



LINWOOD TOWNSHIP

ANOKA COUNTY

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Town Board Meeting Minutes

March 26, 2024

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

Board Members Absent: none

Others Present: Tom Searing, Terrie Luedtke, Don Luedtke, Fire Chief Darryl Ballman, Laura Hermann, Sara Nelson, Carrie Luedtke, Ben Harker, Ben Garbecz

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, March 26, 2024, and the clerk performed the roll call. Supervisor Olson stated that he wanted a payment removed from the Claims List and to add the topic of HR to the agenda. Supervisor Olson moved to approve the agenda as amended; Supervisor Luedtke seconded. All ayes; motion carried.

Appoint PZ alternate: Two letters of interest were received for an alternate member of the Planning and Zoning Commission (P&Z). Supervisor Searing moved to pick Paul Nygren for an alternate for P&Z. The motion died for lack of a second. Supervisor Luedtke expressed that he wanted to see a process for appointing residents to all committees. Supervisor Parker moved to accept Paul Nygren for an alternate; Supervisor Searing seconded. Supervisors Parker, Searing, and Millerbernd voted in favor. Supervisors Luedtke and Olson voted against. The motion carried.

PARCs: Supervisor Millerbernd explained that the Park and Recreation Commission (PARCs) considered a quote for fertilizer and weed control in the parks. Supervisor Millerbernd moved to hire Shermik for \$5,800.00 for weed control in the parks. All ayes; motion carried. The PARCs tour is scheduled for April 22nd at 5:00 p.m. starting at the town hall.

Anoka County Fire Protection Budget: Supervisor Parker moved to pay the 2024 Anoka County Fire Protection Council (ACFPC) invoice for \$5,926.00; Supervisor Olson seconded. All ayes; motion carried. Supervisor Parker moved to allow Supervisor Olson to vote for this (the 2025 ACFPC) contract up to \$6,400.00, it may go up or it may go down. Supervisor Millerbernd seconded. The motion passed unanimously.

Video Streaming & Retention Policy: Supervisor Luedtke moved to accept the Video Streaming and Retention Policy; Supervisor Olson seconded. All ayes; motion carried.

Records Retention Schedule: The Township adopted the General Records Retention Schedule in 1991 and it has become outdated and inaccurate according to current laws. Supervisor Parker moved to

allow staff to set up a Retention Schedule; Supervisor Olson seconded. The proposed schedule will be brought back to the Board before it is sent to the state for approval.

Park attendant position: One application was received for the Park Attendant position. Supervisor Olson suggested that this position would replace the public works person who is resigning. When there is no work in the parks, the new hire would move on to do road patching and other road work. Supervisor Parker reminded the Board that the residents at the Annual Meeting cut the levy by \$75,000 and the Board would need to determine where the costs would be cut. Supervisor Searing believed that the retiree would keep the driveway duties. Treasurer Alyssa Dehn offered that the Board had budgeted \$5,000 for this position in 2024. Supervisor Parker moved to table this until the next meeting; Supervisor Olson seconded. Supervisor Millerbernd will meet with Supervisor Olson to discuss how the working hours would be combined with public works. All ayes; motion carried.

Employee Handbook review: The Board had received a draft copy of the Employee Handbook in their meeting packet. Supervisor Parker moved to table the topic and schedule a work night; Supervisor Olson seconded. All ayes; motion passed.

SRWMO: One letter of interest was received for the alternate SRWMO representative position. Supervisor Olson moved to appoint Ben Harker to the SRWMO as an alternate; Supervisor Luedtke seconded. All ayes; motion carried.

Ditch mowing proposals: Supervisor Parker opened both ditch mowing proposals. Supervisor Olson moved to accept Shermik Farms bid of \$148.00 per hour for ditch mowing; Supervisor Millerbernd seconded. All ayes; motion passed.

Road grading: Supervisor Parker opened three road grading proposals. Supervisor Olson moved to table the decision until the next meeting; Supervisor Millerbernd seconded. Supervisor Olson wanted to talk with North Metro Siteworks about the equipment. All ayes; motion carried.

Street sweeping: Two street sweeping proposals were received. Supervisor Olson reported that he hired Shermik Farms to clean up the excess salt that was spread on several roads due to a defective salt spreader on one of the trucks. Supervisor Olson wanted to authorize staff to go out for bids again for street sweeping by adding seven more streets to the annual list of roads. Supervisor Luedtke moved to reject all bids and request more bids with more roads added; Supervisor Olson seconded. All ayes; motion carried. Supervisor Olson will provide staff with the list of roads.

Firewall renewal: Supervisor Olson moved to approve the two-year firewall renewal at \$910.39; Supervisor Luedtke seconded. All ayes; motion carried.

Cemetery committee: Supervisor Searing reported that several persons have been identified for the new committee to come up with the layout, engineering, and road at the south end of the cemetery. Supervisor Searing moved to move forward with the cemetery committee to look at development of the south end of the cemetery; Supervisor Olson seconded. Supervisors Searing, Olson, Millerbernd, and Parker voted aye; Supervisor Luedtke voted nay. The motion carried 4-1.

Maintenance helper resignation: Mike Olson submitted his retirement from his public work position on January 30, 2024, but noted that he would be willing to continue with providing building maintenance and training for the driveway inspector position. Supervisor Millerbernd moved to accept Mike Olson's resignation from his public works position; Supervisor Olson seconded for discussion. Supervisors Olson and Luedtke stated that employees couldn't work a la carte. Supervisor Millerbernd withdrew his motion and the second was withdrawn. Supervisor Millerbernd moved to

allow the full resignation of Mike Olson's from the Township of Linwood; Supervisor Olson seconded. The motion was carried with all supervisors voting in favor.

HR: Supervisor Olson moved to first move HR committee from Carol and Bob over to Mike Parker, and then allow Mike to research and meet with HR firms to figure out what they have to offer and bring back that information to the Board for possible action; Supervisor Millerbernd seconded. All ayes; motion carried.

2024-2025 salt order: Supervisor Olson moved to approve the salt order for 200 tons; Supervisor Luedtke seconded. All ayes; motion passed.

FD payroll: Supervisor Olson moved to approve the February 2024 Fire Department Payroll with Direct Deposits #21054-21082 & EFTs #21083-21084 in the amount of \$14,257.80; Supervisor Millerbernd seconded. Supervisors Olson, Millerbernd, Parker, and Searing voted in favor. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 with one abstention.

Consent Agenda: Supervisor Olson moved to approve the Consent Agenda; Supervisor Luedtke seconded. All ayes; motion passed.

- ✓ Approval of February 27, 2024 Town Board Meeting Minutes
- ✓ Approval of February 27, 2024 FD Workshop Minutes
- ✓ Approval of February 22, 2024 Budget Meeting Minutes
- ✓ Claims List for Approval - Claims #38076-38105 = \$24,095.47
- ✓ Regular Payroll – 3/1/24; Direct Deposits #21009-21018 & EFTs #21019-21021 = \$20,236.10
- ✓ Election Judge Payroll – 3/13/24; Claims #38106-38116 = \$2,871.63
- ✓ Treasurer's Bank Reconciliation ending 2/29/2024 = \$1,925,639.46

Claims List: Supervisor Luedtke moved to pay the Claims List minus Claim #38124 in the amount of \$7,894.37; Supervisor Olson seconded. The motion carried unanimously.

Claim #38124: Supervisor Olson objected to \$2,400 costs from Kennedy & Graven to deal with a resolution, but the Board should have been provided more information. Supervisor Olson will discuss the costs with the attorney. Supervisor Olson moved to table this until the next meeting; Supervisor Millerbernd seconded. Supervisors Olson, Millerbernd, Luedtke, and Parker voted in favor; Supervisor Searing voted opposed. The motion passed 4-1.

Supervisor Olson will also discuss Township training with the attorney.

Supervisor Olson authorized staff to apply for the Kubota Grant; Supervisor Millerbernd. All ayes; motion carried.

Adjournment: Supervisor Olson moved to adjourn; Supervisor Luedtke seconded. All voted in favor; the motion carried. The meeting adjourned at 8:03 p.m.

Approved on April 9, 2024

Jonn Olson, Vice Chairman

Pamela Olson, Clerk