



LINWOOD TOWNSHIP

ANOKA COUNTY

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Town Board Meeting Minutes

February 13, 2024

Board Members Present: Supervisors Mike Parker, Jonn Olson, Bob Millerbernd, Carol Searing, and Andy Luedtke; Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Rebecca Frego, Concha Brown, Ben Johnson, Matt Schlenker, Ed Kramer, Darryl Ballman, Sara Nelson, Tom Searing

Call to Order and Approval of the Agenda: Chairman 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, MN on Tuesday, February 13, 2024, and the clerk performed the roll call. Supervisor Olson moved to approve the agenda; Supervisor Searing seconded. All ayes; motion carried.

Request to waive rental fee: Matt Schlenker and Ben Johnson, Proactive Training Academy, requested that the rental fee be waived for the use of the senior center to conduct Conceal and Carry, and Violent Encounter classes for the community. In the past, the Board waived rental fees for personal protection classes in exchange for providing reduced rates for senior citizens taking the classes. Supervisor Searing moved to allow the instructors to use the senior center in exchange for active shooter training for the office staff. Supervisor Millerbernd seconded the motion which passed unanimously.

Friends of Linwood Township History: Becky Frego informed the Board that the Friends of Linwood Township History (FLTH) committee is planning a craft/hobby show this weekend and a Tea on May 4. The committee is also planning their activities using the northern quarter section of Broadbent Park for Linwood Family Fun Day, as well as planning bingo events as fund raisers. The LFFD theme will be Enchanted Forest. Supervisor Searing moved to let the committee have Bingo on July 26 and September 6; Supervisor Luedtke seconded. The Board acknowledged that the FLTH is applying for excluded bingo activities within the Township. The motion carried by unanimous vote.

Supervisor Parker moved to waive the rental fee for Thursday through Sunday, February 15-18 and Saturday, May 4th; Supervisor Searing seconded. All ayes; motion passed. (This motion was for FLTH to conduct their craft show and tea.)

Supervisor Searing moved to ask the Town staff to put the History Committee activities on the electronic sign. Supervisor Millerbernd seconded the motion which carried unanimously.

Fire Department: Fire Chief Darryl Ballman reported 19 runs in January, with 16 being medical, 3 being fire. Supervisor Parker moved to accept a leave of absence for Mike Beebe for one year effective February 1, 2024; Supervisor Olson seconded. All ayes; motion passed.

Supervisor Parker moved to allow up to eight firefighters to attend state schools; Supervisor Olson seconded. State schools are weekend classes so costs will include registration, lodging, and meals. The classes will be in Duluth and Austin, and firefighters will be encouraged to carpool. Supervisors Parker, Olson, Millerbernd, and Searing voted in favor. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 with one abstention.

Chief Ballman plans to meet with the Oxford board in April to go over cost sharing and coverage area for fire services. The sections of Oxford that Linwood will be providing medical, fire, and wildland service are approximately 23 square miles and a population of 1,100. Oxford Township had 18 calls in 2023.

Supervisor Parker moved to allow up to \$600.00 for a grant writer to write an AFG grant for an extrication kit; Supervisor Olson seconded. All ayes; motion passed.

Forest Lake Fire Chief Newman reached out to Linwood and East Bethel on a possible cost sharing for a well on 197th Avenue. Supervisor Millerbernd informed the Board of plans for the Anoka Highway Department to build a new building and well at the same location that could be used by several departments.

Chief Ballman and Supervisor Olson attended the ACFPC meeting. The 2025 proposed budget was \$491,519.00. The Elected Officials and Fire Chiefs unanimously voted on the proposed budget. The final vote will be in April. The Township's portion was estimated to be \$7,000-\$10,000. Supervisor Olson moved to table the topic until the breakdown is known; Supervisor Parker seconded. All ayes; motion carried.

The Board will meet with the truck committee to go over the Engine 2 replacement at 5:00 p.m. on Tuesday, February 27th.

Supervisor Parker moved to allow the fire department to interview a prospective firefighter; Supervisor Olson seconded. The motion passed by unanimous vote.

Road & Bridge: Supervisor Olson reported that there are a few potholes and shouldering that public works will be taking care of. Shermik Tree Farms was contacted to add gravel to the sink holes near the culvert on Hornsby Street. Riprap will be added at the Hornsby Street culvert when the Ryan Lake Road bridge is repaired.

SRWMO report: Supervisor Olson reported that the Sunrise River Water Management Organization (SRWMO) recently held their reorganization meeting and appointed Kevin Kelly, the Linwood representative to the SRWMO Board, as the Vice Chairman. The SRWMO accepted the new Board by-laws. Staff will advertise for an alternate member to represent the Township in the event one of the township representatives is unable to attend the SRWMO.

LFFD: Supervisor Luedtke informed the Board that the Linwood Family Fun Day Committee determined the theme for this year's celebration will be a sawmill theme. The committee will partner with the churches for parking.

Safety Committee: Supervisor Luedtke presented a Township Safety Survey with links to various resources. Supervisor Parker moved to create a Safety Committee with one person from each department; Supervisor Olson seconded. All ayes; motion passed.

School Forest: Supervisor Millerbernd reported that the School Forest Committee are planning a medallion hunt in the School Forest on February 24 from 11:00 a.m. to 1:00 p.m. The committee is also exploring measures to safely management manage the forest and reduce the amount of downfalls.

Video Streaming: Supervisor Luedtke updated the Video Streaming/Retention Policy. Supervisor Parker moved to send the policy to the attorney for his input and bring it back to the Board for final vote; Supervisor Olson seconded. The purpose of sending it to the attorney would be to have a legal review. Supervisor Luedtke and Olson suggested that the attorney attend the meeting to address concerns associated with the policy. Supervisor Parker rescinded his motion and Supervisor Olson rescinded his second. Supervisor Luedtke moved to send the policy to the attorney and schedule the attorney to be at the February 27th meeting via Zoom for dialogue, if needed. Supervisor Olson seconded. Supervisors Luedtke, Olson, and Parker voted aye; Supervisors Searing and Millerbernd voted nay. The motion carried 3-2. The attorney will be asked to review the policy to see that it is in order and doesn't conflict with statutes.

Plow driver hiring: Supervisor Olson moved to offer Nathan Lundquist a part-time temporary position as an on-call plow driver with an initial rate of \$20.00 per hour; Supervisor Millerbernd seconded. All ayes; motion carried.

Compensation & Reimbursement Policy: Supervisor Millerbernd moved to approve the Compensation and Reimbursement Policy for Linwood Township Supervisors; Supervisor Parker seconded. All ayes; motion carried.

Ice rink signs: After having reviewed signage proposed by PARCs for the hockey rinks and warming house, the attorney recommended that forbidding weapons and foul language be eliminated from the signs. Supervisor Millerbernd moved to approve the hockey rink and warming house rules following the attorney's recommendation; Supervisor Olson seconded. All ayes; motion passed.

Recording Secretary job description: Supervisor Parker moved to adopt the Recording Secretary job description for all committees; Supervisor Olson seconded. All ayes; motion carried.

Recycling Holiday Schedule: Supervisor Olson moved to move forward with approving the Recycling Holiday Schedule that was presented at the last meeting; Supervisor Luedtke seconded. All ayes; motion passed.

Encroachment Agreement: The Encroachment Agreement that was a condition of granting a septic variance for the property at 23130 East Martin Lake Drive NE was signed by the property owners and the Board Chairman. The conditions for Resolution #2023-19 have been met and the resolution will be recorded.

Cemetery Committee: Supervisor Searing reported that there are approximately 200 lots left in the cemetery and questioned if it was time to form a committee to start planning the layout of the south end of the cemetery. Supervisor Searing proposed that Craig Rylander, the Cemetery Supervisor, should be on the committee, along with Pam Matti as secretary, who would be paid

the same as other recording secretaries. Supervisor Parker moved to allow Supervisor Searing to form a cemetery committee; Supervisor Olson seconded. All ayes; motion carried.

Loader maintenance quote: Supervisor Olson moved to approve \$1,508.02 to Ziegler for regular maintenance for the loader; Supervisor Luedtke seconded. All ayes; motion passed.

PARCs resignation: Supervisor Millerbernd moved to accept Mark Cawley's resignation from the PARCs committee. Supervisor Parker seconded the motion, which carried unanimously.

CD renewal: Supervisor Searing moved to renew CD #52746 for 11 months at 4.56%, unless the treasurer can get better interest; Supervisor Millerbernd seconded. All ayes; motion passed.

Life insurance benefit: Supervisor Millerbernd moved to renew the MN Benefit Association insurance for \$805.00; Supervisor Searing seconded. The life insurance benefit is for the elected officials. All ayes; motion passed.

MAT Spring Short Course: Supervisor Parker moved to allow up to three supervisors to attend the MAT Spring Short Course; Supervisor Olson seconded. The motion passed unanimously. Supervisor Olson expressed that he planned to attend. The cost is \$75.00 per registration.

FD payroll: Supervisor Olson moved to approve the December 2023 Fire Department Payroll with Direct Deposits #20888-20914 & EFTs #20915-20916 in the amount of \$9,766.18; Supervisor Searing seconded. Supervisors Olson, Searing, Millerbernd, and Parker voted in favor. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 with one abstention.

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

- ✓ Approval of January 23, 2024 Town Board Meeting Minutes
- ✓ Claims List for Approval - Claims #38009-38055 = \$61,843.84
- ✓ Regular Payroll – 2/2/24; Direct Deposits #20934-20944 & EFTs #20945-20947 = \$21,156.53
- ✓ Treasurer & Clerk Bank Reconciliation ending 1/31/2024 = \$1,972,760.37

Fix-It Clinic: Supervisor Olson moved to waive the fees for the Senior Center for the Fix-It Clinic on June 1; Supervisor Parker seconded. All ayes; motion carried.

Recycling Capital Grant: Supervisor Parker moved to move forward with applying for the Recycling Capital Grant; Supervisor Olson seconded. All ayes; motion carried.

Adjournment: Supervisor Olson moved to adjourn; Supervisor Luedtke seconded. All voted in favor; the motion carried. The meeting adjourned at 8:14 p.m.

Approved on February 27, 2024

Attested:

Michael Parker, Chairman

Pamela Olson, Clerk