate 2100 linear foot cul de sac with no fire lane - all ayes, motion carried.

Cliff Boettcher Sketch Plan - does it meet our lot minimum width and lot size - accept sketch as shown - Craig Rylander - Mike Gabrick seconded - all ayes; motion carried

Sunrise Pines

Sunrise Pines – Lot 1, Block 2 has the required road frontage but has the bridge guardrail running along the full width of the lot. Developer is proposing the driveway will be an easement across the adjoining lot.. Talked about the minimum entrance width - minimum driveway width 12 feet. Mike said there has been talk about seeking funds to replace bridge. Driveway should be 10 foot minimum from end of guardrail - culverts under driveway and sizing. Craig Jochum has sent his comments - Sight distance on County Road 75 is a concern.- Long range budget - yearly bituminous expenditures - C, D and E reviewed, F is capital funds - 2023 is \$650,000 South Linwood - LRIP in 2024 for 205th if LRIP comes through - 245th is a shared road with Oxford Township and they are applying for LRIP funds for this project

Equipment - 2023 Cat Tracked Skid purchase in 2022 -

Long range budget form - preliminary - Mike's system shows numbers to-date - when he receives the report from Pam - he updates his sheets with the information

Letter of Understanding Erin made a motion to approve - Mike Gabrick seconded - all ayes; motion carried

Contracts Calendar - Salt under state contract - it comes up in March - list from Pam of all the street sweeping and sedimentation ponds and catch basins

Record how much we sweep from each street so we can show PCA that we are doing our best effort

Letters out to 2 other contractors for bids for aggregate

Approval of November 2, 2021, December 7, 2021 and January 4, 2022 motion made by Craig Rylander; Mike Gabrick seconded; all ayes; all motion carried;

Motion to adjourn at 8:44 p.m. made by Christina Smentek; Craig Rylander seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, Road and Bridge Secretary

Approved on 3/1/2022

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

March 1, 2022

Jim Windingstad called the meeting to order on Tuesday March 1, 2022 at 7:00 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

Members present: Mike Gabrick, Ed Kramer, Craig Rylander, Jim Windingstad, Erin Clarkowski, Dan Utecht, Christina Smentek and Supervisor Millerbernd

Members absent: none

Public in attendance: none

Approval of agenda: Jim Windingstad made a motion to approve the agenda; Craig Rylander seconded; all ayes; motion carried.

Appoint a chairperson: Mike Gabrick made a motion to for Jim Windingstad and Craig Rylander seconded; discussion was had and Jim has a lot going on with his job and would not be the best candidate for the job he feels. Vote was taken; all neys Erin Clarkowski nominated Ed Kramer for chairperson and Christina Smentek seconded; Mike was opposed and all other in favor; motion carried. Mike G was opposed to Ed Kramer being chosen as Chair Person, because Ed has done much, much more than is expected of a volunteer. His knowledge and wisdom is greatly appreciated on the Committee, but it is time for someone else to step up and act as Chair Person.

Contracts Calendar:

Street Sweeping: Recommend single axle go out with street sweeper and dump load into single axle - will be sending out for bids (5.72 miles)

Sedimentation pond cleaning - do not know when that has been done - create a history - when did we do it last - how much material did we get out? The 2 sediments ponds are brand new and will not have to be done for a few years - schedule on how often they should be done

Additional Aggregate: list of streets based on needs from Rick Keller - limestone for all streets - class 5 is on Jodrell - we need strength in the roads - this will go out for quotes (\$10.80/ton at Bjorklund for Columbus) -keep track of history and where the tons are placed - keep track of blading hours - bids for blading and graveling

Roadside Mowing - copy of contract provided - will send out for bids -

Discussion was had about who should be responsible for reviewing the roads

Poly flex crack filling - performance bond - traffic control - 2 flag people with two-way radios - lump sum payment for traffic control - will put out for bids this year by the engineer - should we use the MN Work Zone layouts in the field book - it is up to the contractor to choose the traffic control - Warranty and guarantee is on page 12 - Mike wants to meet with Hakanson Anderson rep (Luke) and Dustin Westland with SealTech to discuss how the crack-filling performed last year and how we are going to proceed 2022 - clean joint and dry before putting in the sealant - Erin volunteered to re-write the Poly Flex patch spec contract (just the poly flex)- Ed Kramer made a motion - Jim Windingstad seconded; all ayes; motion carried)

Traffic Signs: many different types of different signs - should have a standard for all signs - when they are replaced - using what MN MUT recommends - what 233rd? Is the stop sign and street sign on the same post or are they on different posts on township roads? Committee to develop standard on sign placement on township to township roads (stop sign and street sign on same pole) - all signs are inventoried and put in a spreadsheet - 10-12 years for replacement - Jake from EF Anderson 3M digital print for street address prints and traffic signs for 205th and South Linwood - min of 6, cost would be \$20/each and turnaround time is one week - Eagle scout project - put up swing away's and new house numbers - purpose 6X16 with 4 inch letters - that is what Lent has - put house signs on all road projects from today forward- need to discuss with fire department - Ed Kramer made a motion to send to town board for review after the fire department has put in their input - Erin seconded with the addition of residents can purchase the signs themselves - amend building permit process to add the house address sign cost - all ayes; motion carried.

Letters of Understanding - East Bethel - has gone over to Nate at East Bethel - whichever gets there first does the snowplowing - bituminous patching - we pay our portion

Lent Township - they bill us for snow and ice removal - \$150/hour and \$125 per ton of salt - 50% of cost for poly flex patch - Lyons St

Wyoming - final decision from Wyoming - we do not need an agreement on snow plowing - whomever gets there first - Mike will create a memo and send to Town Board

Oxford - 245th between Thames and Baylor - road maintenance - blading and snowplowing on Rutgers - agreed to everything on it

Letters of understanding - Ed Kramer - made a motion for the board to review and send to the towns - Jim Windingstad seconded; all ayes; motion carried

Annual meeting - display the maps for poly flex, bituminous crack filling - additional aggregate for streets, and the long-range budget project map various locations of specific projects - projected year and cost sharing

South Linwood Drive- review plans on South Linwood Drive - spoke with Tim at Hakanson Anderson and plans are 50% complete - contracting is responsible for boring that intersection to make sure it drains - 43 driveways on South Linwood - more than 50% have drainage issues (trapped water) - cul-de-sac on NE corner do not drain - house numbers include with contract - no plans or specs - Mike will take care of this before he resigns

Mike will get all his documents to Pam to put on the server for the public works department - how we are going to transition Mike's action items

Resignation - Mike will resign effective April or May depending on whether action items are resolved

Christina rescinded her resignation

Check website for titles to ensure accuracy

Erin will keep minutes when Christina is gone

Increase secretary pay to \$100 - Jim Windingstad made a motion; Ed seconded Bob will take it to the board in 3 weeks for their approval -

Mike will bring list of all spreadsheets to next meeting

Discuss with Pam to add all Mikes items to the server for R&B access

Approval of February 1, 2022, motion made by Ed Kramer; Dan Utecht seconded; all ayes; all motion carried

Motion to adjourn at 8:43 p.m. made by Ed Kramer; Erin Clarkowski seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, Road and Bridge Secretary

Approved on 4/5/2022

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

April 5, 2022

Ed Kramer called the meeting to order on Tuesday April 5, 2022 at 7:00 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

Members present: Mike Gabrick, Ed Kramer, Craig Rylander Erin Clarkowski, Christina Smentek, and Supervisor Halliday

Members absent: Jim Windingstad and Dan Utecht

Public in attendance: Jack S. (public works)

Approval of agenda: Mike is going to add explain review of poly pre-fix crack filling (7a) - last years and this will be Mike's last meeting(&b) - Craig Rylander made a motion, Erin Clarkowski seconded

Current list of R&B related computer files - Pam has all the files - need to see if the will upkeep them - most critical is long range budget - complete long range budget - quarterly report off of that budget sheet; Mike had discussed this with Pam - this will need to be discussed to see how we can complete this and create the quarterly reports - Erin C. will take this on and work with the office - Alyssa is new treasurer - they are working on doing this with all committees. Sign inventory completed on bit and agg streets - gps locations with mapping on GIS (bit) - agg is by street address - Jeff did inventory for all signs and they would like to have additional signs on hand - when signs were replaced - up to date inventory of signs - new signs they received not sure if they meet the reflective grade - when Mike did his inventory he rated the signs - 6" lettering on construction project and we use 4" lettering - should come up with a recommendation.

House address signs - went to town board - fire dept was also looking into - new road project with swing away mailbox and new house address lettering - no final decision was made. Sign shows the mailbox and a post on the side closest to house with house number.

Sign Ratings: when you have your list of signs then you can rate them and replace them and create your budget - sign review - create long range budget - sign replacement history - Spring Road Review Sheet- categories to review and rate (list categories listed on spreadsheet) - this is the example - on backside you can make comments

Discussion on Chairperson - Mike is opposed to Ed - it has been added to last month's minutes

Culverts, catch basins and sedimentation ponds - catch basin's not draining properly - no place for water to drained out - draining into private property- this is on 227th on the curve where it turns in Martin Lake Rd (SW) Right of way on Martin Lake Rd - do we have as - built's for this, Mike said he asked for them and Pam said no. Easement for that pipe - no culvert reviews are being done by Mike.

Website - all roles are listed correctly on the township

Crack-filling from last year - poly pre-fix - performed excellent - road has greatly improved - plow has not taken the road up that was crack-filled last year - no problem with them meeting that requirement with the new spec - liquid bit - 236th extremely deep cracks - met with Dustin Westland - 2 phase when you have deep crack - pour in hot oil - pour in agg - the banding of the liquid bit is something that has to happen in the field - did not specify a bandwidth in the specification - quantify how many pounds was delivered and where they were placed - Hakanson Anderson is our inspector - discussed with Dustin the crack filling and he was not 100% impressed - procedurally it looked good - poly pre-flex this year and then crack filling every 4-5 years - Pam has the list for the roads to do this year and it has already been sent out - Mike spoke to Rick Keller about Lyons - and it was taken off of our list and 2 roads were added

What has gone out for bids - specs need to go out to Pam so bids can go out - all the projects for this year have been given to Pam - after this year we will have a better idea of what to do going forward - all specs were approved by town board and should have been sent out for bids. Mike spoke to Dustin about having the flag people - 2 flag people on Martin Lake Rd. Hakanson Anderson, do they inspect on all projects or just our crack filling - this year will be poly pre-fill flex.

Mike's resignation - this will be Mike's last meeting - Ed K made the motion and Erin C seconded - all ayes; motion carried

Board approved the ditch mowing, street mowing, poly flex and they have been sent out for bids

Secretary pay increase to \$75.00/ board approved - if Erin is taking minutes then she will receive the pay

Draft minutes are to be to Pam by Friday of same week of meeting

Mike Halliday will be the Liaison for the town board

Driveway specs - from wherever that property intersects with the Road ROW then the surface has to be the same or better than the road surface

Agenda to be more complete and detailed since it needs to be posted (Always include town board report and public works report)

Info getting relayed back to board/staff/public works

Punch list so public works can review

2 grants - Ed checked on them and there is no word on them yet - hopefully next month -

Oxford township is also applying for one for 245th

Coordinates and street location on the spreadsheet and timing of review and need this to help determine long range budget - Erin asked Ed when he plans on doing the sign review - Craig

and Ed will start one section at a time - aggregate and bituminous all at once by area versus by surface type. Have small detailed map with the person to make it easier

Approval of March 1, 2022, motion made by Craig Rylander; Erin Clarkowski seconded; all ayes; all motion carried

Motion to adjourn at 7:58 p.m. made by Erin Clarkowski; Craig Rylander seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, Road and Bridge Secretary

Approved on 5/3/2022

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

May 3, 2022

Ed Kramer called the meeting to order on Tuesday May 3, 2022, at 7:03 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

Members present: Ed Kramer, Craig Rylander Erin Clarkowski, Christina Smentek, and Supervisor Halliday

Members absent: Dan Utecht

Public in attendance: Jack S. (public works)

1. Approval of agenda: Erin Clarkowski made a motion to approve addition with the addition - Craig Rylander seconded; all ayes; motion passed.
2. Ed motioned to table list of spreadsheets until July and Erin seconded; motion carried.
3. Combined Sign Inventory List - Pam stated the GPS coordinates in MG spreadsheets may not be accurate - Erin will review and make sure the GPS coordinates are correct or delete the coordinates. Reflectivity rating 1 - good/2 - questionable/3-poor – 25% of the signs on the sheet do not have coordinates.
4. What Alyssa is sending is actual budget - Erin will take the spreadsheets from Alyssa and work them into the long-range budget. The spreadsheets that Mike created are projected budgets. When we get bids in on projects we may need to forecast differently. When we experience sticker shock when receiving bids, we may need to adjust our budget accordingly.
5. Christina Smentek will be stepping down as secretary and Erin Clarkowski will be taking over as secretary effective July 5, 2022.
6. Jim Windingstad resigned effective 4/28/2022 - Ed Kramer made a motion; Christina Smentek seconded; all ayes; motion carried. Committee member recruitment will be posted on the website and on the sign
7. Public Works Report – Jack S. - moving along, all catch basins cleaned out through the township, inventory of culverts and logging on paper, seeing how plugged they are (this will be hired out, the ones that need to be cleaned out). Once a year flushing out fire department agreed to flush water through to avoid having to hire this out. Catch basin on 227th and Martin Lake deteriorating. Have engineer come out and review the catch

basins see what he suggests. Two that are collapsing there is also one on Fawn Lake Rd. (This one was built by township). Pulling grates and seeing what the catch basins look like. Can the catch basin on Martin Lake limp along until the project is done? (Question for engineer) Just roadway culverts are what they are checking, just centerline. Issue with 920 CAT - that has been taken care of, that was under warranty. We have a government warranty for 84 months/2000 hours, currently there is only 135 hours on the CAT. It does not cover anything on exhaust. Issue with one plow truck -belly blade - line blew and cannot get the blade up to remove the plow – the 2015 is the one that the line blew on the belly blade.

8. Town Board – the grant for 205th awarded - Craig Jochum start conversations with easement land, will not get done this year – grant money does not have to be used by end of year, he will try to get a little turnaround for plowing in the winter. We are looking for bids for S. Linwood Drive, will go out May 10th, there was a miscommunication about when project will be done. Resurfacing S. Linwood this will be a reclaim, once we get numbers, we will see what next steps are. There may be more grant money available for road projects. Supposed to be priced by lb. sheet that went out said not to exceed \$30,000: Crack sealing priced per \$3.00/per pound up to \$30,000. Crack sealing for all roads - quote was \$90,000 and spec sheet said not to exceed \$30,000 (this is for poly-flex). Estimated cost moving forward, is there something less expensive. Use proposal sheet Reaching back out to use proposed sheet. Road grading – One road was class 5 and others limestone with a cap at \$65,000 – one quote came back per specs with a cost of \$67,000 - other bid was 1.65 per ton modified class 5 and not limestone and not using proposed sheet – Bob reached out to the 2 companies that bid to clarify quotes that were given. If we only have \$30,000 budgeted, then we will need to identify the roads in most need and start with those. Supervisor Halliday will send out update on bids since we will not be meeting in June. How much will a pound get us so we know how much area that will cover for crack-sealing? Did Hakanson Anderson have soil borings done on South Linwood Drive? Yes, they did years ago. (Ed will double check with the engineer to ensure this has been done).
9. Approval of April 5, 2022, Minutes: Erin Clarkowski made a motion to approve; Craig Rylander seconded; all ayes; motion carried.
10. Cancel June meeting: Christina Smentek motioned to cancel the June meeting; Craig Rylander seconded; all ayes; motion carried

Motion to adjourn at 7:54 p.m. made by Erin Clarkowski; Craig Rylander seconded; all ayes; motion passed.

Minutes respectfully submitted by Christina Smentek, Road and Bridge Secretary

Approved on _____

Road & Bridge Chairman

Road & Bridge Minutes
RB_Minutes_06-07-2022

Meeting was cancelled. May minutes will be approved in July

Rb_Minutes_07-05-2022

No Quorum to approve minutes. Moved to be approved at a later date.



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Minutes

Road & Bridge Meeting

August 2, 2022

7:00 pm

Call to Order – 7:02PM

Pledge to the Flag

Roll Call – *Chairman Mike Halliday, Ed Kramer, David Swearingen, Erin Clarkowski, Craig Rylander present. Christina Smentek absent.*

Business:

1. Approval of the agenda (Ed) *Ed Kramer motioned, Craig Rylander second. All yes.*
2. Introductions (per new member David S)
3. Dan Utecht Resignation, effective 7/12/22 – Pam sent notice on 7/6/22
It is noted that the Board now has two vacancies. The Township will continue to seek volunteers to fill these positions.
4. R&B Planning/Spreadsheet Revamp (Mike/Erin)
Mike Halliday shared that he agrees with Erin Clarkowski that the current system to track R&B expenses and project future information is less than ideal. The Township Treasurer, Alyssa Dehn, will take the lead in revamping Road & Bridge's internal budget tracking system to better align with the format of the Township's finance output. Ed Kramer noted that there's certain expenditures that will be able to project consistently – i.e. road grading, class 5 aggregate, crack sealing, etc. Mike Halliday noted that once Alyssa is able to set up the budget piece, she'll be looking for R&B committee feedback for what other tracking setup assistance is needed.
5. Public Works Report (Jack/Mike)
Mike Halliday shared the update since Jack was not in attendance. The polyflex contract has been awarded, Mike Halliday to confirm when the work will start.

6. Town Board Report (Mike)

Mike Halliday circled back with the Township Engineer, Craig Jochum, to confirm Township/Engineer coordination best practices, prompted by R&B recent staff turnover.

Mike stated that ownership of the Martin Lake Road drainage issue at ~Elbe St NE/227th Ave NE is now being worked through via the Township & Anoka County attorneys. When the road was turned over to the Township, the County was aware that drainage was an issue and approved the private septic/housing anyways. Therefore, attorneys are involved because the Township believes the County should be on the hook for the cost of repair.

Additional item: Rubin Brown (resident from Boyne St) in attendance.

Rubin brought three items to the R&B committee.

- *Curious about Martin Lake Road's timeline for repair/upcoming project. Noted that the general condition is less than ideal and in the winter the plowing is not considered sufficient. Rubin Brown believes Township staff are not plowing 'all the way down' on Martin Lake Road and intersections are not being properly salt/sanded.*
 - *The Board stated that Martin Lake Road is the next upcoming project, but the fiscal year is TBD, because of budget constraints the project may have to be completed in two parts.*
 - *Rubin Brown was a past member of R&B committee and shared that the Committee used to do an annual 'road review' to plan for upcoming projects.*
 - *Rubin Brown noted that the Township used to outsource plowing to an independent contractor. Ed Kramer/Mike Halliday shared that we now do it in-house due to an issue with priority & budget constraints in the past.*
- *Rubin Brown noted that the street light at the intersection of Viking Blvd (CSAH 22) and Martin Lake Road is on the 'wrong side' of the intersection, which creates a glare issue in the early mornings. Erin Clarkowski noted that this would be within Anoka County right-of-way, and therefore not Township jurisdiction. Ed Kramer plans to check out the issue.*
- *Rubin Brown noted that a new utility box on the outside of the curve near the Connexus power transmission site on Viking Blvd (CSAH 22) is in a dangerous location. Erin Clarkowski noted that this would be within Anoka County right-of-way as well, and therefore not Township jurisdiction. Erin Clarkowski took down Rubin's email contact information to send him instructions regarding how to contact Anoka County Public Works.*

Additional item: Erin Clarkowski requested map to be hung up in Board room. Ed Kramer/Mike Halliday to coordinate with Pam O on this.

Adjournment – Erin Clarkowski motioned, David Swearingen seconded. All yes. Meeting adjourned at 7:51 PM.

Rb_Minutes_09-06-2022

No Quorum to approve minutes. Moved to be approved at a later date.

Rb_Minutes_10-04-2022

No Quorum to approve minutes. Moved to be approved at a later date.



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Minutes

Road & Bridge Meeting

November 1, 2022

7:00 pm

Call to Order – 7:00 PM

Pledge to the Flag

Roll Call – *Chairman Mike Halliday, Ed Kramer, David Swearingen, Erin Clarkowski, Craig Rylander, John Carlson, Jonn Olson present. Christina Smentek absent.*

Business:

1. Approval of the agenda (Ed)
2. Welcome John (Carlson)! New member
3. Approval of Meeting Minutes (All)
 - a. May 3, 2022
Ed Kramer motioned for approval of minutes, Craig Rylander second. All yes.
 - b. August 2, 2022
Erin Clarkowski motioned for approval of minutes, David Swearingen second. All yes.
4. 2023 Schedule of RB Meetings for Review (All)
Committee determined that July 4, 2023 meeting will be canceled due to conflict with Independence Day. Ed Kramer motioned to approve 2023 Schedule of Meetings with July meeting cancellation, Craig Rylander second. All yes.
5. Public Works Report (Jack/Mike H)
*Mike Halliday gave update due to Jack being absent from meeting.
Culvert inventory is actively occurring by Township staff and cleaning is being completed by independent contractor.
Township plow drivers had their pre-season meeting. There will be two licensed drivers to operate the big plow truck this year so they will be able to get out more frequently and proactively this year to mitigate the snow removal complaints. The new staff person*

did a ride-along with an experienced staff member to become familiar with the Township routes.

6. Town Board Report (Mike H)

South Linwood Drive is still being finished (hydroseed & signage still outstanding). Township Engineer will perform final walk thru after work is complete. Hydroseeding subcontractor dumped their hydroseed “scraps” into a culvert within the Township from a different project – the Town Board approved the (unrelated) contractor who’s already cleaning culverts within the Township to take care of it and the hydroseed subcontractor will be sent the bill for the additional work.

Martin Lake Road catch basin controversy is still in the Anoka County & Township attorneys’ courts.

Alyssa is working on Township GIS database with support from Anoka County. John Carlson brought up loose aggregate on paved streets that have been polyflex’d this season. Mike Halliday noted that there is a Township Engineer & Contractor review/walk-thru built into the Polyflex contract for April 2023 which will likely catch these type of issues, but Mike Halliday requested that any short term issues noticed by the committee to be sent to him for review.

7. Budget spreadsheet walk-thru (Alyssa)

Alyssa reviewed the new RB Google Sheets spreadsheet with committee members. Items that will need future coordination are equipment and 2023 projects. Alyssa will add a tab for monthly budget reports and will incorporate these actual numbers into the spreadsheet. Alyssa will also plan to track mileage on a quarterly basis within the spreadsheet.

It is noted that the 2024 budget needs to be in by January, so the committee requested paper copies of the current spreadsheet to be printed for the December meeting to review the 2024 budget.

Jonn Olson asked for clarification on Public Works internal capabilities vs. what work is contracted to be used for clarity on equipment purchase/maintenance recommendations. Mike Halliday noted that historically the Township leans towards preferring that work is outsourced due to limited internal resources, and likely will continue to go in that direction.

8. Resident items – Mike Gabrick

Mike Halliday was able to connect with Mike Gabrick in advance of the meeting, so Mike Gabrick was not in attendance. Mike Gabrick had sent a list of topics to the RB Secretary, Erin Clarkowski, for consideration. Erin Clarkowski to pass the document along to committee members for review in advance of December meeting.

Adjournment – *Erin Clarkowski motioned, David Swearingen second. All yes. Meeting adjourned at 7:55 PM.*

Minutes submitted by Erin Clarkowski, Road and Bridge Secretary

Approved on _____

Road & Bridge Chairman



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Minutes

Road & Bridge Meeting

December 6, 2022

7:00 pm

Call to Order - 7:01

Pledge to the Flag

Roll Call – Ed Kramer, David Swearingen, Craig Rylander, Jonn Olson, John Carlson present.

Business:

1. Approval of the agenda *Ed Kramer added an item for 205th proposed paving discussion and discussion for considering a 5-person Road and Bridge Committee. David Swearingen motioned, Craig Rylander second. All yes.*
2. Approval of November Meeting Minutes *Jonn Olson motioned, John Carlson second. All yes.*
3. Resignation Letters from E. Clarkowski and C. Smentek *David Swearingen motioned, Ed Kramer second. All yes. It was noted that Jonn Olson will soon not be on the Road and Bridge Committee due to being appointed to the Town Board.*
4. Martin Lake Storm Sewer Pipe
Ed Kramer explained the history and gave background on drainage issue that occurred at 22529 Martin Lake Rd. He explained that they tried to televise the line but the camera ran into obstructions making it impossible to camera the entire length. He also shared that the Township is working with the Sunrise River Watershed Management Organization to see if there is funding available for this project since it would benefit the water quality to Martin Lake. The committee discussed the 3 options provided by Hakanson Anderson in the memo dated November 29, 2022. David Swearingen preferred to pick a solution that was the least cost and only required work directly related to resolving the drainage issue and only replacing the bituminous that was impacted by the trench work. Ed Kramer pointed out that Option 2 is only about \$8,000 more than Option 1 according to the engineer's estimate and that option would provide a full-width overlay for restoration on that section of Martin Lake Rd. The Committee agreed that

when the larger paving project on Martin Lake Rd occurs, that they would recommend the entire street be ground up so they don't leave 2 joints in the new pavement due to this drainage repair. The Committee then voted in favor of Option 2, Ed Kramer motioned, David Swearingen second. All yes.

5. 205th proposed paving discussion

Ed Kramer provided background information on a proposed paving project on 205th Ave. The Township has potential State funds that could be applied towards paving a segment of 205th but would require the Township receive permanent easement over the new roadway with a minimum 50-foot width. Typical Township right-of-way easement is 66-feet. The Committee voted to recommend a pavement width of 22-feet (two 11-foot lanes) and no recommendation on the permanent easement width. Ed Kramer motioned, David Swearingen second. All yes.

6. 5-person Road and Bridge Committee

The Committee voted to recommend the number of seats for the Road and Bridge Committee be changed to 5 persons and also consider allowing alternates. John Carlson motioned, Jonn Olson second. All yes.

Adjournment *Jonn Olson motioned, John Carlson second. All yes.*

Minutes submitted by David Swearingen.

Approved on _____

Road & Bridge Chairman