



LINWOOD TOWNSHIP

ANOKA COUNTY

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Town Board Meeting Minutes January 23, 2024

Board Members Present: Supervisors Bob Millerbernd, Parker, Olson and Luedtke;
Supervisor Searing (remote via Zoom), Treasurer Alyssa Dehn;
Clerk Pam Olson

Board Members Absent: none

Others Present: Fire Chief Darryl Ballman, Ed Kramer, Sara Nelson,
Zoning/Enforcement Official Susan Bautch

Call to Order and Approval of the Agenda: Supervisor Parker called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, January 23, 2024, and the clerk performed the roll call. The topic to have the attorney attend Board meetings was added to the agenda. Supervisor Olson moved to approve the agenda as amended; Supervisor Millerbernd seconded. All ayes; motion carried.

CLERK'S NOTE: Due to a supervisor attending remotely, all votes during this meeting were conducted by roll call vote.

Attorney attendance: Supervisor Olson questioned if it would be prudent to have the Township attorney attend the Town Board meetings. The general consensus was that the attorney could be asked to attend if there were specific issues that should be addressed by the attorney.

Planning & Zoning: Supervisor Searing reported that the Planning and Zoning (P&Z) Commission discussed ordinance amendments that will be going to public hearing in February. P&Z provided a list of accomplishments for 2023. According to the Town Code, each committee and department should give an annual report for upcoming capital projects. The supervisors were encouraged to attend the February P&Z meeting to hear a presentation about the Anoka County Housing Study.

PARCs: Supervisor Millerbernd reported that the Parks Committee (PARCs) discussed moving the proposed dog park to Boettcher Park, lighting options for the hockey rink, and completed their budget worksheet. A list of signs to be ordered for the ice rinks and warming house will be sent to the attorney prior to the signs being printed.

Reorganizational meeting: Supervisor Parker moved to add Supervisor Olson to the Menards account, in addition to the users listed for 2023; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Millerbernd moved to add Andy Luedtke to the Menards account; Supervisor Luedtke seconded. All ayes; motion carried.

Committee & Department Liaisons	Approved for 2024
Building Maintenance	Bob Millerbernd
Cemetery	Carol Searing
Enforcements	Carol Searing/Bob Millerbernd
Family Fun Day	Andy Luedtke
Fire Department	Mike Parker
Human Resources	Carol Searing & Bob Millerbernd
I.T. (Information Technology)	Jonn Olson
Media, Newsletter and Webpage	Carol Searing
Office Staff	Carol Searing
Park & Recreation Commission	Bob Millerbernd
Planning & Zoning Commission	Carol Searing
Police	Mike Parker
Public Works	Jonn Olson
Recycling	Andy Luedtke/Jonn Olson
Road & Bridge Committee	Jonn Olson
Safety/Workplace	Andy Luedtke
Security	Mike Parker
Senior Center/Transportation	Mike Parker
School Forest Committee	Bob Millerbernd
Sunrise River Watershed Management Org.	Jonn Olson

Supervisor Olson moved to accept the committee assignments as defined; Supervisor Millerbernd seconded. The motion passed unanimously. *(Approved assignments shown above)*

The clerk was directed to check with the attorney for language to memorialize that a familial relationship exists between a supervisor and an employee he will be overseeing, and for clarity regarding the ramifications of such.

Recycling Holiday Schedule: Supervisor Olson moved to table this *(the Recycling Holiday Schedule)* until the next meeting; Supervisor Luedtke seconded. Supervisor Luedtke will meet with the recycling coordinator to discuss options for keeping the recycling center open on Saturdays. All ayes; motion passed.

Streaming/Video Retention: As requested, the clerk provided a list of items to be accomplished prior to implementing video retention. Much discussion ensued resulting in agreement that the Board would like to continue to live stream meetings. Supervisor Millerbernd moved not to retain the YouTube videos; Supervisor Searing seconded. Supervisors Millerbernd and Searing voted aye; Supervisors Olson, Parker, and Luedtke voted nay. The motion failed 2-3.

Supervisor Parker moved that Supervisor Olson and Supervisor Luedtke get together with the clerk to write a retention policy, get it to the attorney, and bring it back to the Board at the next meeting. Supervisor Olson seconded the motion, which was passed by unanimous vote.

Supervisor Olson moved that the intent is to retain the data for 30 days; Supervisor Parker seconded. Supervisors Olson, Parker, Luedtke, and Searing voted in favor; Supervisor Millerbernd voted in opposition. The motion carried 4-1.

Zoning Enforcements: The Board reviewed a request from the property owner at 7515 N. Orinoco Circle NE for a setback variance to avoid relocating the improperly installed ground mount solar system, or an extension of time to move the panels to be compliant. Staff recommended the Board approve a nine month extension, due to the owner and his financier's expressed commitment to correct the violation. Supervisor Searing moved to approve the request for additional time, nine months, to be in compliance; Supervisor Olson seconded. All ayes; motion carried. The Board requested that they be updated on the progress of the work at the beginning of October or at such time as the violation is resolved.

Supervisor Parker moved to allow staff to work with the Anoka County agencies, the Town Attorney, and the Building Official to correct the violations at the property at 242nd Ave NE; Supervisor Searing seconded. All ayes; motion carried.

Plow #2 repair: One estimate from Pure Pressure for diagnosing and replacing the Nox sensor on Plow #2 was available and a second quote was requested. Supervisor Olson moved to fix the truck for a total of \$1,562.84; Supervisor Luedtke seconded. Supervisors Olson, Luedtke, Parker, and Millerbernd voted aye; Supervisor Searing voted nay. The motion passed 4-1.

LGO meeting: Supervisors Luedtke and Millerbernd plan to attend the Local Government Officials meeting on January 30th. Registration will not include the meal.

Consent Agenda: Supervisor Luedtke moved to approve the consent agenda; Supervisor Millerbernd seconded. All ayes; motion carried.

- ✓ Approval of January 9, 2024 Town Board Meeting Minutes
- ✓ Approval of December 14, 2023 Wage, Compensation & Handbook Meeting Minutes
- ✓ Claims List for Approval - Claims #37985-38010 = \$21,551.51
- ✓ Regular Payroll – 1/19/24; Direct Deposits #20917-20926 & EFTs #20927-20929 = \$20,383.39
- ✓ Committee/Cemetery Annual Payroll – 1/17/24; Checks #41316-41332 & EFT #20932 = \$5,514.89
- ✓ Resolution #2024-01 Appointing Election Judges for 2024 Presidential Nominating Primary
- ✓ Resolution #2024-02 Accepting 4Q 2023 Donations
- ✓ Accepting 2023 OSHA Annual Report
- ✓ Accept 2024 Pay Equity Report

Attorney authorization: Supervisor Parker moved to authorize Susan Bautch to talk with the attorney and engineer for matters associated with her position; Supervisor Searing seconded. All ayes; motion passed.

Adjournment: Supervisor Olson moved to adjourn; Supervisor Luedtke seconded. All voted in favor; the motion carried. The meeting adjourned at 7:54 p.m.

Approved on February 13, 2024

Attested:

Michael Parker, Chairman

Pamela Olson, Clerk