



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org>

Minutes
January 14, 2009
Budget Meeting 2010
6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Philip Osterhus, Howard Holm, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Robert Johnson. In the audience were Tom and Carol Searing, Bob Beckman (Road and Bridge Committee Chairman), and Ken Minske, Fire Chief.

Chairman Parker stated the purpose of the meeting was for working on the 2010 budget. Discussion concluded with the following amounts provided.

FUND #230

	<u>2009</u>	<u>2010</u>
Fire Department (42200)		
Wages and Salaries (100)	\$ 70,000	\$ 75,000
Worker's Comp Expenses (150)	7,000	6,000
Petroleum Products (212)	3,000	3,000
Maintenance & Repairs Supplies (220)	5,000	7,000
Professional Services (300)	2,800	2,800
Legal (304)	1,000	1,000
Telephone (321)	5,000	4,000
Postage (322)	100	100
Mileage (331)	1,500	1,500
Education & Meetings (336)	10,000	12,000
Insurance (360)	5,500	5,500
Building Insurance (362)	1,000	1,000
Vehicle Insurance (363)	4,500	5,500
Firemen Prof. Liability Insurance (365)	3,000	3,000
Electricity (381)	4,500	5,000
Gas Utility (383)	7,500	7,500
Equipment Maintenance & Repairs (404)	5,000	4,000
Vehicle Maintenance & Repairs (406)	10,000	10,000
Uniforms/Jackets/Clothing (443)	1,000	1,000
Medical Exams/Testing (459)	3,000	3,000
Other Equipment (580)	14,000	14,000
Fire Relief (42210)		
Legal/Audit Service (301)	3,000	3,400
Fire Relief Assoc. Payment (366)	33,500	28,000

Fire Marshal (42215)

Wages and Salaries (100)	3,000	2,000
Operating Supplies (210)	100	100
Mileage (331)	250	250
Education and Meetings (336)	1,000	1,200

Bldg. Maintenance (Ice/Snow Removal) (43125)

Wages and Salaries (100)	1,500	1,500
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Fire Capital (42218)

Other Equipment (<i>Transfers from Fire Cap. Fund</i>)	60,000	50,000	} Not included in bottom totals
Total:	\$206,750	\$208,350	

FUND #225

	<u>2009</u>	<u>2010</u>
Road & Bridge (43100)		
Wages and Salaries (100)	\$ 42,500	\$ 38,000
Employee Health Insurance (131)	4,200	4,200
Worker's Comp Expenses (150)	5,000	5,000
Supplies-Road & Bridge (224)	9,500	8,000
Class 5 (229)	75,000	75,000
Professional Services (300)	30,000	25,000
Engineering (303)	70,000	55,000
Legal (304)	3,000	3,000
Telephone (321)	900	900
Postage (322)	400	400
Mileage (331)	750	800
Education & Meetings (336)	500	500
Publishing-Legal Notices (351)	2,000	2,000
Insurance (360)	2,500	2,500
Building Insurance (362)	1,400	900
Electricity (381)	3,500	3,500
Gas Utility (383)	2,000	2,000
Lent Town Line Road (446)	2,500	2,500
Land (510)	2,000	2,000
Improvements/Construction (530)	254,098	255,000
Other Equipment (580)	500	500
Grading (43122)		
Professional Services (300)	20,000	20,000
Ice & Snow Removal (43125)		
Wages and Salaries (100)	15,000	15,000
Salt & Sand (228)	25,000	25,000
Professional Services (300)	25,000	25,000
Road Equipment (43126)		
Petroleum Products (212)	8,000	8,500
Insurance (360)	400	400
Vehicle Insurance (363)	1,500	2,000
Equipment, Maintenance & Repairs (404)	4,000	2,000

Vehicle Maintenance & Repairs (406)	10,000	10,000
Equipment Rental (415)	500	500
Other Equipment (580)	0	5,000
Totals:	\$ 621,648	\$ 600,100

FUND #100

	<u>2009</u>	<u>2010</u>
General Government (41000)		
Wages and Salaries (100)	\$133,000	\$139,000
Extra Meeting Pay-T. Board & Clerk (118)	11,500	9,000
Employee Health Insurance (131)	6,000	6,000
Worker's Comp Expenses (150)	3,000	2,500
Office Supplies (200)	3,250	3,000
Operating Supplies (210)	3,500	2,500
Professional Services (300)	5,000	5,000
Accounting/Auditor/Computer Svc (301)	24,000	25,000
Engineering (303)	500	500
Legal (304)	16,000	20,000
Assessor (310)	26,500	26,500
Telephone (321)	2,000	2,000
Postage (322)	1,500	1,500
Mileage (331)	1,600	1,600
Education & Meetings (336)	2,000	2,000
Publishing-Legal Notices (351)	1,500	1,500
Newsletter (355)	3,000	3,500
Insurance (360)	5,000	4,500
Building Insurance (362)	1,000	1,000
Electricity (381)	3,500	3,500
Gas Utility (383)	2,250	2,250
Trash Svc. (384)	300	300
Maintenance & Repairs (405)	2,500	1,500
Dues/Subscriptions (433)	750	500
Property Tax Payment (450)	1,000	500
Forest Lake - Youth Svc Bureau (491)	1,000	1,000
Mediation Services (492)	2,000	1,000
Anoka County Historical Society (493)	1,000	1,000
Alexandra House (494)	1,000	2,000
Improvements/Construction (530)	500	500
Office Equipment & Furnishings (570)	1,500	2,000
Recycling (41005)		
Wages and Salaries (100)	3,500	4,000
Operating Supplies (210)	500	500
Professional Services (300)	12,500	12,500
Postage (322)	300	300
Mileage (331)	300	400

Advertising/Promotion (340)	7,500	7,500
Building Insurance (362)	20	20
Improvements/Construction (530)	250	250
Other Equipment (580)	100	0
Surface Water (41010)		
Professional Services (300)	20,116	12,500
Planning & Zoning (41015)		
Wages and Salaries (100)	2,000	2,000
Professional Services (300)	800	1,000
Postage (322)	50	50
Mileage (331)	200	200
Education & Meetings (336)	200	200
Insurance (360)	400	400
Publishing-Legal Notices (351)	1,000	500
Comprehensive Plan (445)	3,000	1,000
Elections (41410)		
Office Supplies (200)	500	200
Professional Services (300)	1,000	4,000
Mileage (331)	200	500
Education & Meetings (336)	100	100
Advertising/Promotion (340)	100	150
Publishing-Legal Notices (351)	100	1,000
Insurance (360)	50	50
Building Inspection (42400)		
Wages and Salaries (100)	55,000	56,000
Employee Health Insurance (131)	2,000	2,000
Office Supplies (200)	500	800
Petroleum Products (212)	2,000	2,000
Maint. & Repairs Supplies (220)	500	300
Professional Services (300)	500	700
Telephone (321)	1,000	1,000
Mileage (331)	0	350
Education & Meetings (336)	1,500	1,500
Insurance (360)	0	50
Building Insurance (362)	250	400
Vehicle Insurance (363)	700	1,100
Vehicle Maint. & Repairs (406)	400	300
Building Permit Surcharge (451)	5,000	3,500
Animal Control (42700)		
Office Supplies (200)	200	200
Professional Services (300)	7,000	7,000
Linwood Family Fun Day (49008)		
Wages	600	500
Professional Services (300)	0	50
Advertising/Promotion (340)	0	50
Insurance (360)	1,300	750
Cemetery (49010)		
Wages and Salaries (100)	2,750	2,850
Operating Supplies (210)	500	300
Professional Services (300)	500	200

Legal (304)	500	400
Insurance (360)	50	50
Electricity (381)	150	150
Maintenance & Repairs (405)	400	200
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Totals:	\$405,236	\$404,730

A motion by Budde and seconded by Holm to adjourn at 8:20 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board January 13, 2009 7:00 p.m.

Chairman Mike Parker called the meeting to order at 7:00 p.m. Roll call was taken with the following Supervisors present: Philip Osterhus, Howard Holm, Mike Parker and Mike Budde. Also present were the Clerk, Judith K. Hanna and the Attorney Jerry Randall (arrived at 7:17 p.m.). Absent was Supervisor Robert Johnson.

A motion by Holm and seconded by Osterhus to approve the agenda with the following additions: Reminder discussion on Lyons St. (Joint Powers Agreement), and 230th Avenue road projects at the January 27, 2009 Town Board meeting; and appointing a representative to serve on the SRWMO Technical Advisory Board. **Vote. All ayes. Motion carried.**

Department Reports:

Building: The January-December Building Permit Reports were provided and are posted. Supervisor Holm stated he has been gathering information on saving the Township money within the building department regarding contracting for an inspector instead of having one as an employee.

Fire: Fire Chief Ken Minske was present for discussion on the monthly report. Firefighters Joe Dolphy (32years) and Bill Durheim (23 years) turned in retirement letters. Judy gave Ken pictures and newspaper articles on the Fire Station Dedication October 5, 2002, and a copy of the "Law and Ladders" book from the Anoka County History Center (Linwood Fire Department is included) to add to the history book of the department. **A motion by Osterhus and seconded by Holm to accept the resignation letter received from Kevin Kriegshauser.** Discussion. Kevin has moved from the area. **Vote. All ayes. Motion carried.** The Attorney was present for discussion on the Department's SOP's, SOG's (Standard Operating Procedures/Guidelines), amendment of Chapter IX, Part 1 Town Code, and the Department's Constitution. The Department adopted the changes last year. The Constitution gives the Town Board approval authority over the (1) Administrative portion-not over, (2) Maintenance, (3) Fire/Rescue Response, or (4) Medical Response. The Attorney stated the Ordinance is ready for adoption. Supervisor Holm is concerned all the past issues/wording has been addressed and reviewed by the Attorney, and has been cleared up. Supervisor Osterhus stated he has attended all meetings, and has been included in the process and feels it is ready for adoption. Discussion continued with **a motion by Osterhus and seconded by Holm to table until the January 27, 2009 meeting.** Discussion. **Vote. All ayes. Motion carried.**

Senior Center: Coord. Judy Hanna-November meeting minutes were provided at the December 9, 2008 meeting. The Transportation 2008 financial report was provided. Judy informed the Board one bus was again used as a “Sober Bus” within the Forest Lake area New Year’s Eve. Permission was also given to use both buses January 17, 2009 for transporting a group attending a birthday party. The Advisory Board will be meeting on Monday, January 19, 2009 at 9:30 a.m. in the Senior Center. Meeting dates for the 2009 Linwood Family Fun Day event were provided. **A motion by Budde and seconded by Holm to accept the resignation approved and recommended by the Senior Advisory Board from Lucy Pfaffendorf. Discussion. Vote. All ayes. Motion carried.**

Committee Reports:

Road and Bridge- Meeting minutes were provided and are posted. Discussion on the memo from the Attorney to the Township Engineer, Craig Jochum regarding the Lyons Street road project and clearing of trees in the easement. The Attorney stated he has 6 of the 12 needed. Discussion on the 2008-2009 snowplowing guidelines for the operators, and the Snowplowing and Ice Control Policy. Judy was directed to check and make sure all articles state plowing begins when 4 inches or more of snow has fallen. No. 8 under the Guidelines for Operators needs to be reworded to state, “When plowing and sanding is complete after each storm, the truck needs to be refilled with salt/sand and fueled up for the next driver.”

Sunrise Watershed-Discussion on the 2010 proposed budget. Discussion on appointing Supervisor Holm to serve on the Technical Advisory Committee for the Sunrise River Watershed Management Organization. **A motion by Osterhus and seconded by Parker to appoint Supervisor Holm to the position. Discussion. Vote. All ayes. Motion carried. A motion by Osterhus and seconded by Budde to the reappointment of Frank Kvidera and Marie Holm to the organization. Vote. All ayes. Motion carried.**

Park and School Forest-Chairman Parker stated the Park Board will meet January 26 for their regular meeting and 2010 budget workshop. A motion by Holm and seconded by Budde to approve the reappointment of Township School Forest Committee members-Diane Selz, Diane Mahonen, Bob Millerbernd and Alan Hurtley. Discussion. The committee is approved/appointed by the Township and the Forest Lake School Board. Vote. All ayes. Motion carried.

Cemetery-Supervisor Holm stated the committee would meet January 28 at 10:00am.

Building Committee-Supervisor Holm stated no meeting is planned for this month.

Attorney’s Report: The Dog Ordinance is ready for adoption and publishing. **A motion by Holm and seconded by Budde to approve the ordinance and publish. Discussion. Vote. All ayes. Motion carried. Discussion on Resolution 2009-01 Authorizing Employment of Interested Officer Under M.S. 471.88, Subd. 5. This has to be approved every year. Supervisor Holm questioned the “wage is as low or lower than the price at which the services could be obtained elsewhere”. Roll call vote. Osterhus-yes, Holm-yes, Parker-yes, and Budde abstained. Resolution 2009-01 is approved by Supervisors present. Discussion on Resolution 2009-02 Resolution Setting Park Dedication Fee at \$2,000.00 per developed lot or unit of land. Roll call vote. Osterhus-yes, Holm-yes, Parker-yes, and Budde-yes. Resolution 2009-02 is approved by Supervisors present. Discussion on the memo received from the Miller law firm**

regarding the removal of a tree on Martin Lake Road. Judy was directed to request the Township Engineer to check road files for surveying information that states this tree is in the road-right-of-way. If none is found request the area be marked, resurveyed and provide pictures to the Attorney and the Board. The company scheduled to remove the tree is requesting a letter declaring the Township is liable for the cost and all issues regarding the removal of the tree. Supervisor Osterhus provided pictures of the site. Chairman of the Road and Bridge Committee, Bob Beckman, is requesting that when expenses are incurred for a project that the project is done within a reasonable amount of time, so we are not spending funds over and over for the same project. **Discussion** on two snowmobile road right-of-way complaints. The Attorney stated the Township does have an Ordinance (303.04) that states “no person shall place obstructions in the road right-of-way.” In the wintertime, obstructions are hidden by the snow. **Discussion** on the 2009 Recycling Contract. **A motion by Osterhus and seconded by Budde to approve and direct the Chairman of the Board to sign the contract.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** US Cable contract/agreement. **A motion by Holm and seconded by Osterhus to table the signing of the US Cable contract.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on the recording of the easement for 230th Avenue. The Attorney stated he would mail and copy Judy on the paper that needs to be signed to Bob Beckman. Once signed Bob will provide the signed paper to Jerry for recording.

Other:

A motion by Holm and seconded by Osterhus to approve the payment of the December 23, 2008 bills in the amount of \$18,859.47 and check run #027402 to #027444. Discussion. **Vote. All ayes. Motion carried.** **A motion by Osterhus and seconded by Holm to approve the payment of the December 30, 2008 bills in the amount of \$1,670.42 and check run #027445 to #027449.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Holm and seconded by Budde to approve the payment of the December 31, 2008 bills in the amount of \$6,027.69 and check run #027467 to #027469, and check #027161.** **Vote. All ayes. Motion carried.** **A motion by Holm and seconded by Budde to approve the payment of the January 13, 2009 bills in the amount of \$31,797.10 and check run #027470 to #027496.** **Vote. All ayes. Motion carried.**

Discussion on the Comp Plan. The Attorney was directed to provide Judy with a timeline of how's, when's and where's that need to be followed before sending the plan to the Met Council.

A motion by Holm and seconded by Osterhus to approve and file the December 2008 Treasurer's, Animal Control, and Petty Cash Reports as presented. Discussion. **Vote. All ayes. Motion carried.**

Discussion on Sexual Harassment Training. Judy will follow-up with information at the next meeting.

A motion by Holm and seconded by Osterhus to approve the December 13, 2008 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion on continuing the cleaning of the Town Hall by the Senior Center Assistant at \$100.00 per month (10 hours). **A motion by Holm and seconded by Osterhus to have**

the cleaning remain the same. Discussion. Cleaning is done for a ½ hour every morning from 6:30 to 7:00am. **Vote. 3 ayes. Budde abstained. Motion carried.**

Reorganizational Meeting:

A motion by Budde and seconded by Holm to keep the Town Board Chair and the Town Board Vice-Chair to remain the same. Discussion. Chairman-Mike Parker and Vice-Chair Philip Osterhus. **Vote. All ayes. Motion carried.** **Discussion on the** transferring of Town Records from outgoing Supervisor Scott Bailey to Mike Budde. Judy stated Scott has returned his keys. We usually do not request any township books.

A motion by Budde and seconded by Holm to adopt the same schedule for the Board's regular meeting. Discussion. The second and fourth Tuesdays starting at 7:00 p.m. **Vote. All ayes. Motion carried.** **A motion by Holm and seconded by Budde to keep the Forest Lake Times as the official newspaper.** Discussion. It would be nice if the Times gave us the same "ink" as they do other communities. We also use the Forest Lake Press. **Vote: 3-ayes, Parker-nay.** **A motion by Budde and seconded by Holm to approve the posting places in the Township at the Town Hall, Dolphy's Automotive and to see if the posting box at Jeff's County Store can be moved to the other side of the building in front of Linwood Pizza.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Osterhus and seconded by Holm to keep the Wyoming State Bank as the town depository.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Budde and seconded by Osterhus to keep the officials signing the checks the same.** Discussion. Treasurer Vicki Erickson, Deputy Treasurer Linda Anderson, Chairman Mike Parker and the Clerk Judy Hanna. **Vote. All ayes. Motion carried.** **Discussion** on potential conflict of interest issues resolved by Resolution 2009-01 Authorizing Employment of Interested Officer Under M.S. 471.88, Subd. 5. **Discussion** on reviewing and amending board policies as needed. **Discussion** on reviewing the Town's AWAIR plan. **Discussion** on the shelf in the office having training and reference material. **Discussion** on reviewing the town ordinance book and resolution book, as needed, at Town Board/Planning meetings. **Discussion** on identifying upcoming training opportunities at the meetings. **Discussion** on signing the list of officer's form and sending it to the MN Association of Townships. Discussion on the Federal rate for mileage is 58.5¢ per mile; we are paying 58.5¢ per mile. Mileage rate was tabled to the next meeting for Supervisor Osterhus to check on the rate dropping to 55¢. **Discussion** on setting the compensation for town officers and employees wage and benefits at the Wednesday, January 14 budget meeting.

Township Services:

A motion by Osterhus and seconded by Budde to approve the Attorney Gerald Randall, Auditor David Mol, Building Inspector Dave Thompson, Engineer Hakanson Anderson, Health Authority Dave Thompson, and Road Foreman Frank Kvidera. Discussion. **Vote. All ayes. Motion carried.** **A motion by Parker and seconded by Osterhus to approve Howard Holm to be the S.R.W.M.O Township representative.** Discussion. The updating of the management plan is being done by the SRWMO. The Technical Advisory Committee will be looking into existing ordinances in the SRWMO communities, state laws (MPCA controls the septic rules) and other areas of standards. **Vote. All ayes. Motion carried.** **Question from the audience** on septic pumping records. Budde answered that the township files all pumping reports in two different locations-property and group files. The pumpers are required by law to record and file the report with the cities/townships. The township does not send out notices to

the residents because of the time, cost, staff and the difference between households. **Vote. All ayes. Motion carried. Discussion** on leaving Dave Thompson/Mike Budde as the Tree and Weed Inspector(s).

Discussion on approving the Office Fees: (effective 1/1/04 with fee adjustments Ord. #134 6/10/08). **A motion by Holm and seconded by Osterhus to approve the following:**

Planning & Zoning

Conditional Use Permit*	\$ 200.00
Interim Use Permit*	200.00
Development Rezoning*	200.00
Development Final Plat	100.00
Development Prelim. Plat*	200.00
Conform. Land Div.	100.00
Land Use Application (other)	100.00
Platting Packet	10.00
Platting of Land	100.00
Platting Fee (per lot - escrow deposit)	100.00
Property Combination	100.00
Sketch Plan	100.00
Variance Application*	200.00
Wetland Mitigation Fee	200.00

All applications requiring a Public Hearing have a \$200.00 fee

Licenses

Dog License Annual Fee	\$ 2.00
Kennel License Annual Fee	25.00
Sign Permit Application	25.00
Sign Permit Annual Fee	50.00
Building Permit	1997 UBC code chart
Mobile Home Permit	100.00
Temporary Habitation Permit-annual fee	60.00

Services

Assessment Search	10.00
Bad Check Fee	25.00
Faxes (send or receive, per page)	2.00
Notary Fee (residents no charge)	2.00
Photocopies (minimum fee 1.00)	per side .25
Town Codebook	75.00
Township Maps	1.00 to 10.00

Vote. All ayes. Motion carried.

Supervisors' Duties:

- **Mike Budde** - Building Maintenance, Insurance, Recycling (Mike will take hourly wage or the Supervisor Compensation) Weed Inspector/Tree Inspector
- **Holm Holm** - Building Study Cemetery Committee, Personnel, Senior Center/Transportation/Sunrise River Watershed Management Organization (SRWMO)
- **Philip Osterhus** - Police and Fire, Recycling, Road and Bridge
- **Mike Parker** - Linwood Family Fun Day Committee
- **Bob Johnson** - (Parker) Park and Recreation Commission/ School Forest Committee

Board of Audit

Chairman Parker stated the Supervisors approve the bills and the amount twice a month. A complete listing of all the checks and receipts are provided twice a month. The bank statements were reconciled for January 2008 through December 2008. The complete list of disbursements and receipts has been made available for public review. A complete professional audit is done each year. Judy stated the required form was not printed out. Tabled to the next meeting.

Chairman Parker stated the rest of the meeting was informational: Reminder-2010 Budget meetings on January 14 and January 28, 2009 starting at 6:00 p.m.; Office of the State Auditor Notice-2007 MN Town Finances is on their website; the Bachmann Bulletin; memo to the maintenance workers regarding parking of the township vehicles; Linwood Family Fun Day fundraiser starting February 2, 2009; Minnesota Business Magazines Celebrating Abraham Lincoln exhibit at the ACHC center; employee Mike Budde returned to work without restrictions January 7, 2009; Notice to Counties and Municipalities increase rates for electric service in the State of MN; Thank-You note from Echo Township for door prize won; Forest Lake Chamber newsletter; The MAC Quarterly; Energy Solutions newsletter; 2009 wage comparisons and OSHA meeting attended by maintenance workers Mike and Chris December 2008 and January 2009.

A motion by Budde and seconded by Holm to adjourn at 9:20 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board January 27, 2009 7:00 p.m.

Chairman Mike Parker called the meeting to order at 7:00 p.m. Roll call was taken with the following Supervisors present: Philip Osterhus, Howard Holm, Mike Parker and Mike Budde. Also present were the Clerk, Judith K. Hanna and the Attorney Jerry Randall (arrived at 7:15 p.m.). Absent was Supervisor Robert Johnson.

A motion by Holm and seconded by Osterhus to approve the agenda presented: Discussion. Vote. All ayes. Motion carried.

Brad Wilkening, Engineer from Hakanson Anderson was present for discussion on the Joint Powers Agreement for Lyons Street road project, 230th Avenue and 226th Avenue road projects, and Martin Lake Road tree survey. **The Joint Powers Agreement** for reconstruction of part of Lyons Street, a Town Line Road requires corrections/changes - Lyons Street N.E. from its intersection with Ryan Lake Drive N.E. in Linwood Township to its intersection with the North boundary of each Township (the "Town Line Road"). The plans consist of 26 pages not 11. Division of the costs will be pretty much equal-Lent Township would pay all the costs for work shown on Exhibit A (Bid Schedule "B") 311th Street N.E. and Echo Street N.E. Linwood would pay all the costs for work shown on Exhibit A (Bid Schedule "C") for 238th Avenue NE. Letters to the Lyons Street landowners (5 on Lent's side and 8 on Linwood's side) informing them of the staking of the easement area needed for sufficient control over the road and adjacent ditches, to maintain ditches and adequate clear zones, prove for snow storage, and to provide a safe distance for utility setbacks will be sent out this week. Copies of what is sent will be provided to you and will state January 26, 2009. The Attorney will draft the resolution and make corrections for the next meeting. **The 230th Avenue** project is planned to be done this year. The draft plans will go to the Road and Bridge Committee. The easement documents have been signed and are in the hands of Craig Jochum, Township Engineer. The plans show a section to be done in curb and gutter because of the grades. **All Supervisors agreed the 226th Avenue** road project would stay on the front burner. A review needs to be done again by the Road and Bridge Committee regarding the memo received from the engineer providing 3 options. Options: 1. Constructing a pond on the Carlone property. 2. Paving the road and include an outlet pipe to the storm sewer system that discharges into Martin Lake. 3. Pave with concrete curb and gutter. **Tree on Martin Lake Road.** It would be staked by the end of the week.

District 52 Senator Ray Vandever and District 52A Representative Bob Dettmer were present for an informational, brief, question and answer period regarding the state's budget deficit and how it affects cities.

Planning and Zoning: Application 09-01 Lot line adjustment request from Allan and Diane Grant for properties located on South Linwood Drive. Planning and Zoning approved the request. **A motion by Budde and seconded by Osterhus to approve Application 09-01 received from Allan and Diane Grant granting the property line adjustment of 15 ft. as shown on the surveyed documents.** Discussion. Supervisor Budde stated the motion to approve was for the lot line adjustment only. In order to build on the Parcel B the builder would have to meet all the building requirements. Parcel A is 2.19 acres with 391 feet (plus or minus) street frontage. Parcel B is 0.70 acres with 76 feet of street frontage. No evidence was found supporting whether the property was platted prior to 1961. This lot/area was platted and the building on Parcel B was done before the township had zoning/codes in place. Section 807.03, Subd.2 in our present codebook deems Parcel B as a buildable lot. Both sides of the parcel are already built on. Increasing the lot size is an improvement not only to the lot, but also to the surrounding lots. Jon Christensen, Anoka County Shoreline has verbally stated he has no issues with the request. Approved Parcel A will be approximately 2.04 acres with 376 feet (plus or minus) street frontage. Parcel B will be approximately 0.85 acres and have 90 feet (plus or minus) street frontage. **Vote. All ayes. Motion carried.**

Department Reports:

Senior Center: The Senior Advisory Board meeting minutes were available at the last Town Board meeting for discussion. Discussion on their proposed 2010 budget.

Park Board: Chairman Parker stated the Park Board met January 26, 2009, and has submitted their proposed budget for 2010. It will be discussion at the Wednesday, January 28, 2009, 2010 budget meeting. Discussion was held with the youth pastor from Sunnyside Church regarding improving the skate park by moving the pieces around. The Park and School Forest meet Monday, February 2, 2009 at 5:00 p.m. in the Senior Center.

Supervisor Holm stated the Sunrise Watershed's next meeting is February 5, 2009 at 7:00 p.m.

Attorney's Report: Discussion was held on the two road right-of-way snowmobile complaints: 1) On Martin Lake Road, and 2) S. Lyons Street. Judy was directed to send a copy of the Ordinance to both of the addresses. **Discussion** on the Comp Plan guideline/timeline we need to follow. Judy was directed to mail out copies of the Comp. Plan to the surrounding cities and school districts. Once comments are received a public hearing will be held. Jerry was directed to confirm the amount of time needed for responding back. **Discussion** on the cost of property cleanup on 226th Avenue did not get assessed back to the property owner in 2008, but will be for 2009. **Discussion** on the Board giving the Fire Department permission to put the Standard Operating Procedures/Guidelines (SOP's/SOG's) on the table for 30 days before the fire department members. Supervisor Holm requested the Attorney to review the Township's Personnel Policy for any conflicts before it gets the final approval from the Board. **A motion by Budde and seconded by Osterhus for the Fire Department members to review the SOP's/SOG's for 30 days.** Discussion. The Attorney will review the Township's Personnel Policy for any possible conflicts before the Board approves. **Vote. All ayes. Motion carried.**

The Dog Ordinance was published in both the Forest Lake Times and the Forest Lake Press. **Discussion** on the Nuisance Abatement Ordinance. This is a new section to Chapter VII. Part 5. Rudi's memo from October 2008, explains conflicts this addition addresses and should be addressed by Planning. Judy was directed to resubmit the memo and the Ordinance to Planning. No "redlining" will be done until Planning/Town Board suggest changes and again when the changes are approved.

A motion by Holm and seconded by Budde approve the payment of the January 27, 2009 bills in the amount of \$18,676.06 and check run #027538 to #027566. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the 2009 Pay Equity report for year 2008. **A motion by Holm and seconded by Osterhus to approve the report and direct the Chairman to sign.** Discussion. Copy of the Pay Equity Implementation Report form for approval was provided. Judy stated the "State Job Match" evaluation system was used to measure skill, effort, responsibility, and working conditions and the same system was used for all classes of employees to determine the "Class Title". **Vote. All ayes. Motion carried.**

Discussion on Sexual Harassment Training. Judy was directed to confirm the date for the last training and who attended. The Supervisors felt only new hired from the date of the training would attend. Cost for one 3-hour session is \$1,250 for up to 25 people. **A motion by Parker and seconded by Holm approving 1-session at \$1,250.** Discussion. Judy will provide the Fire Chief with the information. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Holm to approve the January 13 Town Board meeting minutes as presented. Discussion. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Osterhus to approve the 2009 renewal request from the Land Stewardship Project in the amount of \$35.00. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Holm to approve the December 2008 Treasurer's Report for filing and auditing. Discussion. **Vote. All ayes Motion carried.**

Discussion on the memo received from Jamie Schurbon, Anoka Conservation District Water Resource Specialist regarding the Sunrise River WMO Technical Advisory Committee. Supervisor Holm has been appointed to that position, and other interested Supervisors or committee members could be appointed as an alternate.

Chairman Parker explained the Board of Audit was discussed at the last meeting, and the form needs to be signed by all of the elected officials. (The Supervisors approve the bills and the amount twice a month. A complete listing of all the checks and receipts are provided twice a month. The bank statements were reconciled for January 2008 through December 2008. The complete list of disbursements and receipts has been made available for public review. A complete professional audit is done each year.) **A motion by Budde and seconded by Holm to approve the Board of Audit, and direct all elected officials to sign the Board of Audit form.** Discussion. Supervisor Johnson is absent, so he may or may not sign the form. **Vote. All ayes. Motion carried.**

Discussion on the US Cable franchise renewal. The franchise contract expires October 5, 2011. The new agreement would expire in October 2021. Discussion concluded with direction given to the Attorney to contact US Cable and request a five-year contract.

Chairman Parker stated the rest of the meeting was informational: Budget meeting Wednesday, January 28, 2009 starting at 6:00 p.m.; Athens to Martin Lake 69 kV Transmission Line; Land Stewardship Project's 4th Annual Family Farm Breakfast & Day at the Capitol Tuesday, February 17, 2009; memo from J.R.'s Advanced Recycling will not be offering free recycling of electronics as of January 1, 2009; Anoka County Crime Prevention Newsletter; Local Board of Appeal and Equalization meeting-April 28, 2009 of 6:00 p.m.; Cancellation notice of the January 28, 2009 Local Officials Meeting; and the History Center Newsletter.

A motion by Osterhus and seconded by Budde to adjourn at 8:45 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

January 28, 2009

Budget Meeting 2010

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Philip Osterhus, Howard Holm, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Robert Johnson. In the audience were Tom and Carol Searing, Deb Parker, Rudi McCurdy and Larry Palmer.

Chairman Parker stated the purpose of the meeting was for working on the 2010 budget.

Discussion concluded with corrections/reductions made to the General Fund, and review of the proposed budgets for the Senior Center and Park and Recreation.

FUND #100

	<u>2009</u>	<u>2010</u>
General Government (41000)		
Wages and Salaries (100)	\$133,000	\$137,000
Extra Meeting Pay-T. Board & Clerk (118)	11,500	9,000
Employee Health Insurance (131)	6,000	6,000
Worker's Comp Expenses (150)	3,000	2,500
Office Supplies (200)	3,250	3,000
Operating Supplies (210)	3,500	2,500
Professional Services (300)	5,000	5,000
Accounting/Auditor/Computer Svc (301)	24,000	25,000
Engineering (303)	500	500
Legal (304)	16,000	20,000
Assessor (310)	26,500	26,500
Telephone (321)	2,000	2,000
Postage (322)	1,500	1,500
Mileage (331)	1,600	1,600
Education & Meetings (336)	2,000	2,000
Publishing-Legal Notices (351)	1,500	1,500
Newsletter (355)	3,000	3,750
Insurance (360)	5,000	4,500
Building Insurance (362)	1,000	1,000
Electricity (381)	3,500	3,500
Gas Utility (383)	2,250	2,250
Trash Svc. (384)	300	300

Maintenance & Repairs (405)	2,500	1,500
Dues/Subscriptions (433)	750	500
Property Tax Payment (450)	1,000	500
Forest Lake - Youth Svc Bureau (491)	1,000	1,000
Mediation Services (492)	2,000	1,000
Anoka County Historical Society (493)	1,000	1,000
Alexandra House (494)	1,000	2,000
Improvements/Construction (530)	500	500
Office Equipment & Furnishings (570)	1,500	2,000
Recycling (41005)		
Wages and Salaries (100)	3,500	4,000
Operating Supplies (210)	500	500
Professional Services (300)	12,500	12,500
Postage (322)	300	300
Mileage (331)	300	400
Advertising/Promotion (340)	7,500	7,500
Building Insurance (362)	20	20
Improvements/Construction (530)	250	250
Other Equipment (580)	100	0
Surface Water (41010)		
Professional Services (300)	20,116	12,500
Planning & Zoning (41015)		
Wages and Salaries (100)	2,000	2,000
Professional Services (300)	800	1,000
Postage (322)	50	50
Mileage (331)	200	200
Education & Meetings (336)	200	200
Insurance (360)	400	400
Publishing-Legal Notices (351)	1,000	500
Comprehensive Plan (445)	3,000	1,000
Elections (41410)		
Office Supplies (200)	500	200
Professional Services (300)	1,000	4,000
Mileage (331)	200	500
Education & Meetings (336)	100	100
Advertising/Promotion (340)	100	150
Publishing-Legal Notices (351)	100	1,000
Insurance (360)	50	50
Building Inspection (42400)		
Wages and Salaries (100)	55,000	56,000
Employee Health Insurance (131)	2,000	2,000
Office Supplies (200)	500	800
Petroleum Products (212)	2,000	2,000
Maint. & Repairs Supplies (220)	500	300
Professional Services (300)	500	700
Telephone (321)	1,000	1,000
Mileage (331)	0	350
Education & Meetings (336)	1,500	1,500
Insurance (360)	0	50
Building Insurance (362)	250	400

Vehicle Insurance (363)	700	1,100
Vehicle Maint. & Repairs (406)	400	300
Building Permit Surcharge (451)	5,000	3,500
Animal Control (42700)		
Office Supplies (200)	200	200
Professional Services (300)	7,000	7,000
Linwood Family Fun Day (49008)		
Wages	600	500
Professional Services (300)	0	50
Advertising/Promotion (340)	0	50
Insurance (360)	1,300	750
Cemetery (49010)		
Wages and Salaries (100)	2,750	2,850
Operating Supplies (210)	500	260
Professional Svcs (300) (includes Cemetery Sexton \$1200)	500	1,400
Legal (304)	500	400
Insurance (360)	50	50
Electricity (381)	150	150
Maintenance & Repairs (405)	400	200
Dues/Subscriptions (433)	0	100
Totals:	\$405,236	\$404,180

FUND #235

	<u>2009</u>	<u>2010</u>	
Senior Center Transportation (49004)			
Wage-Coordinator & Drivers (100)	\$12,000	\$12,000	{ '09 Drivers Only
Operating Supplies (210)	100	100	
Petroleum Products (212)	8,000	6,000	
Telephone (321)	400	0	
Mileage (331)	5,000	2,000	
Education & Meetings (366)	100	100	
Advertising/Promotion (340)	200	100	
Vehicle Insurance (363)	4,000	4,200	
Vehicle Maintenance & Repair (406)	6,000	4,000	
Dues/Subscriptions (433)	100	100	
Medical Exams/Testing (459)	400	200	
Senior Center (49005)			
Wages-Coordinator & Assistant (100)	45,000	46,350	
Employee Health Insurance (131)	5,000	5,100	
Worker's Comp Expenses (150)	2,000	1,500	
Operating Supplies (210)	2,000	2,500	
Maintenance & Repairs Supplies (220)	1,500	1,000	
Professional Services (300)	3,500	3,000	
Accounting/Auditor/Computer Services (301)	200	150	
Legal (304)	200	200	
Telephone (321)	1,100	1,000	
Postage (322)	0	50	

Mileage (331)	500	400
Education & Meetings (336)	500	250
Advertising/Promotion (340)	200	200
Insurance (360)	2,000	2,000
Building Insurance (362)	2,200	2,200
Electricity (381)	3,000	3,200
Gas Utility (383)	1,700	2,500
Trash Service (384)	300	300
Dues/Subscriptions (433)	100	150
Other Equipment (580)	1,000	500
Total:	\$108,300	\$101,350

FUND #240

	<u>2009</u>	<u>2010</u>
Park & Recreation (45200)		
Wages and Salaries (100)	\$25,500	\$26,000
Employee Health Insurance (131)	3,500	3,400
Worker's Comp Expenses (150)	1,800	1,500
Petroleum Products (212)	1,100	1,600
Maintenance & Repairs Supplies (220)	3,000	2,500
Professional Services (300)	6,000	4,500
Engineering (303)	500	0
Legal (304)	100	0
Telephone (321)	700	700
Postage (322)	40	30
Mileage (331)	50	20
Education & Meetings (336)	90	180
Advertising/Promotion (340)	70	0
Publishing-Legal Notices (351)	100	0
Insurance (360)	3,500	3,500
Building Insurance (362)	800	800
Vehicle Insurance (363)	350	650
Electricity (381)	1,300	1,800
Gas Utility (383)	0	700
Equipment, Maintenance & Repairs (404)	1,300	1,300
Vehicle Maintenance & Repairs (406)	2,500	1,300
Equipment Rental (415)	4,400	4,300
Improvements/Construction (530)	2,500	0
Total:	\$59,200	\$54,780

A motion by Budde and seconded by Osterhus to set another meeting to finalize all budget information on February 4, 2009, meeting starting at 6:00 p.m. Discussion. Vote. All ayes. Motion carried.

Discussion on the timeline needed to meet with the auditor and approve the financial information provided to the public.

A motion to adjourn by Holm and seconded by Budde at 7:25 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes
February 4, 2009
Budget Meeting 2010
6:00 p.m.

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Howard Holm, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent were Robert Johnson and Philip Osterhus. In the audience were Tom and Carol Searing and Deb Parker.

Chairman Parker stated the purpose of the meeting was approving the proposed budgets for 2010, and the March 10, 2009 Annual meeting.

A motion by Budde and seconded by Holm to approve the budget sheets as submitted for a total \$1,667,084 (including \$50,000 Fire Capital), and forward the information to the auditor. Discussion. Vote. All ayes. Motion carried.

FUND #100

	<u>2009</u>	<u>2010</u>
General Government (41000)		
Wages and Salaries (100)	\$133,000	\$137,000
Extra Meeting Pay-T. Board & Clerk (118)	11,500	9,000
Employee Health Insurance (131)	6,000	6,000
Worker's Comp Expenses (150)	3,000	2,500
Office Supplies (200)	3,250	3,000
Operating Supplies (210)	3,500	2,500
Professional Services (300)	5,000	5,000
Accounting/Auditor/Computer Svc (301)	24,000	25,000
Engineering (303)	500	500
Legal (304)	16,000	20,000
Assessor (310)	26,500	26,500
Telephone (321)	2,000	2,000
Postage (322)	1,500	1,500
Mileage (331)	1,600	1,600
Education & Meetings (336)	2,000	2,000
Publishing-Legal Notices (351)	1,500	1,500
Newsletter (355)	3,000	3,750
Insurance (360)	5,000	4,500
Building Insurance (362)	1,000	1,000
Electricity (381)	3,500	3,500
Gas Utility (383)	2,250	2,250
Trash Svc. (384)	300	300

Maintenance & Repairs (405)	2,500	1,500
Dues/Subscriptions (433)	750	500
Property Tax Payment (450)	1,000	500
Forest Lake - Youth Svc Bureau (491)	1,000	1,000
Mediation Services (492)	2,000	1,000
Anoka County Historical Society (493)	1,000	1,000
Alexandra House (494)	1,000	2,000
Improvements/Construction (530)	500	500
Office Equipment & Furnishings (570)	1,500	2,000
Recycling (41005)		
Wages and Salaries (100)	3,500	4,000
Operating Supplies (210)	500	500
Professional Services (300)	12,500	12,500
Postage (322)	300	300
Mileage (331)	300	400
Advertising/Promotion (340)	7,500	7,500
Building Insurance (362)	20	20
Improvements/Construction (530)	250	250
Other Equipment (580)	100	0
Surface Water (41010)		
Professional Services (300)	20,116	12,500
Planning & Zoning (41015)		
Wages and Salaries (100)	2,000	2,000
Professional Services (300)	800	1,000
Postage (322)	50	50
Mileage (331)	200	200
Education & Meetings (336)	200	200
Insurance (360)	400	400
Publishing-Legal Notices (351)	1,000	500
Comprehensive Plan (445)	3,000	1,000
Elections (41410)		
Office Supplies (200)	500	200
Professional Services (300)	1,000	4,000
Mileage (331)	200	500
Education & Meetings (336)	100	100
Advertising/Promotion (340)	100	150
Publishing-Legal Notices (351)	100	1,000
Insurance (360)	50	50
Building Inspection (42400)		
Wages and Salaries (100)	55,000	56,000
Employee Health Insurance (131)	2,000	2,000
Office Supplies (200)	500	800
Petroleum Products (212)	2,000	2,000
Maint. & Repairs Supplies (220)	500	300
Professional Services (300)	500	700
Telephone (321)	1,000	1,000
Mileage (331)	0	350
Education & Meetings (336)	1,500	1,500
Insurance (360)	0	50
Building Insurance (362)	250	400
Vehicle Insurance (363)	700	1,100

Vehicle Maint. & Repairs (406)	400	300
Building Permit Surcharge (451)	5,000	3,500
Animal Control (42700)		
Office Supplies (200)	200	200
Professional Services (300)	7,000	7,000
Linwood Family Fun Day (49008)		
Wages	600	500
Professional Services (300)	0	50
Advertising/Promotion (340)	0	50
Insurance (360)	1,300	750
Cemetery (49010)		
Wages and Salaries (100)	2,750	2,850
Operating Supplies (210)	500	260
Professional Svcs (300) (includes Cemetery Sexton \$1200)	500	1,400
Legal (304)	500	400
Insurance (360)	50	50
Electricity (381)	150	150
Maintenance & Repairs (405)	400	200
Dues/Subscriptions (433)	0	100
Totals:	\$405,236	\$404,180

FUND #225

	<u>2009</u>	<u>2010</u>
Road & Bridge (43100)		
Wages and Salaries (100)	\$ 42,500	\$ 38,000
Employee Health Insurance (131)	4,200	4,200
Worker's Comp Expenses (150)	5,000	5,000
Supplies-Road & Bridge (224)	9,500	8,000
Class 5 (229)	75,000	75,000
Professional Services (300)	30,000	25,000
Engineering (303)	70,000	55,000
Legal (304)	3,000	3,000
Telephone (321)	900	900
Postage (322)	400	400
Mileage (331)	750	800
Education & Meetings (336)	500	500
Publishing-Legal Notices (351)	2,000	2,000
Insurance (360)	2,500	2,500
Building Insurance (362)	1,400	900
Electricity (381)	3,500	3,500
Gas Utility (383)	2,000	2,000
Lent Town Line Road (446)	2,500	2,500
Land (510)	2,000	2,000
Improvements/Construction (530)	254,098	255,000
Other Equipment (580)	500	500
Grading (43122)		
Professional Services (300)	20,000	20,000

Ice & Snow Removal (43125)

Wages and Salaries (100)	15,000	15,000
Salt & Sand (228)	25,000	25,000
Professional Services (300)	25,000	25,000

Road Equipment (43126)

Petroleum Products (212)	8,000	8,500
Insurance (360)	400	400
Vehicle Insurance (363)	1,500	2,000
Equipment, Maintenance & Repairs (404)	4,000	2,000
Vehicle Maintenance & Repairs (406)	10,000	10,000
Equipment Rental (415)	500	500
Other Equipment (580)	0	5,000

Totals:	\$ 621,648	\$ 600,100
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FUND #230**2009****2010****Fire Department (42200)**

Wages and Salaries (100)	\$ 70,000	\$ 75,000
Worker's Comp Expenses (150)	7,000	6,000
Petroleum Products (212)	3,000	3,000
Maintenance & Repairs Supplies (220)	5,000	7,000
Professional Services (300)	2,800	2,800
Legal (304)	1,000	1,000
Telephone (321)	5,000	4,000
Postage (322)	100	100
Mileage (331)	1,500	1,500
Education & Meetings (336)	10,000	12,000
Insurance (360)	5,500	5,500
Building Insurance (362)	1,000	1,000
Vehicle Insurance (363)	4,500	5,500
Firemen Prof. Liability Insurance (365)	3,000	3,000
Electricity (381)	4,500	5,000
Gas Utility (383)	7,500	7,500
Equipment Maintenance & Repairs (404)	5,000	4,000
Vehicle Maintenance & Repairs (406)	10,000	10,000
Uniforms/Jackets/Clothing (443)	1,000	1,000
Medical Exams/Testing (459)	3,000	3,000
Other Equipment (580)	14,000	14,000

Fire Relief (42210)

Legal/Audit Service (301)	3,000	3,400
Fire Relief Assoc. Payment (366)	33,500	28,000

Fire Marshal (42215)

Wages and Salaries (100)	3,000	2,000
Operating Supplies (210)	100	100
Mileage (331)	250	250
Education and Meetings (336)	1,000	1,200

Bldg. Maintenance (Ice/Snow Removal) (43125)

Wages and Salaries (100)	1,500	1,500
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Fire Capital (42218)

Other Equipment (<i>Transfers from Fire Cap. Fund</i>)	60,000	50,000	{ Not included in bottom total
Total:	\$206,750	\$208,350	

FUND #232

	<u>2009</u>	<u>2010</u>
Police (42100)		
Professional Services (300)	\$235,639	\$248,324
Total:	\$235,639	\$248,324

FUND #235

	<u>2009</u>	<u>2010</u>	
Senior Center Transportation (49004)			
Wage-Coordinator & Drivers (100)	\$12,000	\$12,000	{ '09 Drivers Only
Operating Supplies (210)	100	100	
Petroleum Products (212)	8,000	6,000	
Telephone (321)	400	0	
Mileage (331)	5,000	2,000	
Education & Meetings (366)	100	100	
Advertising/Promotion (340)	200	100	
Vehicle Insurance (363)	4,000	4,200	
Vehicle Maintenance & Repair (406)	6,000	4,000	
Dues/Subscriptions (433)	100	100	
Medical Exams/Testing (459)	400	200	
Senior Center (49005)			
Wages-Coordinator & Assistant (100)	45,000	46,350	
Employee Health Insurance (131)	5,000	5,100	
Worker's Comp Expenses (150)	2,000	1,500	
Operating Supplies (210)	2,000	2,500	
Maintenance & Repairs Supplies (220)	1,500	1,000	
Professional Services (300)	3,500	3,000	
Accounting/Auditor/Computer Services (301)	200	150	
Legal (304)	200	200	
Telephone (321)	1,100	1,000	
Postage (322)	0	50	
Mileage (331)	500	400	
Education & Meetings (336)	500	250	
Advertising/Promotion (340)	200	200	
Insurance (360)	2,000	2,000	
Building Insurance (362)	2,200	2,200	
Electricity (381)	3,000	3,200	
Gas Utility (383)	1,700	2,500	
Trash Service (384)	300	300	
Dues/Subscriptions (433)	100	150	
Other Equipment (580)	1,000	500	
Total:	\$108,300	\$101,350	

FUND #240

	<u>2009</u>	<u>2010</u>
Park & Recreation (45200)		
Wages and Salaries (100)	\$25,500	\$26,000
Employee Health Insurance (131)	3,500	3,400
Worker's Comp Expenses (150)	1,800	1,500
Petroleum Products (212)	1,100	1,600
Maintenance & Repairs Supplies (220)	3,000	2,500
Professional Services (300)	6,000	4,500
Engineering (303)	500	0
Legal (304)	100	0
Telephone (321)	700	700
Postage (322)	40	30
Mileage (331)	50	20
Education & Meetings (336)	90	180
Advertising/Promotion (340)	70	0
Publishing-Legal Notices (351)	100	0
Insurance (360)	3,500	3,500
Building Insurance (362)	800	800
Vehicle Insurance (363)	350	650
Electricity (381)	1,300	1,800
Gas Utility (383)	0	700
Equipment, Maintenance & Repairs (404)	1,300	1,300
Vehicle Maintenance & Repairs (406)	2,500	1,300
Equipment Rental (415)	4,400	4,300
Improvements/Construction (530)	2,500	0
Total:	\$59,200	\$54,780

The summary sheet showing the 2009 budget and the 2010 proposed budget information will be hand delivered by the first of March to all residents.

A motion by Holm and seconded by Budde to adjourn at 6:35 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board February 10, 2009 6:00 p.m.

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Philip Osterhus, Howard Holm, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Robert Johnson.

Chairman Parker introduced David Blumberg, from the auditing firm HLB Tautges Redpath, Ltd. for discussion on the 2008 audit, and the 3-2010 budget scenarios. David was directed to provide a proposed 2009-2010-budget summary information sheet using a proposed tax levy of \$1,425,000 **by a motion from Osterhus and seconded by Holm.** Discussion. 2009 tax levy was \$1,500,000. 2010 proposed tax levy is \$75,000 less. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to adjourn at 6:35 p.m. Discussion. **Vote. All ayes. Motion carried.**

Minutes Town Board February 10, 2009 7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Philip Osterhus, Howard Holm, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Robert Johnson. The Attorney, Jerry Randall arrived at 7:25 p.m.

Chairman Parker stated the first order of business was the approval of the agenda with additions, changes and deletions. **A motion by Holm and seconded by Osterhus to approve with the addition of Mark Underdul addressing the Board at the end of the meeting.** Discussion. **Vote. All ayes. Motion carried.**

Department Reports:

Building Department: Supervisor Budde reported the January Building Permits were very low. Permits were issued for 2 re-roofs, 1 addition, 1 new gas fireplace and 1 new furnace.

Fire Department-Fire Chief Ken Minske provided January meeting minutes and run information. **Discussion** on the Township Emergency Plan including a designated emergency management person (fire chief), and it should include a third alternate administrative headquarters location (1. Town Hall 2 Linwood School). **A motion by Osterhus and seconded**

by Budde to approve the purchase from the DNR a newer version J-5 for \$2,000.

Discussion. **Vote. All ayes. Motion carried.** Retirement watches are ordered for Joe Dolphy and Bill Durham.

Senior Center-Coordinator Judy Hanna stated the January meeting minutes were provided at the last meeting. **Supervisor Osterhus** will attend the February 16, 2009 9:30 a.m. Senior Advisory Board meeting. Discussion on the monthly activities within the Center. **Discussion** on the fundraiser garage sale for Linwood Family Fun Day being held February 12, 13 and 14. Monthly meetings start in March for planning the event.

Committee Reports:

Road and Bridge-Supervisor Osterhus stated meeting minutes are posted and available. Bob Beckman is working with the residents on **230th Avenue obtaining easements**. Brad Wilkening, Hakanson Anderson verified the tree on Martin Lake Road is **clearly in the road right-of-way**. **The attorney** was directed to respond back to the Miller Law Office on our intent to remove the tree. The Wright Tree Service will be provided with a letter regarding the removal of the tree, and the Township will be held accountable. **Discussion** on the list of addresses with objects in the road right-of-way. Supervisor Budde, during his work hours has clarified the list is valid and letters to all the addresses should be sent. **A motion by Parker and seconded by Budde to send letters to all the addresses along with a copy of the code being violated giving them until May 1, 2009 to comply with the removal of objects in the road right-of-way.** Discussion. If a follow-up letter is needed the Attorney will be directed to write it.

Sunrise Watershed-Supervisor Holm stated the meeting minutes from the February 5, 2009 meeting are not available. \$12,500 is budgeted for 2010.

Park and School Forest-Chairman Parker stated the Park Board meets February 23 at 7:00 p.m. The 2010 budget was submitted and revised by the Town Board. The Park Board and School Committee Forest met February 2, 2009 at 5:00 p.m. in the Senior Center, and the main topic of discussion was the 1st Annual Linwood Community Park and School Forest Medallion Hunt to be started Monday February 23 until found. The medallion (made/designed by Chairman Parker) hunt is open to all residents. Prizes and clues will be posted here at the Town Hall.

Attorney's Report: Discussion on property located at 21873 Typo Creek Drive. Jerry stated he had not received any response back from the letter he sent in December 2008. **Supervisor Budde** stated he and Building Inspector Dave Thompson did do an inspection of the property. Pictures were taken of the open window well and open cistern, door and windows are still open. **A motion by Parker and seconded by Holm directing the Attorney to notify the family members of the Board's intent to pursue obtaining a court order addressing all of the code violations to enter the property for the purpose of correcting the violations and billing the cost back to the family/tax statement if it is not done within 15 days.** Discussion. When the Township sends letters certified they are given so many days using the date it was received. **Vote. All ayes. Motion carried.** **Discussion** on the request from Planning for direction on portable storage units. Jerry recommended doing an amendment to the Town Code. A new subdivision addition titled **Portable Storage Buildings and Structures to Section 807.03 General Provision** of the Code, addition of a definition of Portable Storage Building and Structures to Subd. 2. Definitions. of Section 807.02. Rules and Definitions. **A motion by Budde and seconded by Osterhus not to pursue portable storage units.** Discussion. Supervisor Holm

disagreed. **Vote. Three ayes. One nay. Motion carried.** Discussion on the revised Comprehensive Plan timeline received from the Attorney. It has to be submitted 6 months to the surrounding local governments and school districts before Planning and Zoning would hold the public hearing. **A motion by Parker and seconded by Holm directing the Clerk to mail copies of the Comp Plan to the surrounding governmental units and school district(s) by March 1, 2009. Inform Planning of the public hearing for September 2009 meeting. It would then be submitted to the Met Council in December 2009. Vote. All ayes. Motion carried.** Discussion on the revised/corrected Joint Powers Agreement for Lyons Street project. Jerry stated a copy was sent to the Lent Township Attorney, but has not heard back from him. Jerry will provide the Clerk and Supervisors with the final form of the agreement.

Other:

Discussion on ordering trees for the spring recycle day. Information was provided from Isanti, Anoka, and Chisago County Conservation District 2009 Tree and Shrub Order information. Melvin Pfaffendorf was present and stated the Park Commission approved ordering 25 trees for planting in Boettcher Farm Park. He also discussed ordering 25 tree mats. **A motion by Budde and seconded by Holm to order 100 trees (25 cottonwood) at Melvin's discretion.** Discussion. The total order will be 125 trees. The Park Board is ordering 25 trees to be planted on the Boettcher Farm Park. **Vote. All ayes. Motion carried.** Supervisor Osterhus directed the Clerk to provide information on purchasing a larger tote bag for the next meeting.

A motion by Budde and seconded by Osterhus approving the payment of the February 10, 2009 bills in the amount of \$24,442.21 and check run from #027583 to #027611. Discussion. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Budde approving the January 2009 Petty Cash Report, and the 2009 as of 1/30/09 budget info. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the corrected 2008-2009 Snowplowing Policy.

Discussion on the Local Board of Appeal and Equalization training. We have supervisors trained until 2012.

Discussion was held on wages and compensation for the year 2009. **A motion by Parker for a 1½% Cost of Living Adjustment. Motion failed receiving no second. Motion by Holm and seconded by Osterhus approving a 3% COLA for 2009 effective February 1, 2009.** Discussion. **Two ayes. Parker nay. Budde abstained. Motion carried**

A motion by Budde and seconded by Osterhus to approve the 2009 meeting minutes for: January 14 (budget minutes), January 27 (regular meeting minutes), January 28 (budget minutes), and February 4 (budget minutes). Discussion. **Vote. All ayes. Motion carried.**

Discussion on the agreement with Northern Lighter Pyrotechnics for providing the 2009 fire works for the September 12, 2009 Linwood Family Fun Day event. **A motion by Osterhus and seconded by Holm to direct the Chairman to sign the contract in the amount of \$3,500.00.** Discussion. Last year we gave a bonus of \$500.00 because the fire department donated \$500.00. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: Annual Local Board of Appeal and Equalization meeting Tuesday, April 28, 2009 at 6:00 p.m.; and the “as of 1/30/09” Statement of receipts, disbursements, balances, and interim financial report by object code (ytd).

A motion by Holm and seconded by Osterhus to adjourn at 8:45 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

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Minutes

Town Board

February 24, 2009

7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent were Howard Holm and Robert Johnson. The Attorney, Jerry Randall arrived at 7:20 p.m.

Chairman Parker stated the first order of business was the approval of the agenda with additions, changes and deletions. **A motion by Budde and seconded by Osterhus to approve the agenda with the addition of discussion on purchasing a used plow truck from Anoka County.** Discussion. **Vote. All ayes. Motion carried.**

Jeff Thobe-from the Forest Lake Athletic Association was present to introduce himself, and to let them know he is the FLAA Linwood representative to reach for questions about the different sports using the field, or help in planning/working to develop playing fields and sports.

Discussion on the memo received from the Township Engineer, Craig Jochum. 1. Easements on 230th Avenue. Three property owners on the north side of 230th Avenue were contacted regarding providing road easements (Halverson's-0.106, Tacheny's-0.106, Engquist's-0.061). Only one of the property owners, the Halverson's, have executed an easement agreement. The Tacheny's indicated they would provide the easement, if they received a paved driveway. In the audience was Mr. Engquists. He did not want to give up anymore of his property, and did not feel the \$1,220, if offered, was worth it. The easements were to eliminate the need for a curve in the road. Attached to the memo were two Exhibits. Exhibit 1. Showed the properties along with the road alignment that does not require a curve. Exhibit 2. Showed the properties along with the road alignment that requires a curve to center it in the existing road easement. Three alternatives were offered for the Board's consideration. Alternative 1: Do not improve the road with a paved surface and leave it in its current alignment with a gravel surface. Alternative 2: Construct the road with a curve as shown on Exhibit 2. Alternative 3: Continue to negotiate with the remaining two property owners. Craig did not support paving the driveways. The Township could consider offering compensation for the easement. Using a land price of \$20,000 per acre. The Tacheny's and Engquist's easements would be \$2,120 and \$1,220 respectively. After discussion **a motion by Parker and seconded by Budde to forward the memo to the Road and Bridge Committee for their input and recommendation.** Discussion. The Committee meets in March next week (Tuesday, March 3, 2009). **Vote. All ayes. Motion carried.** **Discussion** on holding a joint informational meeting with the property owners on Lyons Street for discussing the details of the paving project for Lyons Street. **A motion by Budde and seconded by Osterhus to set the meeting for March 12, 2009 starting at 7:00 p.m. in the Senior Center.** Discussion. This

is a practice we have done in the past. The difference being this is a joint project between Lent and Linwood Townships. **Vote. All ayes. Motion carried.**

Discussion on trees ordered for the Spring Recycling Day on April 25, 2009. 25 Weeping Willows, 25 Hackberry, 25 Cottonwood, 25 White Pine, and 25 Red Splendor Crab (125). An assortment of 25 trees are purchased by the Park Board for planting at the Boettcher Farm Preserve Park.

Discussion on ordering larger tote bags for the Spring Recycling Day. **A motion by Osterhus and seconded by Budde approving the purchase of 500 large 16"x20"x6" royal blue tote bags for \$795.00 having the Township logo imprinted on them.** Discussion. 2008 we ordered 600 small tote bags in the amount of \$851.61. **Vote. All ayes. Motion carried.**

Attorney: Discussion on the removal of a tree in the road right-of-way on Martin Lake Road. Judy will provide Jerry with a mailing address for sending the letter to Wright Tree Service waiving them of all responsibilities regarding the removal of a hazardous tree on Martin Lake Road. The property owner had a proposal to trim the tree for \$75.00 from another tree service. Osterhus stated Wright Tree Service would not charge the Township for the job of removing the tree. The Township has allowed Wright to park and plug in their trucks while doing work within the Township during the winter months when needed. **Discussion** on the renewal of the US Cable Contract. Jerry had a public hearing notice ready for the extension of the cable communications franchise for a term of seven years. **A motion by Budde and seconded by Parker to publish the notice for the hearing to be held Tuesday, March 24, 2009 starting at 6:00 p.m.** Discussion. The Township is compensated 4% of their total annual gross revenues each year. The amount is around \$10,000 (more or less) for the last 10 years (?). Other cable companies have the right to come into Linwood. Jerry stated the State could come in and take away the franchise fee, if a contract is not approved/in place. The state would not interfere as long as a contract is in good standing. Approving the contract for 7 years would guarantee receiving 4% for the next 7 years. If the Township wanted to re-negotiate the contract another attorney would have to be involved. **Vote. All ayes. Motion carried.** **Discussion** on Jerry, Dave Thompson and Mike Budde doing a site inspection on the property located at 21873 Typo Creek Drive NE on Wednesday, February 25, 2009 at 8:30am. **Discussion** on the agreement with Lent Township for the reconstruction of part of Lyons Street, a Town Line Road. Lent's Town Board has approved the Joint Powers Agreement, and gave direction to their Town Attorney to send the document with any requested changes back to Jerry. Judy was directed to check with Chris Sauro, Township Insurance agent on the insurance and indemnification requirements for the Township.

Discussion on the memo received from John Tonding, Communication Manager regarding 800 MHz Public Works Radio Grant. Information included the Township funding and the required township match. The actual cost of the 4 radios we were awarded is \$6,087.32. The grant funding is \$4,647.88 and the required township match is \$1,439.44. They are an XTS 1500 Model 1.5 portable radio with desktop charger, SMART battery and three-year warranty.

Discussion on the Township Emergency Management Plan. Copies were provided. Highlighted in red where changes/additions that had been made by the fire department. Marked areas in blue need to be answered by Town Board. A copy has been given back to the Fire Chief, Ken Minske. The Supervisors will review and discuss at the March 24, 2009 meeting.

Discussion from Supervisor Osterhus on purchasing a used 1994 snowplow truck from Anoka County Highway Department for around \$26,000. **A motion by Budde and seconded by Osterhus to approve up to \$26,000 for a 1994 snowplow truck.** Discussion. It has 182,000 miles, new it would cost \$190,000. Osterhus has copies of all the services performed on the truck and the plow attachments since June 1998. Having another plow truck would enable the Township to clear our roads quicker following a snowfall. Storage of the truck would be done by reorganizing the space they have. Having another plow truck would cut back the use of outside contractors, and it would also enable road projects, the Township is involved in, to be handled in a more efficient manner. With the purchase of another plow truck the savings towards contractor costs could save us \$5,000 to \$10,000 yet this year for snowplowing. Funding would come from the Road and Bridge funds. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde approving the payment of the February 24, 2009 bills in the amount of \$10,666.22 and check run from #027621 to #027641. Discussion. **Vote. All ayes. Motion carried.**

A motion by Parker and seconded by Budde to approve the February 10, 2009 meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion from Supervisor Osterhus to freeze the Town Board Supervisors' pay for 2009 at the 2008 compensation rate. Discussion concluded with a **motion by Osterhus and seconded by Budde to freeze the Township Supervisors' compensation for 2009.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on a free emergency siren. Osterhus will keep the Board informed.

Chairman Parker stated the rest of the meeting was informational: Office of the State Auditor E-Update; July 1, 2009 MN sales and use tax will increase to 6.875%; Town Meeting with Senator Vandever and Rep. Bob Dettmer March 9, 2009 at 7:30 p.m. in the Town Hall; The 2009 Community Guide; Senior Center meeting minutes are available; 2009 Land Use Planning Workshop information; Maintenance workers attending "Dig Safely Seminar" Thursday, March 26, 2009; 36th Annual Township Officers Spring Short Course March 16-April 3, 2009; Maintenance workers completed 2 hours of refresher training on employee Right to Know, AWAIR, and emergency action plans on 2/12/09.

A motion by Budde and seconded by Osterhus to adjourn at 8:10 p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

March 10, 2009

8:12 p.m.

Following the Annual Meeting

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Philip Osterhus, Howard Holm, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and Attorney, Jerry Randall. Absent was Robert Johnson.

A motion by Budde and seconded by Osterhus to approve the payment of the bills in the amount of \$15,938.16 and check run from #027657 to #027694. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to officially hire Chris Herring as a full-time employee. Discussion. He has completed the 90 days required probation period. Vote. All ayes. Motion carried

A motion by Osterhus and seconded by Budde to increase the wage for Chris Herring from \$18.00 to \$19.00 effective as of March 1, 2009. Discussion. During the discussion held with Chris the \$1.00 increase was promised by Supervisor Osterhus and Holm. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Osterhus to adjourn at 8:35 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Public Hearing Town Board March 24, 2009

Chairman Parker called the Public Hearing to order. Roll call was taken with the following Supervisors present: Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Robert Johnson.

Chairman Parker stated the Public Hearing was to hear the comments of all persons regarding the proposed extension of the cable communications franchise granted to US Cable of Coastal-Texas, L.P. from October 6, 2011 to October 5, 2018. No one was present for discussion on the contract. At 6:15pm Chairman Parker asked for a motion to adjourn the public hearing because of no residents present for discussion for or against. **A motion by Osterhus and seconded by Budde to adjourn the public hearing. Vote. All ayes. Motion carried.**

Minutes Town Board March 24, 2009 7:00 p.m.

Chairman Parker called the regular meeting to order. The pledge to the flag was recited and roll call was taken with the following Supervisors present: Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Robert Johnson. The attorney Jerry Randall arrived at 7:15 p.m.

Chairman Parker asked for a few moments of silence in memory of Supervisor Howard Holm.

A motion by Budde and seconded by Osterhus to approve the agenda with the addition of Peter Schaub, Sr. Field Representative from Great River Energy. Discussion. Vote. All ayes. Motion carried.

Peter Schaub was present for an informational discussion on the construction request for a 69kV transmission line between the Athens Substation, in Athens Township, and the Martin Lake Substation, in Linwood Township. The new line will provide greater reliability and serve continuing growth in the Connexus Energy and East Central Energy service areas. In trying to determine the best route for this project, we have met with the town boards of Athens and Linwood, and the city council of East Bethel and held several public meetings. Recently a letter was received from the property owners along 227th Avenue NE and Typo Creek Drive NE, asking us to reroute the transmission line away from the roads (and the front of their properties) through the underdeveloped forest and wetland area behind their homes. They have looked at the proposed area and, although it presents additional challenges, they may be able to route the

transmission line cross-country, provided they can stay on firm ground. To do that they would need to run the transmission line through a portion, and along the edge, of Linwood School Forest. On the aerial map the proposed route is lined in red. He attended the Park Board meeting last night, here at tonight's Town Board meeting, the April 6 School Forest meeting, the April 21 Planning and Zoning meeting, and then back to the April 28 7:00pm Town Board meeting hopefully for direction. Parker stated the Park Board members present did not support the alternate route to construct the 69kV line through any portion of the Community Park and School Forest. Several residents were in the audience supporting the alternate route because all the tree screening would be eliminated following the proposed route along 227th Avenue and Typo Creek Drive NE.

Planning and Zoning-Chairman Parker stated the Variance Application 2009-02 received from Randy Schifski 23038 East Martin Lake Drive requesting a 43' setback from the required 75' setback from Martin Lake to build a new house. Randy was present for discussion. The secretary's form stated Planning and Zoning recommended approval for Application 2009-02 contingent on meeting all of the county's requirements. **A motion by Budde and seconded by Osterhus to approve Variance Application 2009-02 from Randy Schifski 23038 East Martin Lake Drive, to remove an existing structure located approximately 46 feet from the shoreline of Martin Lake and construct a new home 43 feet from the lakeshore.** Discussion. This would include a deck 3 feet deep and 9 feet long with wrought iron railing. The proposed septic primary and alternate soil treatment area sites 8 feet from the street property line and as close as 3 feet from the side lot line for the soil treatment area and septic/pump tanks. The parcel is a non-complying lot of record, with dimensions of 197+/- feet along the North lot line, 55.05 feet along the road, 194+/- feet along the South lot line and approximately 55.67 feet along the lake. An approved survey and septic system design have been submitted. Erosion control measures need to be instituted before construction begins. **Vote. All ayes. Motion carried.** **Discussion** on Application 2009-04 received from Juliet Dahlberg to combine an adjoining lot to hers. The Township does not get involved with combining property. The \$100.00 required fee has been returned, and no action is needed from Planning or the Town Board.

Department Reports:

Building Department-February Building Permit Report was posted and provided for review. Activity for the month: 2-re-roofs, 2 additions, one water heater and 1 fireplace.

Fire Department-Assistant Fire Chief Darryl Ballman was present with the monthly report. Meeting minutes and Run report were available. Darryl stated the membership has voted on changing the language in the constitution regarding the consumption of alcohol during fire department activities. Discussion on the Township's Personnel Policy not conflicting with the fire department's constitution. The attorney will have his comments ready at the next meeting. The J5 grass rig has been purchased from the DNR for \$2,000. The rig will need to be included on the department's insurance policy. A state grant has been applied for and received to help purchase a driving simulator.

Senior Center-Senior Center Coordinator Judy Hanna informed the Board the Senior Advisory Board meeting minutes from March 16, 2009 9:30am meeting were available. Letter of interest from Sheila Anderson was received by the Advisory Board and has recommended approving Sheila as a member. **A motion by Budde and seconded by Osterhus to approve the appointment of Sheila Anderson to the Advisory Board.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on changing the date and time for Linwood Family Fun Day planning meetings to the first Monday of the month following the 5:00pm, Forest Committee meeting.

Chairman Parker attends the School Forest meeting and he would stay on for the LFFD meeting. **Discussion** on providing a computer (Township property), Internet access (Township funds) for committee members/seniors to use. Private use of government property. Public use in public buildings is not the same as the use of government equipment and government funds. Carol Searing spoke stating all the seniors want is access to online high-speed Internet for people who cannot afford to buy it. Judy will work with Township staff and computer support help to find a solution. The Advisory Board would need to have rules in place before it would be available for public use.

Committee Reports:

Road and Bridge-Supervisor Osterhus informed the Board that Road and Bridge meeting minutes are posted and available. Discussion on the memo received from Dan Rhode regarding the upgrading of 205th Avenue NE at the DNR's expense. The barricades at the east end of 205th are still in place. They will be moved by the DNR once a plan has been approved by the DNR. Supervisor Osterhus will work with Dan and keep the Town Board informed. **230th Avenue-**tabled until the second meeting in April. **Discussion** on the Lyons Street informational meeting held March 12. All the easement documents are done and would either be hand-delivered or mailed to the property owners. Linwood staff will be available for notarizing the signatures. Osterhus will continue working with the Township Engineer on the street project. **From the audience:** Question on the cost effectiveness of purchasing a 14 year-old snowplow truck for \$26,000. What's the breakdown of the cost difference of contracting verses township employee for snowplowing? Osterhus stated the use of this truck is not just for snowplowing. It would be used on road and park projects. The Township received all the maintenance records for the vehicles. In the long run this was a cost effective move for the whole Township. **Discussion** on when the streets are plowed and who calls the plows out. Osterhus stated he calls the contractors and the employees out for plowing when he feels it is time. The contractors start plowing when they enter the township and the employees start where the plows are kept. It takes 12-15 hours to plow the whole Township at a cost of between \$2,000 to \$4,000. With the purchase of a second plow truck that cost will be cut close to in half.

Park and School Forest-Supervisor Parker stated the Park Board members heard from Peter Schaub, Sr. Field Representative for Great River Energy regarding the request for the 69kV transmission line between the Athens Substation, in Athens Township, and the Martin Lake Substation, in Linwood Township to run the transmission line away from the front of their properties along 227th Avenue NE and Typo Creek Drive NE through the School Forest Community Park and School Forest. They will also be at the April 6 School Forest meeting for discussion. The first School Forest Medallion Hunt was a success. The first clue was posted at 7:45 a.m. Monday, February 23rd. Ken Strantz and his brother Cary found the medallion on Thursday, March 5th. The clue for the day was "Southwest isn't just a junior high anymore". The medallion, four inches across, painted black and decorated with the School Forest Logo in gold, was in a Ziploc bag and hidden in a crevice of a large basswood tree located in the southwest corner of the 180-acre School Forest park.

Supervisor Osterhus stated the tote bags ordered have arrived and they will be handed out April 25 during our Annual Recycle Day. Recycling funds were used to purchase 500 totes.

Attorney: Tree removal: Jerry stated the letter was sent to Wright Tree Service today regarding the tree we are directing them to remove in the road right-of-way on Martin Lake Road. The wood will remain for the property owner. **Cable Contract:** Chairman Parker stated the public hearing was held. No one was present for discussion for or against. The Ordinance amending

the current franchise that expires October 5, 2011 and will extend the term until October 5, 2021. Jerry will have the ordinance ready for the next meeting. **Discussion** was held on 1 new (242nd Lane) and 2 repeated property complaints (Sunrise Road). Supervisor Budde stated he did review the complaints and didn't feel the new complaint was warranted. The property is for sale, but at this time the surrounding property all looked pretty much the same. **21873 Typo Creek Drive:** Jerry will have the Inspection Report ready for Dave (Building Inspector) to review/sign, and then it has to be served on the owners.

Discussion on the Board Representation Letter received from the auditor for signatures. The Letter of Representation is a document awareness of (and compliance with) Minnesota Statute, Section 471.87 (Public Officers, Interest in Contract, Penalty) and Section (Minnesota Open Meeting Law) and related legislation, our auditors are requesting all elected officials of the Township to sign this letter. The letter will be retained to document Township awareness of (and compliance with) Minnesota Statutes, Section 471.8 and Section 13D.01 and related legislation. **A motion by Budde and seconded by Osterhus to approve the document for Town Board signatures. Discussion. Vote. All ayes. Motion carried.**

Discussion on the MN Township Group Life Plan memo. At this time, the coverage we are paying for is okay (\$10,000 upon death).

Discussion on the Certified letter return receipts received from all 11 residents for road right-of-way violations (May 1, 2009 deadline). Supervisor Osterhus stated we should not send letters of this kind certified. If the residents work they either take off from work, or have to go to the post office on their day off. We can still send them out without requiring their signatures. From the audience: Residents feel snowmobiles need to stay off the ditches/road right-of-ways when residents maintain/groom their lawns to the road. Snowmobiles ruin paved driveways, and drive over trees/shrubs/flowers planted to enhance the neighbors. They should be allowed to ride the shoulder of the road to get to the groomed trails. Chairman Parker stated they are allowed by Township Ordinance to ride in the road right-of-way (all ditches). Objects in the road right-of-way are a liability. When residents are aware of snowmobiles not following the rules the police need to be called. **Discussion** on 20-foot trees in the road right-of-way. The Township will remove them and leave the wood for the property owner. **Discussion** on changing the ordinance to protect the property owners. If the residents want the Town Board to consider an ordinance change they need to start with a petition of Linwood residents, and include the ordinance with the wordage for the change and present it to the Town Board. **Discussion** on providing a list of road right-of-way violations. The Town Board will act on written complaints.

A motion by Osterhus and seconded by Budde to approve the purchase of four 800 MHz radios. Discussion. The Anoka County Central Communications receive funding to purchase the radio equipment for public works departments. Linwood is eligible to purchase 4 radios for the required local match of \$1,439.44. The actual cost of the radios would be \$6,087.32. The grant funding awarded for the radios is \$4,647.88. The radios to be purchased are an XTS 1500 Model 1.5 portable radio with desktop charger, SMART battery and three-year warranty. The \$1,439.44 will be split up between all departments the same as cell phone bills. We would no longer have a cell phone bill for Chris and Mike and they will work all over the Township-no dead spots. **Vote. All ayes. Motion carried.**

Township Emergency Management Plan. Will be discussed at the next meeting. No feedback from the fire department regarding the changes they made.

A motion by Budde and seconded by Osterhus for approving the payment of the March 24, 2009 bills and check run at the next meeting April 14, 2009. Discussion. This has been done in the past when only one meeting is being held during a month. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus for approval, corrections and or additions to the February 10 and 24, 2009 meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Motion by Budde and seconded by Osterhus to approve for posting, filing and audit the Animal Control and Petty Cash reports. Discussion. Treasurer report will be available at the next meeting. **Vote. All ayes. Motion carried.**

National Volunteer Week April 19-25, 2009.

Chairman Parker stated the rest of the meeting was informational: Lakes Area Youth Service 2008 Annual Report; Office of the State Auditor E-Update; July 1, 2009 MN sales and use tax will increase to 6.875%; Thank you card from the Land Stewardship Project for our supporting them; Maintenance workers attending “Dig Safely Seminar” Thursday, March 26, 2009; 36th Annual Township Officers Spring Short Course March 16-April 3, 2009; Homeowner Education for Septic Systems-Thursday, March 26 (Bunker Hills Activities Center); Anoka County Historical Society newsletter; 2008 Annual Bridge Inspection report from AC; Dist.7 Director, and a memo from Don Sherper-Bills before the 2009 Legislative Session negative towards Townships.

A motion by Budde and seconded by Osterhus to adjourn at 9:15 p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

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Minuets Public Hearing Town Board March 24, 2009

Chairman Parker called the Public Hearing to order. Roll call was taken with the following Supervisors present: Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Robert Johnson.

Chairman Parker stated the Public Hearing to hear the comments of all persons regarding the proposed extension of the cable communications franchise granted to US Cable of Coastal-Texas, L.P. from October 6, 2011 to October 5, 2018. No one was present for discussion on the contract. At 6:15pm Chairman Parker ask for a motion to adjourn the public hearing because of no residents present for discussion for or against. **A motion by Osterhus and seconded by Budde to adjourn the public hearing. Vote. All ayes. Motion carried.**

Minutes Town Board March 24, 2009 7:00pm

Chairman Parker called the regular meeting to order. The pledge to the flag was recited and roll call was taken with the following Supervisors present: Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Robert Johnson. The attorney Jerry Randall arrived at 7:15pm.

Chairman Parker asked for a few minutes of silent in memory of Supervisor Howard Holm.

A motion by Budde and seconded by Osterhus to approve the agenda the addition of Peter Schaub Sr. Field Representative from Great River Energy. Discussion. Vote. All ayes. Motion carried.

Peter Schaub was present for an informational discussion on the construction request for a 69kV transmission line between the Athens Substation, in Athens Township, and the Martin Lake Substation, in Linwood Township. The new line will provide greater reliability and serve continuing growth in the Connexus Energy and East Central Energy service areas. In trying to determine the best route for this project, we have met with the town boards of Athens and Linwood, and the city council of East Bethel and held several public meetings. Recently a letter was received from the property owners along 227th Avenue NE and Typo Creek Drive NE, asking us to reroute the transmission line away from the roads (and the front of their properties) through the underdeveloped forest and wetland area behind their homes. They have looked at the proposed area and, although it presents additional challenges, they may be able to route the transmission line cross-country, provided they can stay on firm ground. To do that they would need to run the transmission line through a portion, and along the edge, of Linwood School Forest. On the aerial map the proposed route is lined in red. He attended the Park Board meeting last night, here at tonight's Town Board meeting, the April 6 School Forest meeting, the April 21 Planning and Zoning meeting, and then back to the April 28 7:00pm Town Board meeting hopefully for direction. Parker stated the Park Board members present did not support the alternate route to construct the 69kV line through

any portion of the Community Park and School Forest. Several residents were in the audience supporting the alternate route because all the tree screening would be eliminated flowing the proposed route along 227th Avenue and Typo Creek Drive NE.

Planning and Zoning Chairman Parker stated the Variance Application 2009-02 received from Randy Schifski 23038 East Martin Lake requesting a 43' setback from the required 75' setback from Martin Lake to build a new house. Randy was present for discussion. The secretary's form stated Planning and Zoning recommended approval for application 2009-02 contingents on meeting all of the counties requirements.

A motion by Budde and seconded by Osterhus to approve Variance Application 2009-02 from Randy Schifski 23038 East Martin Lake, to remove an existing structure located approximately 46 feet from the shoreline of Martin Lake and construct a new home 43 feet from the lakeshore.

Discussion. This would include a deck 3 feet deep and 9 feet long with wrought iron railing. The proposed septic primary and alternate soil treatment area sites 8 feet from the street property line and as close as 3 feet from the side lot line for the soil treatment area and septic/pump tanks. The parcel is a non-complying lot of record, with dimensions of 197+/-feet along the North lot line, 55.05 feet along the road, 194+/-feet along the South lot line and approximately 55.67 feet along the lake. An approved survey and septic system design have been submitted. Erosion control measures need to be instituted before construction begins. **Vote. All ayes. Motion carried.** **Discussion** on Application 2009-04 received from Juliet Dahlberg to combine adjoining lot to hers. The Township does not get involved with combining property. The \$100.00 required fee has been returned and no action is needed from Planning or the Town Board.

Department Reports:

Building Department-February Building Permit Report was posted and provided for review. Activity for the month 2-re-roofs, 2 additions, one water heater and 1 fireplace.

Fire Department-Assistant Fire Chief Darryl Ballman was present with the monthly report. Meeting minutes and Run report were available. Darryl stated the membership has voted on changing the language in the constitution regarding the consumption of alcohol during fire department activities. Discussion on the Townships Personal Policy not conflicting with the fire departments constitution. The attorney will have his comments ready at the next meeting. The J5 grass rig has been purchased from the DNR for \$2000. The rig will need to be included on the department's insurance policy. A state grant has been applied for and received to help purchase a driving simulator.

Senior Center Senior Center Coordinator Judy Hanna informed the Board the Senior Advisory Board meeting minutes from March 16, 2009 9:30am meeting were available. Letter of interest from Sheila Anderson was received by the Advisory Board and has recommended approving Sheila as a member. **A motion by Budde and seconded by Osterhus to approve the appointment of Sheila Anderson to the Advisory Board.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on changing the date and time for Linwood Family Fun Day planning meeting to the first Monday of the month following the 5:00 pm. Forest Committee meeting. Chairman Parker attends the School Forest meeting and he would stay on for the LFFD meeting. **Discussion** on providing a computer (Township property), Internet access (Township funds) for committee members/seniors to use. Private use of government property. Public use in public buildings is not the same as the use of government equipment and government funds. Carol Searing spoke stating all the seniors want is access to on-line fast speed Internet for people who cannot afford to buy it. Judy will work with Township staff and computer support help to find a solution. The Advisory Board would need to have rules in place before it would be available for public use.

Committee Reports:

Supervisor Osterhus informed the Board Road and Bridge meeting minutes are posted and available. Discussion on the memo received from Dan Roade regarding the upgrading of 205th Avenue NE at the DNR's expense. The barricades at the east end of 205th are still in place. They will be moved by the DNR

once a plan has been approved by the DNR. Supervisor Osterhus will work with Dan and keep the Town Board informed. **230th Avenue**-tabled until the second meeting in April. **Discussion** on the Lyons Street informational meeting held March 12. All the easements documents are done and would either be hand delivered or mailed to the property owners. Linwood staff will be available for notarizing the signatures. Osterhus will continue working with the Township Engineer on the street project. **From the audience:** Question on the cost effectiveness of purchasing a 14 year-old snowplow truck for \$26,000. What's the breakdown of what's the cost difference of contracting versus township employee for snow plowing. Osterhus stated the use of this truck is not just for snowplowing. It would be used on road and park project. The Township received all the maintenance records for the vehicles. In the long run this was a cost effective move for the whole Township. **Discussion** on when the streets are plowed and who calls the plows out. Osterhus stated he calls the contractors and the employees when he feels it is time. The contractors start plowing when they enter the township and the employees start where the plows are kept. It takes 12-15 hours to plow the whole Township at a cost of between \$2,000 to \$4,000. With the purchase of a second plow truck that cost will be cut close to in half.

Park and School Forest-Supervisor Parker stated the members heard from Peter Schaub, Sr. Field Representative for Great River Energy regarding the construction request for a 69kV transmission line between the Athens Substation, in Athens Township, and the Martin Lake Substation, in Linwood Township. The new line will provide greater reliability and serve continuing growth in the Connexus Energy and East Central Energy service areas. They do not recommend the alternate route at all. **Discussion** on the School Forest-first annual Medallion Hunt. The winners were Ken Strantz and his brother Cary. They shared the \$800.00's worth of prizes and money.

Supervisor Osterhus stated the tote bags have arrived. Recycling funds paid for the tote bags came from the

Attorney:

Martin Lake Road tree in the road right-of-way.

Cable Contract

1 new property complaint and 1 repeated property complaint

Other

Board Representation Letter (Auditor needs)

MN Township Group Life Plan memo

Certified letter return receipts have been received from all 11 residents for road right-of-way violations (May 1, 2009 deadline).

800 MHz Public Works Radio Grant

Township Emergency Management Plan

Permission to run bills and approve at the next meeting (Payment of the March 24, 2009 bills in the amount of \$ and check run from??? to ???)

Approval, corrections and or additions to the February 10 and 24, 2009 meeting minutes

National Volunteer Week April 19-25, 2009

Chairman Parker stated the rest of the meeting was informational: Lakes Area Youth Service 2008 Annual Report, Office of the State Auditor E-Update; July 1, 2009 MN sales and use tax will increase to 6.875%; Thank you card from the Land Stewardship Project for supporting; Maintenance workers attending "Dig Safely Seminar" Thursday, March 26, 2009; 36th Annual Township Officers

Spring Short Course March 16-April 3, 2009; Homeowner Education for Septic Systems-Thursday March 26 (Bunker Hills Activities Center); Anoka County Historical Society newsletter; 2008 Annual Bridge Inspection report from AC; Dist.7 Director, and a memo from Don Sherper-Bills before the 2009 Legislative Session negative towards Townships;

Adjournment

A motion by Budde and seconded by Osterhus to adjourn at 9:15 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board April 14, 2009 7:00 p.m.

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Philip Osterhus, Michael Parker and Mike Budde. Absent was Robert Johnson. Also present was the Clerk, Judith K. Hanna and the Attorney Jerry Randall.

A motion by Budde and seconded by Osterhus to approve the agenda allowing for additions and or changes. Discussion. Vote. All ayes. Motion carried.

Department Reports;

Building Department: Supervisor Budde reported the March Building Permits were low. One deck, one addition, and three re-roofs. **Discussion** on Dave Thompson, Building Inspector is retiring April 30, 2009. **A motion by Osterhus and seconded by Budde to accept the last day of work for Dave as April 30, 2009. Discussion.** Judy was directed to put together party plans and, because Dave has been here 29+ years, a gift (watch) from the Township. **Discussion. Vote. All ayes. Motion carried.** **Discussion** on the City of Nowthen submitted a proposal outlining they would provide their building inspector, Barry Olson to conduct building inspections, plan reviews, issue permits and other related services as required from 7:30 a.m. to 11:30 a.m. Monday, Wednesday and Fridays at a rate of \$39.15 per hour which includes wages, PERA, health insurance, vacation, liability insurance and workman's compensation. Linwood would be billed \$469.80 per week on a monthly basis. A vehicle will be available during work hours for his use. The Attorney was directed to draw up a contract for 6 months as of May 4, 2009. **Vote. All ayes. Motion carried.**

Fire Department: Fire Chief, Ken Minske was present for discussion on the March 2009 monthly report-one fire and 5 medical runs, and the meeting minutes. **Discussion** on the retirement party (May 2 at Hidden Haven), watches and plaques for Joe Dolphy (32 years) and Bill Durheim (23 years). Kevin Glazek has accepted the Asst. Fire Marshal position. **Discussion** on the Town Board adopting the Fire Department Constitution as an ordinance. The Township's Employee Handbook (Sect.718-Problem Solution) refers you back to the Fire Department's by-laws. The department no longer has by-laws. They have SOP's. The Employee's Handbook needs to be updated. **A motion by Parker and seconded by Budde to adopt Ordinance?? accepting the Fire Department Constitution. Discussion.** The fire department members have approved the constitution. **Vote. All ayes. Motion carried.** **Discussion** on grant for siren. **Discussion** on the fire relief funds. The Township's responsibility is to cover any deficit the funds may suffer at the current rate of \$2,000.00 per year of service. **A motion by Budde and seconded by Parker to approve the current rate for two years. Discussion.** Osterhus would prefer doing a three-year guarantee. **Vote. All ayes. Motion carried.**

Chairman Parker deviated from the agenda to address a request from a resident regarding “Adopt a Township Road” program. Judy was directed to contact Anoka County Highway Department requesting rules and regulations for their “Adopt a Highway” program. Garbage collected by Township residents doing township road cleanup are allowed to use the Township dumpsters.

Senior Center: Judy Hanna, Senior Center Coordinator informed the Board the Senior Advisory Board meeting was held April 12, so no meeting minutes are available. Hall rental/use is being discussed. **Discussion** on the food shelf checking account format being used. **Discussion** on the use of a computer for Senior Center use. The location in the “lounge area” is accessible anytime the center is open. The Township has an unused computer that we would remove all Township information. It would be included with the Internet program we already have. A public use computer needs to be accessible and out in the open. When the center is used for events-it would still be available, if wanted/if possible. The use has to be available to all seniors and residents. We cannot discriminate. The Linwood taxpayers pay the bills to run the township and that included all expenses incurred within the center. Carol Searing volunteered to work on providing rules and regulations before it is used. **Discussion** on the Senior Health and Fitness Fair plans for Wednesday, May 27 from 10:00am to 2:00p.m are going very well. **Discussion** on Linwood Family Fun Day plans also are going well. The fundraising event left for this year is working the Forest Lake Legion bingo tent during their annual 4th of July event. One new event is being planned by David Tryon, called a Rendezvous-a camp set up showing living in the 1800’s, Elvis is helping with the talent show, and then will entertain for about 1 hour later in the afternoon, and the Polaris Company does a motorcycle run that same day and we are trying to have it start and end here. We are still looking for a juggler and balloon artist-talent that can walk around here and in the car show area. We are strongly looking for volunteers to work with the car show.

Committee Reports:

Road and Bridge: Supervisor Osterhus stated the meeting minutes are posted and available. Discussion on the notice for 2009 gravel is published for the price per ton for 1. Hauling and dumping, and 2. Hauling and spreading. The closing date is May 8, 2008 at noon. **Discussion** on the memo received from East Bethel-seal coating of Sunset Road in 2010 (½ of \$58,000). Supervisor Osterhus will discuss the information with our Township Engineer. **Discussion** on the extension request from a resident regarding the notice received concerning the removal of road right-of-way obstructions until June 15, 2009. Supervisor Osterhus will contact the resident about granting the extension. **Discussion** on the letter received from Tim Peterson regarding becoming a member on the Road and Bridge Committee. **A motion by Osterhus and seconded by Budde to appoint Tim Peterson to the Road and Bridge Committee.** Discussion. Tim has attended meetings and will add another viewpoint **Vote. All ayes. Motion carried.** **Discussion** on the verbal resignation received from committee member Rubin Brown (March 10, 2009). **A motion by Osterhus and seconded by Budde to accept his resignation.** Discussion. A letter of thank you would be sent. **Vote. All ayes. Motion carried.** **Discussion** on the Road and Bridge Committee holding their annual Road Review May 2, 2009, leaving the Linwood Town Hall at 8:00am. **Discussion** on the sweeping of the Township paved streets starting next Tuesday (April 21, 2009). **Discussion** on using less trap rock and more salt on the township roads during the winter months.

Sunrise Watershed: The Chairperson of the Sunrise Watershed, Marie Holm, was in the

audience and informed the Board they are working on the Third Generation Water Resource Management Plan. Their next meeting is April 23, 2009. Supervisor Osterhus stated he has been attending the Technical Advisory Committee meetings on behalf of the Township, and he would like to be appointed as the Township representative. **A motion by Parker and seconded by Budde to appoint Supervisor Osterhus to fill the vacancy on the Technical Advisory Committee.** Discussion. Supervisor Howard Holm held that position **Vote. All ayes. Motion carried.**

Park and School Forest: Chairman Parker reported Great River Energy representative Peter Schaub was present (Park Board meeting March 23, 2009/School Forest April 6) for an informational discussion on the construction request for a 69kV transmission line between the Athens Substation, in Athens Township, and the Martin Lake Substation, in Linwood Township. The Park Board/School Forest Committee's recommendation was not to go through the Park and School Forest. Peter will be attending the next Planning and Zoning meeting April 21, 2009.

Attorney's Report: Ordinance No. 137 Cable Franchise. A motion by Osterhus and seconded by Budde to adopt Ordinance No. 137 Cable Franchise. Discussion. It be published within the next two weeks. **Vote. All ayes. Motion carried.** Discussion on the removal of a tree on Martin Lake Road. The Wright Tree Service has been contacted requesting the removal of the tree. The wood would remain for the property owner. The Township is the responsible party. Discussion on the hand-delivered, unsigned list of right-of-way liabilities. Supervisor Budde did review the list, and stated the items listed by address are all there. **A motion by Parker and seconded by Holm to send the residents a letter requesting removal of objects in the road right-of-way.** Discussion. The Township needs to respond to the information. These will not be sent certified. A receipt of sending is needed. **Vote. All ayes. Motion carried.** Discussion on a property cleanup complaint located on 225th Avenue. Supervisor Budde inspected this complaint also, and has verified that it is justified. **A motion by Holm and seconded by Osterhus to send a certified letter giving the property owner on 225th Avenue 30 days to cleanup.** Discussion on the Attorney sending letters to two property owners on Sunrise Road giving them 30 days to cleanup their property. Discussion on the Typo Creek Drive property/Inspection Report. The Inspection Report has been sent to the four property owners, and they will have 30 days to respond back. Discussion on filling the Supervisor Seat "A" left vacant by the passing of Supervisor Howard Holm. **A motion by Osterhus and seconded by Budde to appoint Marie Holm to Seat "A" until the November 2010 election.** Discussion. Marie submitted a letter of interest to fill the vacancy left by her husband's passing. Marie accepted the appointment. **Vote. All ayes. Motion carried.** Discussion on the temporary filling of Supervisor Seat D. The attorney was directed to provide a resolution allowing the Town Board to temporarily vacate that seat at the next meeting. Supervisor Johnson has not attended any meetings since November 2008. He has not responded to attempts made by the Clerk, or any Supervisor. If Robert Johnson did return he would take back his seat. Letters of interest from residents interested in filling the temporary vacancy can be submitted.

Discussion on the "COPS Grant" money. Supervisors agreed the Township did not have the extra money to commit to the program for the next 4 years.

A motion by Budde and seconded by Osterhus to approve the March 24, 2009 bills in the amount of \$76,891.27 (1st Qtr. Sheriff's Contract) and check run #027705 to #027739. Discussion. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve the April 14, 2009 bills in the

amount of \$31,083.10 and check run #027755 to #027805. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to approve for filing and audit the March 2009 Treasurer's, Animal Control, and Petty Cash Reports. Discussion. Vote. All ayes. Motion carried.

A motion by Parker and seconded by Budde to approve the March 24, 2009 Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the information on the agenda is informational. Office of the State Auditor E-Update; Anoka County Compost sites open April 1, 2009; Newsletter went out; free prescription drug discount card; Anoka County going lean newsletter; Mike/Chris roadside cleanup/road condition report; PERA "phrase"-Seasonal Employees; Al Kordiak recognition dinner May 14, 2009, Anoka; Mike/Chris OSHA training refresher training on personal protective equipment and respiratory protection; County housing rehab funds; Forest Lake Chamber newsletter; Minnesota Township News; 2009 Urban Town Short Course April 23 in Otsego, MN; and 2009 March Financial information.

A motion by Budde and seconded by Osterhus to adjourn at 9:45 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

April 28, 2009

2009 Board of Appeal and Equalization

6:00 p.m.

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Marie Holm, Philip Osterhus (6:20 p.m.), Michael Parker and Mike Budde. Absent was Robert Johnson. Also present was the Clerk, Judith K. Hanna and Anoka County Residential Appraiser Randy DeJong and Commercial Appraiser John Leone.

Chairman Parker stated the names are taken in order from the sign-in sheet. The purpose of the meeting is as stated in the public notice, property owners that only appeals for the current year valuation or

Introduction of the County Assessor Residential Appraiser Randy DeJong and Commercial Appraiser John Leone. Addresses and Property Identification Number of property being appealed in order as heard: 21120 Viking Blvd. NE R18-33-22-11-0026 Lot 2 BLK 1 Kingsley Wooded Shores; 22500 Typo Creek Drive NE R05-33-22-41-0005 & R05-33-22-41-0011; 20602 Viking Blvd. NE R18-33-22-34-0010;

A motion by Budde and seconded by Osterhus to adjourn at 7:20 p.m. Discussion. Vote. All ayes. Motion carried.

Minutes

Town Board

April 28, 2009

7:25 p.m.

Chairman Parker called the meeting to order. The pledge to the flag was recited. Roll call remained the same. Also present was the Clerk, Judith K. Hanna and the Township Attorney Jerry Randall.

Approval of the agenda with changes and deletions

Peter Schaub, Sr. Field Representative from Great River Energy.

Judy reported the retirement brunch held for Dave Thompson was held Friday, April 24, 2009 with co-workers and residents. A watch and card was presented.

Senior Center-Coord. Judy Hanna-had provided the April 13, 2009 meeting minutes. Discussion on the first annual Senior Health and Fitness Fair being held here Wednesday, May 27, 10:00a.m. to 2:00p.m.

Road and Bridge-Lyons Street reconstruction update. Memo from Craig Jochum, Township Engineer: East Bethel-seal coating of Sunset Road in 2010 (½ of \$58,000). Road and Bridge Road Review this Saturday, May 2, 2009 leaving the Linwood Town Hall at 8:00am. 226th Avenue and 230th Avenue 2009 road projects (tabled until this meeting). DNR memo- (removal of sediment deposits from Fawn Lake channel)

Sunrise Watershed-

Park Board did not meet in April. They will do its annual parks review Tuesday, May 26th.

Attorney's Report: Ordinance No.137 Cable Franchise published next week. Computer for senior use Letter- removal of tree on Martin Lake Road. Tree removed April 16, 2009. Complaints. Property complaints: Typo Creek Drive property/Inspection Report. Repeat Road right-of-way (Gary Wettschreck). Dust control agreement (Gary Wettschreck) Resolution for Town Board Supervisor Seat "D". Fire Department Constitution

Travelers Insurance

Township "Adopt-a-Highway" (street) program.

A motion by Osterhus and seconded by Holm to approve the payment of the April 28, 2009 bills in the amount of \$33,629.01 and check run #027842 to #027870. Discussion. Vote. All ayes. Motion carried.

Supervisor Osterhus stated the Recycling Day (April 28, 2009) went very well. Always need more volunteers. We closed at noon

Chairman Parker stated Supervisors Holm, Budde, Osterhus, himself and the Clerk drove together and attended the MAT Urban Town Short Course Legal Seminar, April 23 Otsego, MN.

Discussion on the memo received from the Forest Lake Press inviting us to write an informational column every other month or so.

Chairman Parker stated the rest of the meeting was informational: Office of the State Auditor E-Update; As of 4-28-2009 two letters of interest received from Mike Halliday and Rudi McCurdy for Supervisor's Seat "D".

A motion by Budde and seconded by Osterhus to adjourn at 9:10 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board May 12, 2009 7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the Flag was recited. Roll call was taken with the following Supervisors present: Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Holm and seconded by Osterhus to approve the agenda allowing for additions and or changes. Discussion. Vote. All ayes. Motion carried.

Department Reports:

Building Department-Supervisor Budde reported building permits are increasing. The April Building Permit Report was not available.

Fire Department-Fire Chief, Ken Minske requested to be on the May 26, 2009 Town Board meeting. The first Linwood Fire Auxiliary Scholarship applications are available. It is a \$500.00 scholarship for a Linwood resident or relative that lives in Linwood going into the healthcare or emergency response fields.

Senior Center-Coord. Judy Hanna, Senior Center Coordinator provided April 13, 2009 meeting minutes. Discussion on the Senior Health and Fitness Fair Wednesday, May 27, 10:00am to 2:00pm. **Discussion** on Linwood Family Fun Day September 12, 2009. Supervisor Holm questioned how the money is accounted for. Judy stated the funds collected year-to-year from the day of the event and the fundraisers are deposited into the General fund and recorded as receipts. **Supervisor Holm** stated the first audit on the food shelf account would be done following the next Advisory Board meeting.

Committee Reports:

Road and Bridge-Supervisor Osterhus stated meeting minutes are posted and available. Their annual **Road Review** was done on May 2. **Bids** for gravel information: Bid # 1. Hauling and dumping the gravel on specified roads - Dresel Trucking Inc. \$9.43 per ton; Bjorklund Trucking \$10.45 per ton. Bid # 2. Hauling and spreading the gravel on specified roads - Dresel Trucking Inc. \$10.43 per ton; Bjorklund Trucking \$10.95 per ton; Rybak Aggregate LLC \$5.23 per ton-gravel only (we would have to haul). Osterhus requested the awarding of the bid tabled until the next meeting. **Discussion** on the letters sent to the unsigned list of road right-of-way liabilities. Judy apologized for the letters being certified. **A motion made by Osterhus and seconded by Budde to not respond to unsigned letters of code violations. Discussion** concluded with the motion being withdrawn because if the Township is made aware of possible code violations they

could be liable because they did nothing. What we have in place now is that the written information is given to the Building Inspector and or Mike/Chris to review and report back. It then is provided to the Town Board for action. **Discussion** on receiving two responses back from the letters sent to the property owners. Both are saying they have no obstructions in the road right-of-way. **Discussion** on the Project Manual and Construction Plans for Lyons Street. Bids will be opened at 10:00am on Tuesday, May 26, 2009. **Discussion** from the floor from Frank Kvidera, Road and Bridge Road Foreman on the 230th Avenue. The Road and Bridge Committee recommended not moving forward with the project without having 60' of road right-of-way. Less than that does not provide sufficient area for snow storage, utilities and drainage. He continued on stating the Township has adopted minimum road guidelines and less than 60' does not meet the guidelines. **A motion by Parker and seconded by Holm to direct the Clerk to contact Craig Jochum, Township Engineer, to attend the next meeting to discuss Alternative 2 outlined in his memo dated February 24, 2009.** Discussion. If the Township has made concessions in the past for paved streets (Martin Lake Road, and East and West Martin Lake Drive) we need to consider Alternative 2. **Vote. All ayes. Motion carried. Supervisor Osterhus stated under "Informational" the Clerk has indicated letters were sent to both Stephanie Lucas (Planning and Zoning) and Rubin Brown (Road and Bridge) resigning commission/committee members for their service to the Township. Judy informed the Board she has been in e-mail contact with Tim Peterson regarding his appointment to the Road and Bridge Committee, the Road Review and their meeting on May 5, 2009 at 7:00pm. Vote. All ayes. Motion carried.**

Sunrise Watershed-Supervisor Holm reported Water Management Plans received from Columbus and Ham Lake have been reviewed and comments returned back to them. State rules dictate that WMO needs to advertise for work bids.

Park and School Forest-Chairman Parker stated the Park Board would do its Annual Park review on May 26, 2009 at 5:00 p.m. At the Park and School Forest meeting, most of the discussion was related to the power line petition to run within the School Forest Park. They will meet in June and then be done for the summer. Again, they will have a booth for Linwood Family Fun Day.

Cemetery Committee-Supervisor Holm informed the Board that minutes from their April 29, 2009 meeting were available. **A motion by Holm and seconded by Osterhus to change their meeting night from the third Monday to the second Wednesday.** Discussion. The time will stay the same at 6:00pm. **Vote. All ayes. Motion carried. A motion by Holm and seconded by Parker to approve the spending of up to \$1,000 for fencing to shield the area where dirt, wood and items removed from the grave sites are kept.** Discussion. The committee priced out fencing in the amount of \$848.55. Holm's motion included any extras that may be needed. **Vote. All ayes. Motion carried.**

Attorney's Report: **Discussion** on the cleanup process for the property located at 21873 Typo Creek Drive. Owners Tom and Cathy Carlisle have ordered dumpsters, and electric is being turned back on. The Attorney has requested we follow-up on reviewing the property weekly. The request will be given to Barry Olson (Building Inspector) to check on the property when out on inspections. **Discussion** on the letters sent by the Attorney to three other residents; two on Sunrise Road NE and one on West Fawn Road NE. The information will be given to the Building Inspector to follow-up on. Copies of the letters sent will be provided to him. **Discussion** on Resolution 2009-03 for the Stacy Lions to sell non-intoxicating malt liquor during the September 12, 2009 Fire Department's Dance. **A motion by Osterhus and seconded by Holm**

to approve Resolution 2009-03 allowing the Stacy Lions to sell non-intoxicating malt liquor during the September 12, 2009 Fire Department's Dance. Roll call vote: Holm-aye, Osterhus-aye, Parker-aye and Budde-aye. Resolution passed. Discussion on the Fire Department's Constitution not being published as an ordinance yet. Judy has not received the final copy for publishing from the Attorney. **Discussion** from Attorney regarding "Adopt a Road" program. He is still researching the rules and regulations.

Discussion on the Annual Financial Report dated December 31, 2008 done by HLB Tautges Redpath, Ltd. **A motion by Budde and seconded by Osterhus to approve the 2008 audit.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to approve payment of the May 12, 2009 bills in the amount of \$15,498.95 and check run #027887 to #027926. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Holm to approve the April Petty Cash Report and January, February and March 2009 Treasurer's Report for filing and audit. Discussion. The Township Treasurer, Vicki Erickson, is not able to start the 2009 monthly reports until the audit is finalized and beginning balances are provided. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve as printed the April 14, 2009 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the request from residents in the Typo Creek Estates development requesting seven Crime Watch signs. **A motion by Osterhus and seconded by Budde to provide the seven crime watch signs.** Discussion. This area includes several streets that need to have at least entering signs posted. The other Crime Watch areas because they cover only one street. Signage would be placed at both entrances. **Vote. All ayes. Motion carried.**

Discussion on filling a vacancy temporarily in the absence of Supervisor Johnson since November 2008. Three letters of interest have been received. Mike Halliday has been a resident for 15 years, and a member of the Park Board for three years. He has attended more Annual meetings than regular Town Board meetings. Rudi McCurdy is a past Town Board Supervisor. He ran against Chairman Parker in the last election. He received 1079 votes to Chairman Parker's 1331. Tom Searing has been a resident for 4 years. He is a member of the Road and Bridge Committee (3 years), Planning and Zoning Commission (2 years), and has attended more Town Board meetings than most. A motion by Budde to appoint Rudi McCurdy failed for a second time. **A motion by Holm and seconded by Osterhus to appoint Mike Halliday as Town Board Supervisor while Supervisor Johnson is absent until the 2010 election.** Discussion. Holm stated having a fresh new voice on the Board until the next election allows for new ideas. Mike Halliday stated he has had an interest in serving as a Town Board Supervisor, and the one-year will give him the opportunity to "get his feet wet". Osterhus stated he feels the same. A new face and new ideas is always a good thing. **Vote. Three ayes. Budde-nay. Mike Halliday** was welcomed in as a new Supervisor, and directed to be sworn in. His first meeting will be the Great River Energy meeting May 19, 2009 at 6:00pm in the Senior Center.

Discussion on requesting the Carlisle family to provide the Township with any Township documents they may find while renovating the homestead.

Chairman Parker stated the rest of the meeting was informational: May 19, 2009 6:00pm Special Meeting in the Senior Center (Great River Energy information) (flyer being delivered Thursday and Friday); History Center; News-Al Kordiak recognition dinner May 14, 2009; H1N1 Novel Influenza Update; Thank you letters were sent to Stephanie Lucas (Planning and Zoning) and Rubin Brown (Road and Bridge) resigning commission/committee members; August 4, 2009 NIGHT TO UNITE (National Night Out); Special meeting with Travelers Insurance agent May 26, 2009 at 6:30pm; 2009 Fire Auxiliary Scholarship; June 3 Forest Lake Press Linwood column (the office will respond for the first column); Township News; Mike/Chris refresher training on trenching/excavation safety in April 2009; and 2009 April financial information.

A motion by Budde and seconded by Osterhus to adjourn at 8:15pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

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**Minutes
Town Board
Informational Meeting
May 19, 2009
6:00 p.m.**

The following names are taken from the sign-in sheet: (some names were unreadable)

Bob McCormack, Marie Holm, Jim Garrison, Vernon Boettcher, Deb Parker, Mike Parker, Diane Mahonen, Sandy Staub, Mike Gabrick, Charles & Deb Scripter, Tom & Carol Searing, Rita Heuer, L. & Dick Hall, Glenn Barrott, Stasia Wienke, W. Reed, Rich Johnston, Concha & Ray Brown, Alan & Linda Hurtle, Jan Wassmund, Nancy Vollmer, Paul Vollmer, Diane Selz, Chuck Schwartz, Kris & Bob Millerbernd, Cheri Stockinger, Dennis Rodacker, Henry Senger, Brian McCullough, Dennis Brown, Marlys Ostlund, Rick Mattson, Mike Halliday, Doris Wetjen, Mike Voligny, Eileen Reinke, Mike Budde, Annabelle Budde.

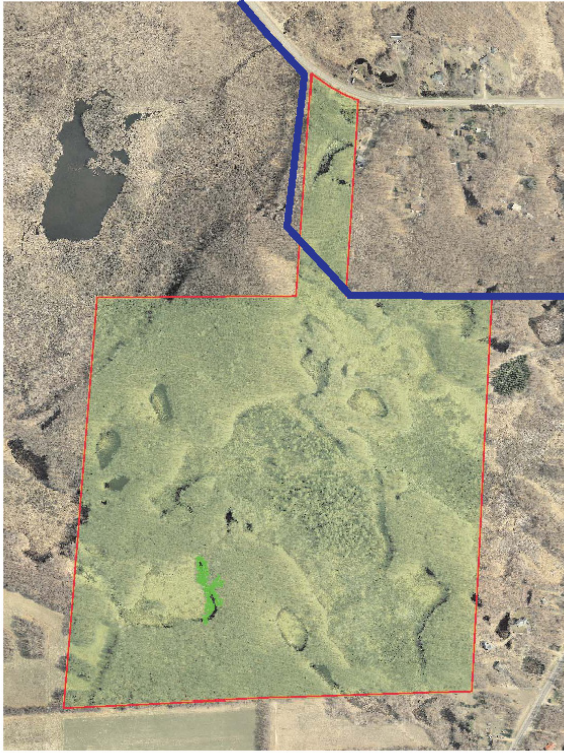
East Bethel residents: Pete Crisvell, Al Stanton, Richard & Merna Mason, Bud Flagstad, Larissa Minicucci, Lou Comicelli, Glen & Elaine Thies.

Peter Schaub-Great River Energy, R. Mattson-Elk River.

Linwood Township Supervisors present: Chairman Parker, Philip Osterhus, Marie Holm, Mike Budde and Mike Halliday.

Discussion continued for approximately 2½ hours on the construction request for a 69kV transmission line between the Athens Substation, in Athens Township, and the Martin Lake Substation, in Linwood Township. The new line will provide greater reliability and serve continuing growth in the Connexus Energy and East Central Energy service areas. In trying to determine the best route for this project, Great River Energy has met with the town boards of Athens and Linwood, and the city council of East Bethel, and held several public meetings. The property owners along 227th Avenue NE and Typo Creek Drive NE are requesting rerouting of the transmission line away from the roads (and the front of their properties) through the underdeveloped forest and wetland area behind their homes. Great River Energy has looked at the proposed area and, although it presents additional challenges, they may be able to route the transmission line cross-country, provided they can stay on firm ground. To do that they would need to run the transmission line through a portion, and along the edge, of Linwood School Forest. The Park Board, School Forest Committee and the Planning and Zoning Commission did not support the alternate route to construct the 69kV line through any portion of the Community Park and School Forest. Several residents were in the audience supporting the alternate route because all the tree screening would be eliminated flowing the proposed route along 227th Avenue and Typo Creek Drive NE. Several Linwood Community Park and School Forest residents were also present to discuss the concerns of disturbing the native habitats within the 170 acres purchased in 1994 for the education and enjoyment of Linwood students, staff, and

community. The park provides high quality examples of native habitats of the Anoka County Sandplain, and the site is maintained in a manner that allows natural, ecological processes to function as best as possible. The human impact on the park is kept to a minimum. East Bethel Residents identified were informed the meeting was for discussion on the power line within Linwood Township. Direction was given to Peter to go back to the planners and request support of the option shown by the diagram:



A motion by Holm and seconded by Osterhus to adjourn at 8:40pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
May 26, 2009
Insurance Presentation
6:30 p.m.**

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna.

Chairman Parker stated the purpose of the 6:30 p.m. meeting was to hear an insurance presentation from The RiverBank Insurance Center (Travelers Insurance) Carol Moore, Agent. regarding the Township's insurance. Their proposal is to become the agent for all of our insurance coverage, which is currently through Country Financial Insurance Co. with agent Chris Sauro. Discussion concluded at 7:10 p.m. Carol provided each Supervisor with a copy of the proposal.

A motion by Budde and seconded by Osterhus to adjourn at 7:10 p.m. Discussion. **Vote. All ayes. Motion carried.**

**Minutes
Town Board
May 26, 2009
7:10 p.m.**

Chairman Parker called the meeting to order and the pledge to the Flag was recited. Roll call remained the same. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Osterhus and seconded by Holm to approve the agenda with the change/ moving of the Anoka Conservation District to later in the meeting and adding the Fire Department. Discussion. **Vote. All ayes. Motion carried.**

Township Engineer: Craig Jochum was present for discussion on the bids received for the Lyons Street project. Four bids were received: Rum River Contracting Company-\$251,528.82; Dresel Contracting-\$260,585.75; Knife River Corporation-\$266,731.40; Hardrives, Inc.-\$299,949.23. Rum River Contracting Company was the low bidder. The construction cost breakdown is: Lyons Street (shared cost) \$224,824.69; 238th Avenue (100% Linwood) \$4,811.88; 311th Street and Echo Lane (100% Lent) \$21,892.25. The total construction cost for each Township is: Linwood \$117,224.23; Lent Township \$134,304.59. The estimated project construction costs presented in a memo dated January 23, 2007 was \$218,211.00. **A motion by Holm and seconded by Osterhus to award the Lyons Street project to Rum River**

Contracting Company in the amount of \$251,528.82 contingent on the approval from Lent Township. Discussion. Gene Olson, Chairman of the Board for Lent Township was in the audience and stated, for the record, this is a Lent public meeting. At the last Lent Town Board meeting it was voted to approve going forward with the project, if Linwood awarded the bid. Gene continued stating he and Supervisor Mike Olson were approved for attending the Opening of the Bids meeting held this morning at 10:00am and tonight's meeting. Both meetings were posted. **Vote. All ayes. Motion carried. Lent Township's Chairman Gene Olson made a motion to approve the bid in the amount of \$251,528.82 (their portion \$134,304.59) received from Rum River Contracting Company and approved by motion from Linwood Township. Discussion.** Lent has a 3-person board. **Vote. All ayes. Motion carried. Discussion** on the difference between the Bidders List from the morning opening of the bids and the bid amounts listed on the memo discussed at tonight's meeting. Craig stated it was because of their corrections from the bid sheet tabulation done by the bidder. Discussion on the letters sent regarding the removal of trees in the road right-of-way for the project (Lyons Street). **Discussion** on the **230th Avenue** (from Typo Creek Drive to Congo Street) upgrading project options. Craig and Supervisor Osterhus will work with the property owners one more time to see if any easement agreement could be received to eliminate the curve in the road. The Road and Bridge Committee recommended to do nothing (option 1. from the memo dated February 24, 2009). **Discussion** on the **Martin Lake Road/226th Lane** upgrading project. Osterhus stated Road Foreman, Frank Kvidera and Bob Beckman have been talking with the Fraley's and Larson's about piping the water from 226th Lane through the Fraley's and Larson's property to the catch basins on Martin Lake Road instead of ponding. Using the plans from Hakanson Anderson, Bob Beckman would do the work. **Discussion** on updating the Township's zoning map. Craig suggested working with Anoka County GIS. **Discussion** on forming a "District" for our road projects. Typo Creek Estates is the only "District" set up.

Chairman Parker stated the April Building Permit Report is posted. **Discussion** on the memo received from Barry Olson, Building Inspector authorizing Mike Budde (Supervisor/Employee) as the assistant building inspector, and to perform inspections in his absence according to the MN State Building Code Chapter 1300.0110 subp.2.

Fire Department-Fire Chief Ken Minske was present and reported the month of April was a busy one for the department. A total of 32 runs were recorded: 18 medical and 14 fire. The inventory has been completed and sent to Chris Sauro. They are working with Ready Watt for updated plans and costs for warning sirens, and trying to receive two rebuilt units from Anoka County. A \$3,500 grant was received from the Fire Marshal's training fund to help offset the expense of bringing in a driving course simulator that the members did use.

Senior Center-Coord. Judy Hanna stated the May 18 meeting minutes are not available. Information on the upcoming activities was provided for the Senior Health and Fitness Fair here Wednesday, May 27, 10:00am to 2:00pm. Linwood Family Fun Day (next meeting is June 1 following the School Forest meeting). 4th Annual "Golfing for Groceries" Monday, June 8, 2009 at the TPC (Tournament Players Club) Twin Cities in Blaine. (Volunteers needed.) Supervisor Holm stated the food shelf audit was done, and a policy is being put together making a yearly audit easier.

Supervisor Osterhus recommended the Gravel Bid for up to 6,000 tons be awarded to Dresel Trucking Inc. for \$9.43 per ton. **A motion by Holm and seconded by Budde to award the gravel bid for up to 6,000 tons to Dresel Trucking Inc. for \$9.34 per ton.** Discussion. Osterhus will work with Dresel on the dates and the roads for hauling and dumping the gravel.

They were the lowest bidder. **Vote. All ayes. Motion carried.** Osterhus stated he was working with Rick Keller on the spreading of the gravel on specified roads. **Discussion** using all of the bid (6,000 tons) and bid/use less in 2010.

Sunrise Watershed-Supervisor Holm stated they are continuing to work on the 3rd Generation Project.

Park and School Forest-Supervisor Parker stated the Park Board is doing its Annual Park Tour tonight. The School Forest will meet June 1, 2009 starting at 5:00pm.

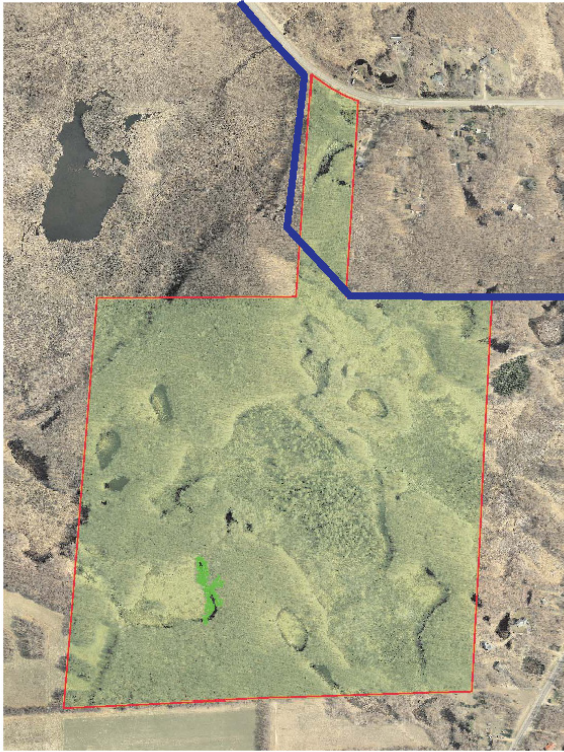
Cemetery Committee-Supervisor Holm stated a letter of interest was received from Lois Rasted to become a cemetery committee member. **A motion by Holm and seconded by Osterhus to appoint Lois to the Committee.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on the May 17 cleanup and the removal of personal items from the gravesites. **Supervisor Holm** stated she heard many positive comments as well as negative comments. The negative comments were concerning the removal of personal items. The rules for the removal of plants/decorations no longer in good condition was approved by the Town Board. All the items removed from the graves were placed in bags with the name and put behind the fence. The consensus of those that objected to the personal items being removed was that the perception used by the cemetery committee members was everything was tacky. New/fresh items were placed on gravesites the week before and were removed during the cleanup. Personal items are items placed on the gravesite at the time of burial, and items will continue to be placed on the graves as time continues on. Pastor Wheatly did the Memorial Day service for approximately 175 persons present

Attorney's Report: The summary for publishing the Fire Department Constitution/Ordinance has not been finished. **Discussion** on the letter from a resident stating he has no infringements on the Township road right-of-way. Supervisor Budde stated that without surveying being done he cannot be sure of where the road right-of-way is, because of the curvature in the road (cul-de-sac). Supervisor Osterhus stated he has requested the residents (12 of them) to put in writing their concerns, and discussion would take place at the next Town Board meeting. **Discussion** concluded with Supervisors Budde and Osterhus agreeing to revisit the addresses that received letters from the Township regarding road right-of-way obstructions.

A motion by Budde and seconded by Holm to approve the payment of the May 26, 2009 bills in the amount of \$18,373.03 and check run #027937 to #027961. Discussion. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Holm to approve the May 12, 2009 Town Board meeting minutes as printed. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the May 19, 2009 6:00pm special meeting regarding the Great River Energy power line. Chairman Parker stated a different route was proposed, and Peter Schaub, Sr. Field Representative for Great River Energy was directed to work with their engineers to see if it was feasible. See diagram below:



Discussion on clarifying the #309 Bereavement Leave in the Township personnel policy. It does not include brother-in-laws.

Chairman Parker stated the rest of the meeting was informational: August 4, 2009 NIGHT TO UNITE (National Night Out); June 3 Forest Lake Press Linwood column article; and MAT Newspaper column article.

A motion by Budde and seconded by Halliday to adjourn at 8:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
June 9, 2009
Insurance Review
6:00 p.m.**

Vice-Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, and Mike Budde. Absent was Michael Parker. Also present was the Clerk, Judith K. Hanna, and Attorney Jerry Randall.

Township Insurance Agent Chris Sauro, Country Financial Insurance Co.

A motion by Holm and seconded by Budde to adjourn at 6:55p.m. Discussion. Vote. All ayes. Motion carried.

**Minutes
Town Board
June 9, 2009
7:00 p.m.**

Vice-Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, and Mike Budde. Absent was Michael Parker. Also present was the Clerk, Judith K. Hanna, and Attorney Jerry Randall.

A motion by Halliday and seconded by Budde to approve the agenda as presented. Discussion. Vote. All ayes. Motion carried.

Building Department- May Building Permit Report is posted

Fire Department- Fire Chief Ken Minske was present for discussion on June, 2009 department activities. A total of 16 runs were made: 11 Medical and 5 fire. **A motion by Osterhus and seconded by Holm to approve the appointments of the following: 2nd Asst. Chief; Gary Shepard, Captain 13; Tom Lukkenon; Caprain 14; Jim Stockinger; Lt. 23; Jeff Willcocks; Lt 24; Mike Sonnek; Asst Fire Marshal; Rich Gabrick and Kevin Glazek.** Discussion. **Vote. All ayes. Motion carried.** Copies of the Anoka County Joint Powers Agreement and the DNR agreement were provided.

Senior Center-Coord. Judy Hanna-May 18 meeting minutes are not available
Senior Health and Fitness Fair held Wednesday, May 27, was a low turnout.

Linwood Family Fun Day (next meeting is July 6 at 6:00 p.m.)

4th Annual "Golfing for Groceries" was held Monday, June 8, 2009 at the TPC (Tournament

Players Club) Twin Cities in Blaine.

Road and Bridge-June 2 meeting minutes are available and posted Township Annual Road Review. Lyons Street Pre-construction meeting June 11, 2009 at 10 a.m. (here). Mowing Notices, Weed Control and the August 1st Law

Park and School Forest-Park Board will meet June 22, 2009 at 7:00 p.m. School Forest

Cemetery Committee-

Building Study Committee-

Attorney's Report:

Fire Department Constitution/Ordinance. Letter from residents stating they have no infringements on Township road right-of-way. Notice of property cleanup (West Fawn Road). Mailbox/fence complaint. Used car lot on residential property complaint.

A motion by Budde and seconded by Osterhus to approve the payment of the June 9, 2009 bills in the amount of \$39,345.96 (Assessor Contract \$24,334.00) and check run from #027972 to #028010. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Holm to approve May 12, 2009 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to file for audit the May petty cash report. Discussion. Vote. All ayes. Motion carried.

Informational: May 2009 Statement of Receipts, Disbursements & Balances, Interim Financial Report by Object Code (YTD) and Budget as of 5/31/09; August 4, 2009 NIGHT TO UNITE (National Night Out); Office of the State Auditor E-Update; Forest Lake Area Chamber of Commerce monthly newsletter; MN Township Newspaper (Supervisors have you received your copy?); Met Council estimates for household and population for Linwood and WH Security Update.

A motion by Holm and seconded by Halliday to adjourn at 8:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Meeting
Town Board
June 23, 2009
7:00 p.m.**

Chairman Parker called the meeting to order and the Pledge to the Flag was recited. Roll call was taken with the following Supervisors present: Marie Holm, Philip Osterhus, Michael Parker, Mike Budde and Mike Halliday. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Holm and seconded by Osterhus to approve the agenda allowing for additions and or changes. Discussion. Vote. All ayes. Motion carried.

Planning and Zoning:

Variance Application 2009-05 received from Patrick & Michelle Quinlan requesting 30-foot setback from the required 40-foot setback from 233rd Avenue to add a 15'L x 10'W mudroom onto the front of their house located at 6283 233rd Avenue NE. Property Address is 6283 233rd Avenue NE, Stacy, MN 55079. Property Identification Number: R32-34-22-13-0011. Planning approved **granting the variance under the conditions that no part of the addition be less than 30 feet from the right-of-way per the 1979 survey. Discussion concluded with a motion from Holm and seconded by Osterhus to approve Application 2009-05 from Patrick and Michelle Quinlan to add a 15'L x 10'W mudroom onto the front of their home located at 6283 233rd Avenue NE under the condition that no part of the addition be less than 30 feet from the right of way per the 1979 survey on file. Discussion. Frank Kvidera worked with the Quinlan's to verify the corner pins of their property to make sure they made the setback requirements. Vote. All ayes. Motion carried.**

Supervisor Holm requested discussion from the Board on using up to \$500.00 from the Building fund to work with Lee Granquist on the feasibility of remodeling this building. **A motion by Holm and seconded by Budde to allow the spending of up to \$500.00 from the Building fund to work with Lee and to hire someone to do up plans. Vote. All ayes. Motion carried. Discussion** on the memo received from Bob Millerbernd interested in becoming a member of the Building Study Committee. A letter welcoming him will be sent and he will be notified by phone of the meeting on Thursday, June 25, 2009 at 7:00 p.m.

Supervisor Holm requested discussion from the Board on a donation of three red maples to be planted in the cemetery. **A motion by Holm and seconded by Halliday to allow the planting of the trees in the north section and in front of the new fence. Discussion. The maintenance personnel will approve where the trees would be located. Vote. All ayes. Motion carried. Discussion** on suggested changes to the Resolution adopted by the Town Board July 2007. It needs to be clarified as to how many remains can be allowed in one gravesite. The committee is looking at no more than three immediate family members at a cost of \$250.00 each. Burial of

two infants together and/or mother/father plus infant would be allowed. Discussion on allowing no vaults for burying babies and digging up one grave, bury a full casket and placing the dug up grave on top of it. The committee needs to research that and bring back the information. Another item, if a child dies and is buried how many gravesites are reserved? Judy stated it has been up to the parent(s) since 1998. What was done before that would need to be discussed with the Sexton and/or the Clerk. Discussion on a job description for the cemetery Sexton The committee will work on it. Discussion on allowing motorized vehicles should read “such as ATV’s three- and four-wheelers, mini bikes, dirt bikes and snowmobiles are not allowed on the cemetery grounds at any time”.

Discussion on two new applications attending Linwood Family Fun Day: The Vietnam Veteran’s Experience exhibit and the Cedar Creek Ecosystem Science Reserve (booth). The Vietnam experience will be in the Grange Hall. We are still looking for food/crafters/business vendors and car show people and volunteers.

Supervisor Halliday reported the Park Board met, no quorum, but did make two recommendations: 1) to appoint Mike Pederson to the Board. **A motion by Halliday and seconded by Holm to appoint Mike Pederson as a member to the Park Board.** Discussion. Mike attended the meeting and participated in the discussion. **Vote. All ayes. Motion carried.** 2) Recommending purchasing a new 2007 Toro mower (in crate) discount and trade-for less than \$11,000. Halliday continued on referring to the summary sheet provided on purchasing a Steiner, Toro or repair of the 15± year old Steiner tractor. The Steiner mower was purchased in the mid 90’s. It has approximately 2,200 hours of use time on it. The cost to repair it is around \$7,000 or fix just what it needs to get it up and running for about \$3,000. Copies of the initial estimate of repair and the cost of replacing it with a new Steiner were provided. A new Steiner comes with a 2 year 2,000 hour warranty. The Township has 2 mower heads and a broom that would fit the new Steiner. While waiting for a decision a Toro was rented for \$15.00 per use hour. A 2007 Toro model (in the crate) is available with township discounts for under \$11,000. The Toro was rented from Greenberg’s because that is where the Steiner was taken for repair and where the information was gathered. Greenberg’s/Toro has a repair replacement program, so when repairs are needed they provide you with a mower at no charge until your’s is repaired. They have no broom for this mower. They do sell a walk behind broom for \$1,500.00. The difference between the two: The Steiner is a small tractor that you can buy other attachments, we have to rent another mower when it is down, it is a slower machine, parts are not usually kept in stock and the fuel costs are higher. The Toro is a lawn mower, no attachments, has a repair replacement program, most parts for repairs are kept in stock, more efficient (less time spent mowing) and more gas efficient. **A motion by Budde and seconded by Parker to purchase a new Steiner.** Discussion. **1 aye (Budde), 4 nays. Motion failed. A motion by Holm and seconded by Osterhus to purchase the 2007 Toro without the walk behind sweeper.** Discussion. **Vote. 4 ayes. 1 nay (Budde). Motion carried.** Taking into consideration the recommendation from the two Park Board members, the memo on repair or replacement and from tonight’s discussion a motion by Holm and seconded by Osterhus to purchase the 2007 Toro. **Discussion** on the sprinkler systems at both parks are now working the way they should. **Discussion** on contracting with one irrigation/sprinkler company. Judy was directed to advertise for bids on contracting for our parks and the fire department sprinkler systems for maintenance. Emerald Irrigation does the cemetery with no charge.

Supervisor Holm reported the Sunrise River Watershed Management Organization has been working on the Third Generation Plan. Once it is completed it will be sent out to surrounding communities for comments and review.

Attorney's Report: A motion by Holm and seconded by Osterhus directing the Attorney to apply the recommendations received from Planning outlined in their May 19, 2009 approved meeting minutes to the Nuisance Abatement Ordinance No.135 showing the changes in red and ready for Planning's review at their next meeting (July 21, 2009).

Discussion. The Attorney stated other conflicts/references within the codebook would be addressed, as they become an issue. **Vote. All ayes. Motion carried.** Discussion on Rudi incorporating the Fire Department Ordinance into the codebook.

A motion by Holm and seconded by Budde to approve the Internet Usage Policy received and approved by the Senior Advisory Board at their June 15, 2009 meeting. Discussion. The Board directed the Senior Advisory Board to provide guidelines for the computer being used/available for public use within the senior center. **Vote. All ayes. Motion carried.**

Discussion on the Attorney drafting a statement to be added to the sign-in sheet recognizing the Township/employees are not held responsible for damages that could incur by your use. Supervisor Holm stated this is a beginning of information that needs to be put into place.

A motion by Holm and seconded by Halliday to approve Procedure/Policy prepared/approved by the Senior Advisory Board and to add it into the Township policy book. Discussion. Addition to the policy under the Food Shelf needs to be added after receiving an order log food into the food shelf marking off on the invoice. Supervisor Holm will add the wordage to the policy and forward it to the office. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Halliday to approve payment of the June 23, 2009 bills in the approximate amount of \$118,000.00 (\$61,655.75 police contract) and check run from? to ? Discussion. The checks are not done. The amount is an approximate amount and we do not know the number of checks to be used. The correct amount and check run would be available at the next meeting. **Vote. All ayes. Motion carried.**

Discussion on the memo received from Peter Schaub, Sr. Field Representative for Great River Energy updating the construction request for a 69kV transmission line between the Athens Substation, in Athens Township, and the Martin Lake Substation, in Linwood Township dated June 17, 2009. East Bethel City Council requested more information on the project's direct benefit to them. The Council adopted a 180-day moratorium on the location of electric transmission lines within the city. Great River Energy and Connexus Energy's Transmission planning engineers are gathering information to provide to them. Once the moratorium has expired Great River Energy will contact us again. Supervisor Parker stated Park Board members Jim Garrison, Brian McCullough, Great River representatives and Diane Mohan walked the School Forest area and talked for about 4 hours on June 12, 2009.

A motion from Halliday and seconded by Holm to continue on with Chris Sauro as Agent of Record for County Financial Insurance for 2009-2010 Insurance. Discussion. **Vote. All ayes. Motion carried.**

Supervisor Holm has been working on finishing undone projects left by her husband then Supervisor Howard Holm. One of the items is clarifying the Clerk's position description, and the administrative duties the present clerk has been directed to do. The Clerk's duties are mandated by State Statute. Office Administrative duties and the Senior Center Coordinator's were combined. **A motion by Halliday and seconded by Holm to approve the job description as provided.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on Supervisors and Clerk attending the MAT 2009 Township Officers Summer Short Course.

Chairman Parker stated the rest of the agenda was information. The senior bus will be used again during the 3rd & 4th of July in Forest Lake; August 4, 2009 NIGHT TO UNITE (National Night Out); Office of the State Auditor E-Update; Bachmann newsletter; Mike and Chris completed 2 hours of training on Right to Know/Groundskeeping Safety; Unsigned, undated letter regarding the use of the clothes dryer on holidays; and Office of the State Auditor E-Update.

Senior Center Coordinator, Judy Hanna requested discussion on the unsigned, undated letter requesting the use of the dryer on holidays. Both the washer and dryer are used to wash and dry senior center cleaning items (wash cloths, kitchen towels, dry mop heads, cleaning cloths, etc.) Using them on holidays she couldn't remember for sure. She continued on by saying the washer and dryer is also used for washing donated clothes to the garage sale and/or putting the items out for the taking.

A motion by Halliday and seconded by Budde to adjourn at 8:10 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
July 14, 2009
7:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney. Jerry Randall arrived at 7:25 pm..

A motion by Holm and seconded by Budde to approval of the agenda as provided.
Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the Building permit report for the month of June 2009 was available and posted.

Fire Chief Ken Minske was present and reported for the fire department

Senior Center-Coord. Judy Hanna-June 15, 2009 meeting minutes are available. Linwood Family Fun Day. Senior buses used for Sober Cab over the 4th of July. New Senior Advisory Board roster

Road and Bridge-Meeting minutes are posted and available.

Sunrise Watershed-

Park and School Forest-Park Board meets July 27 at 7:00 p.m. June 22, 2009 meeting minutes are available. School Forest Committee will meet with discussion on Great River Energy

Attorney's Report: Ordinance No.137. Property complaints: Typo Creek Drive/Sunrise Road property report. Township "Adopt-a-Highway" (street) program. Utilities Permit information Property acquired for public use. Graffiti complaint. Employee's work hour changes "Lunch Time"

Discussion: Insurance Overview of the 2009 Insurance Review

A motion by Holm and seconded by Osterhus to approve the payment of the July 14, 2009 bills in the amount of \$31,063.11 and check run #028080 to #028123. Discussion. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Holm to approve of the June 23, 2009 bills in the amount of \$156,510.56 (2nd qtr. sheriff's contract \$61,655.75; Dresel Trucking \$50,161.70; Greenberg Implement Toro Mower \$10,537.29; and Country Financial Ins. \$20,988.00)

and check run from #028025 to #028056. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Holliday to approve and file for audit the June 2009 Treasurer's, Animal Control, and Petty Cash Reports. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Halliday to approve the June 23, 2009 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

Discussion request for a Linwood Family Fun Day newspaper issue to go out the first of August, 2009. Purchasing larger plastic bags (used to deliver Township newsletter and calendar). Support for a Veterans Clinic in the City of Ramsey. Use of the Town Hall February 2, 2010

Chairman Parker stated the rest of the meeting was informational: Office of the State Auditor E-Update; Anoka County News; Mike/Chris OSHA training refresher training on defensive driving and distracted drivers on July 9, 2009; New Election Manager for Anoka County-Cindy Reichert; Local Government Officials Meeting Wednesday, July 29, 2009 (Running Aces Harness Track)(Supervisor Holm and Chairman Parker are planning on going0; letter to Bob and Marie Johnson; and 2009 June Financial information.

A motion by Holm and seconded by Osterhus to adjourn at 9:20 pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board July 27, 2009 7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna, and the Attorney ,Jerry Randall who arrived at 7:35pm.

A motion by Holm and seconded by Osterhus to approve the agenda as presented.
Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the Building Permit Report for the month of June has been corrected and is provided. Supervisor Holm was glad to see three new home permits were pulled.

Senior Center-Coordinator Judy Hanna provided the Board members with the computer use instruction and rules. The Senior Advisory Board will review the suggested rules at their August 17, 2009 meeting at 9:30am. Supervisor Holm stated she attended the Village Bank awards program where six Anoka County food shelves were presented with checks for \$10,000.

Discussion on the "Sunset Rule". Chairman Parker reiterated as long as he has a say the Senior Center would stay a Senior Center. The towns people pay all operating costs, including wages for its employees. It is and will stay under the jurisdiction of the Supervisors of Linwood until the day comes the "seniors" can pay the approximate \$100,000 cost of operating it. **Discussion** on Linwood Family Fun Day. Judy stated fun things have been happening at the meetings. New volunteers and new ideas!! The committee has been meeting every Monday in the Senior Center at 6:00pm because of the interest. The last garage sale provided approximately \$1,400.00 more for funding this year's event. The committee has suggested changing the temporary electricity to permanent electricity needed for the vendor area. The cost to do that is \$1,500.00. They also had discussion on putting 6 outlets on the salt sand shed. The cost to do this is \$2,200.00. Linwood Family Fun Day fund would be used to pay all of the \$1,500.00. Legacy Electric has donated the cost in the past for the temporary power. They were asked to provide an estimated cost for doing both. **Discussion** concluded with directions given to Judy to invite Legacy Electric to the next Road and Bridge Committee meeting on August 4, 2009 at 7:00pm. The cost includes for both: wiring would be underground, six-20A BFCI receptacles, and locking and weatherproofing enclosure.

Supervisor Osterhus held discussion on the memo received from Craig Jochum, Township Engineer: **Lyons Street**-The base coat was paved July 27, 2009, and the wear course is

tentatively planned for the next week (August 3, 2009). The final seeding will occur later in August when the weather cools down. **230th Avenue**-Construction plans are being completed. The plans will have the road in the center of the existing 40-foot right-of-way. The bid opening for the project is planned for August 24, 2009, and will then be presented at the August 25, 2009, Town Board meeting. **The Township Attorney has prepared 226th Lane-easement documents for both Larson and Fraley properties.** Road and Bridge Committee members Frank Kvidera and Bob Beckman have presented the documents for review and signing. **Osterhus** stated the residents might not be willing to sign the documents. Road and Bridge Foreman Frank Kvidera has provided a suggested alternative plan using only the property known as the Sal Carlone property. Chairman Parker stated this alternate plan needs to go to Road and Bridge, and Planning and Zoning. Cranberry Drive overlay: The estimated project cost is \$56,750.00. **A motion by Osterhus and seconded by Halliday to approve the project and direct the Township Engineer to continue on with the overlaying process.** Discussion. Lyons Street project came in under bid/budget, and the bituminous came in at \$49.75 a ton for a savings. 220th Avenue was discussed also, but will not be done this year (Linwood Forest). **Vote. All ayes. Motion carried.**

Supervisor Halliday reported the Park Board did not meet July 27 at 7:00pm.

Supervisor Holm reported the Building Study Committee has made progress towards building the town hall attached to the fire department and share a community room. The Fire department has applied for a grant to help fund the new addition for the department. Supervisor Holm stated she has her husband's file on all the work he did on building a joint new Town Hall and Fire Department in the late 90's early 2000's. The next meeting is August 5, 2009 at 7:00pm. Remodeling of the Town Hall is still on the table for discussion.

Supervisor Holm stated the Cemetery Committee canceled their meeting for tonight, but will be meeting August 11, 2009 starting at 6:30pm.

The Attorney, Jerry Randall reported the summary for publishing Ordinance No.135 was ready. The summary and the completed Ordinance No. 135 needs to go back to Planning and Zoning. The Attorney will send Judy one copy highlighting the changes made, and to make copies for the Planning Commission. Jerry will follow-up with checking for inconsistencies between the Ordinance and the codebook. Contracting with a firm to assist with enforcement. Adding the Building Inspector as one of the enforcement officers. **Discussion** on the progress made on the property complaints on Typo Creek Drive NE and the two properties on Sunrise Road. Maintenance worker Budde feels both properties on Sunrise are/have made progress. The Typo Creek property looks better from the front, but is wide open in the back. When Ordinance No. 135 becomes effective the process for property cleanup will be smoother from start to finish. **Discussion** on the Township "Adopt-a-Highway" (street) program. Jerry will have it ready for the next meeting. **Discussion** on redoing the Utilities Permit information found in the codebook. Jerry will have it ready for the next meeting. **Discussion** on the property acquired for public use on Fawn Lake. Judy was directed to ask for a 30-day extension. If we do nothing the property would go back to the county. Judy was directed to have discussion at the August Park Board meeting. **Discussion** on STS (Sentence to Serve) workers removing graffiti from Township property. **Discussion** on the disclaimer wordage for the sign-in sheet when using the Senior Center computer. Jerry will have it ready at the next meeting. **Discussion** on the letter sent to the Thyen's regarding their request to purchase Lot 11 Block 2, Cottage Grove. The purchase agreement was sent to the Thyen's for their signatures and a request to replace their check with a

current dated one. The Township has agreed to furnish and pay for title insurance. The purchase agreement allows you to store boats and other recreational equipment on the property prior to the day of closing, if permissible under Linwood's ordinances. **Discussion** on the address provided on the rooster crowing complaint. The Township Deputy was given the information and stated he would go and talk to the resident.

A motion by Osterhus and seconded by Holm to approve the July 28, 2009 bills in the amount of \$12,088.40 and check run #028134 to #028156. Discussion. Vote. All ayes. Motion carried.

Discussion on the memo received from the Minnesota Department of Revenue regarding the loss of \$26,027.00 for the 2009 revenue from the market value homestead credit. Judy was directed to discuss this with the Township auditor.

Informational: Office of the State Auditor E-Update; Anoka County News; Local Government Officials Meeting Wednesday, July 29, 2009 (Running Aces Harness Track); Thank you from the Anoka County Historical Society; Anoka County News and the Forest Lake Area Youth Service Bureau.

A motion by Osterhus and seconded by Halliday to adjourn at 8:00pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board August 11, 2009 7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna, and the Attorney Jerry Randall arrived at 7:05pm.

A motion by Holm and seconded by Osterhus to approve the agenda as presented.
Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the Building Permit Report for the month of July is not available. Barry Olson the contracted Building Inspector, was present for discussion. Discussion on the contract/agreement between the Township and the City of Nowthen. **A motion by Osterhus and seconded by Holm to approve the 6 month contract.** Discussion. Once the Nuisance Abatement Ordinance is in place the contract would need to be changed to include the Building Inspector as an enforcer of the ordinance. **Vote. All ayes. Motion carried.**

Fire Department-Fire Chief, Ken Minske was present for discussion. July meeting and run activity information was available. The emergency siren is at Ready Watt for assembling and then placed for location. They have applied for a \$300,000 FEMA grant for fire station improvements. Discussion on repeated runs to the same address.

Senior Center-Coord. Judy Hanna was present for discussion. The July 13, 2009 meeting minutes are available. Senior Center/transit use is way down. Food shelf usage average is about the same (35 to 45 families). Active Board member Angie Saltzer passed away. Flowers/card were sent on behalf of the Township Supervisors and senior clubs. Discussion on Linwood Family Fun Day. Volunteers attending the meetings have been really good. Things are moving along really well. The Road and Bridge Committee approved the cost for lighting/plug-ins for the salt/sand shed. Three members from the committee, Supervisor Osterhus, and the maintenance workers met with the electrician to verify the plans/cost. **A motion by Halliday and seconded by Osterhus to approve both projects and cost received from Legacy Electric in the amount of \$3,700.00.** Discussion. **Vote. All ayes. Motion carried.**

Road and Bridge Committee-Meeting minutes are posted and available. **Discussion** on the maintenance workers attending Training for Snow and Ice Material Application at Arden Hills on October 15, 2009, and the Fall Maintenance Expo in St. Cloud, Wednesday, October 7 and Thursday, October 8, 2009. **A motion by Holm and seconded by Osterhus approving the two**

maintenance workers attending the two training sessions. Discussion. Four ayes. Budde abstained. Motion carried. Supervisor Osterhus stated the memo dated August 6, 2009 received from the Township Engineer, Craig Jochum, is requesting partial payment of \$169,361.41 for the Lyons Street project. The remaining work consists of the wear course paving, and turf establishment has been requested. **A motion by Osterhus and seconded by Halliday to approve the partial payment in the amount of \$169,361.41 to Rum River Contracting.** Discussion. Lent Township will be billed for their share (\$134,304.59 at the discretion of the engineer. **Vote. All ayes. Motion carried.** The memo dated July 28, 2009 refers to Cranberry Drive paving and summarizes the costs for the project at \$56,750. Osterhus understood the project would be done within the next couple of weeks. **Discussion** on 230th Avenue. Bids will be opened on August 24 and awarded at the Town Board meeting August 25, 2009.

Sunrise Watershed-Supervisor Holm stated the Sunrise River Watershed Management Third Generation Plan has been completed and been sent to the surrounding Cities and Linwood Township for the 60-day review. The public hearing will be held on November 19, starting at 7:00pm at East Bethel.

Supervisor Halliday stated he sent the park board members the information on the two parcels of land on Fawn Lake, and requested them to be ready for discussion at their next meeting.

Supervisor Holm stated the Cemetery Committee has been holding work meetings, using the cemetery books to generate the computer books.

Supervisor Holm stated the architect has drawn up a draft set of plans for the town hall being built at the south end of the fire station. Frank Kvidera provided black and white copies. The fire department has not seen the plan. They will review the plans at their next meeting. The plans also show an expansion for the fire department (fitness, storage and training space). The police will have an office in the building, but the squad car will remain in the maintenance shop.

Attorney's Report: The Nuisance Abatement Ordinance No.135 (redlined) will be provided to Planning and Zoning for their review and comments. **Discussion** on the disclaimer for the sign-in sheet for the computer in the senior center isn't ready. **Discussion** on the Township "Adopt-a-Street" policy. Jerry is still researching the policy received from the county.

A motion by Holm and seconded by Budde for payment of the August 11, 2009 bills in the amount of \$199,958.45 and check run #028203 to #028250 (\$169,361.42 Pay Estimate #1 Lyons Street). Discussion. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Holm to file for audit the June 2009 Treasurer's Report, 2009 Operating Budget Balances as of 7/31/09, Animal Control, and the July Petty Cash Reports. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the \$26,027 reduction in MVHC funds for 2009. **A motion by Osterhus and seconded by Budde to reduce the 2009 surplus amount by \$26,027.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Osterhus to approve the July 27, 2009 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.** Supervisor Holm requested discussion on the releasing of financial reports and meeting minutes before Town Board approval. Discussion concluded with a **motion by Holm and seconded by**

Halliday to not release township financial information or meeting minutes until approved by the Town Board. Discussion. After approval at the first Town Board meeting financial information could be run for committees. A copy of the monthly financial report showing their actual budget balance is posted as public information. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: Office of the State Auditor E-Update; Newsletter went out; July Interim Financial Reports by Object Code, Statement of Receipts, Disbursements and Balances Reports; Bachmann Bulletin; and Public Meeting to Discuss the Regional Analysis of Impediments to Fair Housing.

A motion by Budde and seconded by Halliday to adjourn at 8:10pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board August 25, 2009 7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna, and the Attorney Jerry Randall arrived at 7:20pm.

A motion by Holm and seconded by Osterhus to approve agenda additions for the siren location and the Senior Center revenue. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the **Planning and Zoning** meeting minutes and Secretary's notes were available. **Supervisor Holm** stated (1) Joanne and Art Thyen were present to discuss what size accessory building they could build. Information was provided from Chairman Kvidera, which concluded the legal description for Lot 11, Block 2, Cottage Grove plat was correct but 10' was taken for the plat Deer Run. This lot was not suitable to build on. It would be a good lot for an alternate septic. Holm stated she was sure the Thyen's had contacted the Attorney about lot size, and were no longer interested in purchasing the lot. (2) **Discussion** was held on the proposed plan submitted by Chairman Kvidera showing a draining easement proposal for 226th Lane. Planning and Zoning did not support the proposal because it wouldn't fix the drainage current issues, and future road development could be stopped. (3) **Discussion** on an ordinance change for zoning of the property located at 22261 Typo Creek Drive NE into a duplex, or a variance allowing it to be changed into a duplex. Planning tabled the discussion and will all meet September 15, 2009 at the site for continued discussion. They have recommended the building inspector and the Township's Fire Marshal inspect the property prior to that date, and provide an evaluation of their findings. (4) A motion was made and seconded to recommend to the Town Board approving the Nuisance Abatement Ordinance 135 for adoption.

Craig Jochum, Township Engineer was present for discussion on the bid information for upgrading 230th Avenue. Eight (8) bids were received and opened at 10:00am on Monday, August 24, 2009 for a paved bituminous surface. A full set of construction plans and specifications were available at the Town Hall for review. The low bid of \$87,856.60 was received from Knife River Corporation. The bids ranged from \$87,856.60 to \$124,262.46. The Engineer's estimate for construction was \$103,401. Knife River Corporation has successfully completed other projects for the township. **A motion by Halliday and seconded by Osterhus to award the contract to Knife River Corporation in the amount of \$87,856.60. Discussion. They would start after Labor Day. Vote. All ayes. Motion carried. Discussions on cities and townships have more discretion on having a lower speed limit on driveways being spaced 300' instead of 100' per quarter mile. Craig felt all the roads within a plat could be 35 mph or less. Streets that are less than 1/4 mile may not be included. Craig was asked to check what streets**

within the township would qualify under this new law. **Discussion** on the drainage easements needed for 226th. The two property owners are not going to sign the drainage easement agreements. The option to construct an outlet pipe from 226th Lane to the storm sewer system on Martin Lake Road to flow into Martin Lake would not be approved by the Anoka Conservation District. They are suggesting ponding (rain garden/inflowtraction pond). In the original plan we showed a ponding area on the Fraley property (they were not in favor of that option). An option discussed with Kvidera and Beckman was to shift the road 6 feet and make a larger ponding area on the Fraley property. Craig was directed to provide the least expensive sketch plan, and work with the property owners directly. Craig is not in favor of the ponding unless the Township agreed to add a curve on the south side, and shifting the road 6' that would allow you the room needed and still leave you a 10' road right-of-way on that side. Establishing turf is going to be hard because of the steep hill and trees. The plans would show the increase of water is being stored adequately. It will freeze in the spring. Kvidera suggested we allow for a pond on the south side also to catch some of the water. Craig stated you might end up with the same issues/complaints from the residents on 226th Avenue. The size pond needed to hold the water/sand run off may not justify the cost to maintain it. **Cranberry Drive** paving should start next week.

Supervisor Holm requested discussion on the amount of money generated from the use/rental of the senior center going into the Senior Advisory Board account. As a taxpayer, and following the advice of a Township auditor, this money should/needs to be deposited into the senior center township levy/budgeted account as revenue. Discussion continued with a **motion by Holm and seconded by Halliday to as of today's date, August 25, 2009, all money generated by the use of the senior center (rental), and of money generated by the use of (for instance) table and chairs/equipment be deposited as revenue into the Senior Center Township fund.**

Discussion. Currently, the Senior Advisory Board has a little less than \$10,000. They may keep that money. It would be hard to separate what was revenue and what was fundraising dollars.

Vote. All ayes. Motion carried. **Discussion** on the food shelf account of approximately \$28,000. Currently, Judy and one Advisory Board member sign the checks written out of that account. This money also should be under the Township authority and audited separately annually by the Township auditor. **A motion by Holm and seconded by Osterhus to add the current treasurer, Vicki Erickson, to the food shelf account as a second signature, and also bring this account under the Township's authority effective as of today's date August 25, 2009.** Discussion. Supervisor Holm stated both Vicki and Judy are bonded and insured. The account would continue to work the way it has been working. The only difference is that the Senior Advisory Board does not have control over the money, or the running of the food shelf. The Town Board is accountable to the residents. The charter of the Advisory Board is the operation/use of the Senior Center. **Vote. All ayes. Motion carried.**

Supervisor Halliday stated at the Park Board meeting they recommended approval of Peter and Jennifer Brasido for members to the Park Board. **A motion by Halliday and seconded by Holm to appoint Peter and Jennifer Brasido to the Park Board.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on the 2 Fawn Lake properties. The first parcel they all agreed to forfeit back. The second parcel would be nice to have a foot path/trail down to the water. No boat landing. Supervisor Budde was directed to work with the Park Board and find out who owns the abutting properties. Discussion on the property being used for garbage, etc.

Discussion from the Fire Chief, Ken Minske regarding the proposed placement of the emergency siren, and permission to change the location to the Cora Road area. **A motion by Osterhus and seconded by Budde to direct and approve the relocation of the siren at the discussion of the**

Fire Chief and the spending of up to \$1,600. Discussion. Vote. All ayes. Motion carried.

Attorney's Report: Ordinance No.135 Nuisance Abatement was approved by the Planning and Zoning Commission for publishing. The Town Board has to adopt the summary before publishing. The Attorney will have it ready for the next meeting. Once Judy receives the summary it can be mailed out to Planning and Zoning members. **Discussion** on the sign-in sheet language for the computer usage in the senior center. **A motion by Holm and Halliday to approve the usage/language for the sign-in sheet used for the senior center computer as presented by the Attorney.** Discussion. This form does not need to go back to the Senior Advisory Board. **Vote. All ayes. Motion carried.** **Discussion** on the Township "Adopt-a-Highway" (street) program. Jerry is still trying to follow-up with the author of the policy received from Anoka County. **Discussion** concluded with **a motion by Osterhus and seconded by Halliday directing the Attorney to send a letter to the complainer informing him under our code the zoning ordinance provides that deer, raccoons, chickens, and ducks may be kept and housed in the R-1 District. He interprets "chicken" to include hens and roosters. Judy** was directed to have the Township Engineer review and comment on the utility permit form.

Discussion on the memo from Frank Kvidera resigning from the Sunrise Watershed. **A motion by Parker and seconded by Budde to accept the letter received from Frank Kvidera resigning from the Sunrise Watershed.** Discussion. Supervisor Holm thanked Frank for his commitment to the Township. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Holm to approve the payment of the August 25, 2009 bills in the amount of \$10,374.05 and check run #028260 to #028280. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the June and July's Animal Control report. **A motion by Halliday and seconded by Holm to approve the report for filing.** Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the agenda was informational: Office of the State Auditor E-Update; Sunrise Watershed members list; Mike/Chris OSHA refresher training on trailer tie-downs and load securement; and Anoka County cuts 2009 budget by \$4.0 million.

A motion by Osterhus and seconded by Halliday to adjourn at 8:10pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
September 8, 2009
7:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm (7:15pm), Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna, and the Attorney Jerry Randall.

A motion by Halliday and seconded by Osterhus to approve agenda additions for the siren location and the Senior Center revenue. Discussion. **Vote. All ayes. Motion carried.**

Building Study Committee: Supervisor Holm introduced Rolf Lokensgarg, the architecture hired to present plans to build the addition to the fire station and the town hall. The plans show the fitness, storage and training addition to the fire station expansion. The town hall addition shows a large meeting, conference, coat, building, deputy, office rooms and accessible toilets. The fire department has applied for a \$300,000 grant to help fund their addition. The estimated cost is between \$150 and \$200 per sq. foot = (5500 sq. Feet) is 3 quarters to million dollar. The amount is cost, quality and quantity. Holm questioned do we continue on and if so how do we fund the cost? Holm stated it was too late to do a special election this year to ask for a vote of the people. Should it be discussed at the 2010 Annual meeting. We do not have the reserves to build this building like we did for the fire station. Holm asked why the Building Committee met, work on a plan and bring back a proposal to this board if we won't going to go forward? We didn't have the money then either. Parker stated the economy come into play more at this time. Discussion on having informational meetings, discussion at the 2010 Annual Meeting and requesting direction from the people on how to continue forward.

Building Department: Chairman Parker stated the August building permit report

Fire Department-Fire Chief Ken Minske. Meeting minutes available

Senior Center-Coord. Judy Hanna. Meeting minutes available (August 17, 2009). Linwood Family Fun Day

Committee Reports: Supervisor Osterhus stated the September 1, 2009 meeting minutes are posted and available. Discussion on a memo received from the Township Engineer, Craig Jochum on an alternative plan for 226th Avenue drainage design alternative.

Sunrise Watershed-Supervisor Holm stated they are working on the Third Generation Management Plan

Park and School Forest-Park Board September 28th, 2009. School Forest informational booth at LFFD

Cemetery Committee-Supervisor Holm requested approval for herself and Judy to attend the 86th Annual Convention being held October 8th and 9th in Hinckley. **A motion by Osterhus and seconded by Budde to approve the spending for Marie and Judy to attend the 86th Annual Cemetery Convention.** Discussion. **Vote. All ayes. Motion carried**

2010 FINAL payable tax levy Resolution 2009-06
Proclamation supporting Constitution Week September 17-23, 2009
2010 budgeted \$2,000 requesting \$1,415.

A motion by Parker and seconded by Halliday to approve payment of the September 8, 2009 bills in the amount of \$111,197.87 (\$66,337.93 Rum River Contracting #2) and check run #028295 to #028342. Discussion. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Budde to approve and file for audit the July/August 2009 Treasurer's, 2009 Operating Budget Balances as of 8/31/09, Animal Control, and Petty Cash Reports. Discussion. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve the August 11 and 25, 2009 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Informational: Office of the State Auditor E-Update; The Anoka County Historical Society's Harvest Time Barn Dance October 3, 2009; Anoka County Historical Society monthly newsletter includes an insert for a request for residents to record their history, and Monuments to Life cemetery tours; August Interim Financial Reports by Object Code, Statement of Receipts, Disbursements and Balances Reports; Township Educational Conference and Annual Meeting November 19-21 Rochester, MN; 2008 Anoka County Comprehensive Annual Financial Report on the County's website at www.anokacounty.us; District 7 MN Assoc. of Townships meeting September 24, 2009; Letters were sent to the 230th Avenue residents informing them of the project and what the upgrading will consist of.

A motion by Halliday and seconded by Budde to adjourn at 8:20 p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

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Minutes

Town Board

September 22, 2009

7:00

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. The Clerk, Judy Hanna was absent. The Attorney, Jerry Randall arrived at 7:35 p.m.

A motion by Holm and seconded by Budde to approve the agenda as presented. Discussion. Vote. All Ayes. Motion carried.

Chairman Parker turned the meeting over to Howard Nessel, former Chair of the Senior Advisory Board, to present his position regarding the computer currently located in the Senior Center for public use. He requested that the computer be put under the control of the Senior Advisory Board, that it would not fall under the rules approved by the Town Board for computer use, that it be relocated to the office located in the rear of the Senior Center and limited to use only by senior citizens. He felt that the money for operating the computer was taken from the Senior Center budget and therefore, their control was more appropriate. He also felt that they should be better suited to establishing their own rules and procedures. Rudi McCurdy stated that it would be possible to run cables to the back room to accommodate another computer. A proposal to set established hours when only seniors could use the current computer was made – this was not satisfactory to Mr. Nessel. Security of the computer was discussed and a proposal to lock down the current computer was made – this was also not satisfactory to Mr. Nessel. Melvin Pfaffendorf and others presented similar concerns. The issue of not having a printer was discussed. **Mike Parker motioned and Marie Holm seconded to purchase a printer for the current printer – the rules and policies to be established at a later date. Vote. All Ayes. Motioned carried. Mike Budde motioned and Mike Halliday seconded to move the computer to the back office as requested. Vote. Two Ayes, Three Nays. Motion failed. Philip Osterhus motioned and Marie Holm seconded to closely monitor the use of the computer for three months for usage rates, and which citizen group was using the computer. The issue would be revisited at that time. Vote. All Ayes. Motion carried.**

Planning and Zoning. Marie Holm reported that no further action was taken on 22261 Typo Creek Drive, no formal application has been submitted, and we are also awaiting reports from the Fire Marshal and Building Inspector. The Planning and Zoning Commission had also approved the publishing of Ordinance No 135. Chairman Parker stated this is ready for publishing.

Road and Bridge. Philip Osterhus stated that he had not yet met with the township engineer regarding Amazon Street. He would be doing so this week. **Philip Osterhus made a motion**

and Mike Budde seconded to table the issue until the first meeting in October. Discussion. Cindy Finch reviewed the information she had previously supplied to each board member outlining their proposal for the best course of action for the water issues on Amazon Street. It was explained by Philip Osterhus that no formal plan had been developed at this time. She requested that the information outlined in her latest letter be supplied when it becomes available. **Vote. All Ayes. Motion carried.**

Attorney Report. A letter has been sent to Mr. and Mrs. Thyen regarding the purchase of Lot 11, Block 2, Cottage Grove. **Discussion** on information presented regarding the “Adopt a Highway Program.” Currently, one group in the Martin Lake area is interested. Mr. Randall presented both guidelines and a form to be signed by participants. It was suggested that the information regarding the program be placed on the Township website and in the newspaper. A DVD regarding safety issues was also presented and it is requested that all participants be required to view it. **Marie Holm motioned and Mike Parker seconded to have the Park and Recreation Commission oversee this program. Vote. All Ayes. Motion carried.** Discussion on the resolution transferring land owned by Alan and Janice Grinda will be available at the next meeting.

Mike Parker read the Proclamation regarding Domestic Violence Awareness Month.

Mike Budde motioned and Philip Osterhus seconded to approve the payment of the September 22, 2009, bills in the amount of \$81,757.16 (\$61,655.75 represents the 3rd quarter Sheriff contract) and check run #028351 to #028384. Discussion. **Vote. All ayes. Motion carried.**

Bob Beckman reported that the Road and Bridge Committee has not received financial information for the month of August.

A motion by Mike Budde and seconded by Marie Holm to adjourn at 8:15 p.m. Discussion. **Vote. All Ayes. Motion carried.**

Date approved, corrections and or additions _____

Marie Holm, Acting Secretary

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board October 13, 2009 7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna, and Attorney Jerry Randall.

A motion by Halliday and seconded by Osterhus to approve the agenda with the additions of the Fire Department report, memo from Township Engineer Craig Jochum regarding 226th Lane and Amazon Street NE, and a memo from Jamie Schurbon regarding attending the Small Community Wastewater meeting. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the monthly Building activity report was not available. Information was provided showing a total of 40 inspections were done, and 18 miscellaneous and 2 new home permits were issued.

Fire Department-Fire Chief Ken Minske was present and reported the total runs for the month of September were 12; 6 medical and 6 fire. **The first siren** is up and running. It will go off the first Wednesday of the month at 1:00pm. It is located at 6262 Cora Road. **The first Auxiliary Scholarship** was awarded at the fireman's dance September 12. A name, picture and information will be provided for the newsletter. Fire Prevention Week at Linwood School was attended by Linwood firefighters and the annual Open House was held last Saturday.

Senior Center-Coordinator, Judy Hanna was available for discussion. The September 14, 2009 Advisory Board meeting minutes were available. **A motion by Osterhus and seconded by Holm to accept the resignation received from Sharon Townsend.** Discussion. Judy was directed to send a letter of Thank You on behalf of the Town Board. **Vote. All ayes. Motion carried.** The monthly financial information was provided for the Food Shelf and Transportation program. **Discussion** was held on the September 12, 2009 Linwood Family Fun Day event. This year two Hall of Fame Awards were awarded: Bill Durheim and Sandy Staub. Pictures and information will be in the next newsletter. The Wind Down Party will be held Thursday, October 22 at 5:30pm at Linwood Pizza. The first 2010 fundraiser garage sale will be held Friday and Saturday, November 13 and 14. **The Annual Pork Dinner** (Golden Club) was held, food was good, but the turn out was down. **The Annual Halloween Party on October 31** will be from 6:00pm to 8:00pm. New this year is pumpkin painting in the morning from 9:00am to 11:00am and older children with an adult can come in pick out a pumpkin, take it home to carve, and bring it back for an extra treat. The cost is \$3.00 per pumpkin.

Road and Bridge-Supervisor Osterhus stated the October 1, 2009 meeting minutes were

posted and available. **A motion by Holm and seconded by Halliday to approve the quote received from Altra Electric in the amount of \$925.00 to install 3 500w-halogen floodlights, 1 motion detector with adjustable timer, 1 photocell, 1 120v-control relay, and PVC conduit for salt resistant conditions.** Discussion. It would be switched via circuit, which would normally be left on during ice/snow season. Fixtures to come on only at night, only with motion in general area per discussion with the Road and Bridge Committee. **Vote. All ayes. Motion carried.** The bid notice for the 2009-2010 snowplowing for a plow truck with wing blade, and the hourly rate with operator is being published until October 20, 2009. The notice was sent to past operators. The opening will be at 4:30pm on Friday, November 6, 2009, at which time they will be publicly opened. Discussion on the e-mail request for more signage on the 1-way alley/street. The Board Supervisors and those present from the Road and Bridge Committee all agreed the signage was adequate. **Discussion** on the fall expo attended by Supervisor Osterhus and both maintenance workers. **Discussion** on upgrading the entire Township signs to a higher reflectivity. Supervisor Budde stated that as we replace signs we are going to the higher reflectivity. **Discussion** on maintenance worker Chris Herring attending a two-week training for snowplowing. **Discussion** on ordering two high reflective jackets and t-shirts for both maintenance workers. **Discussion** on swing-a-way mailboxes. Discussion on the memo received from the Township Engineer, Craig Jochum regarding 226th Avenue and Amazon Street.

Sunrise Watershed-Supervisor Holm stated the Third Generation Management Plan public hearing will be held at the East Bethel City Hall starting at 7:00pm on November 19, 2009.

Park and School Forest-Supervisor Halliday stated the Park Board's September 28, 2009 meeting minutes were available and posted. They accepted the supervising of the Adopt-a-Road program. Discussion on reseeding of Boettcher Farm Park. **Chairman Parker** stated the Community Park and School Forest met and discussed putting Township signage on the newly acquired 40-acre parcel during the winter months.

Building Study Committee-Discussion on the invoice received from Architectural Services-Rolf Lokensgard. The total bill is in the amount of \$4,500.00. After discussion with the Building Committee Chair, Bob Beckman, and Supervisor Holm it was recommended the amount be reduced to \$2,000.00, if they would be the architects and engineers for the project when it is approved and we pay the \$2,000.00 promptly. **A motion by Holm and seconded by Osterhus to approve the payment of \$2,000.00.** Discussion. The fire department has not heard officially about receiving/denying a \$300,000 grant applied for to build an addition for a fitness, storage and training area. **Vote. All ayes. Motion carried.** **Discussion** on where the committee should go from here. No Board action was taken other than discussion on keeping the committee alive, and continuing to inform the residents of future plans to build a new town hall.

Cemetery Committee-Supervisor Holm stated the committee is recommending changes to the cemetery resolution. **Clarifying** the cost of \$250.00 is per interment not per site. **Clarifying** a total of 3 (three) burials per site/lot (1 full burial and 2 cremations). Holm will present the draft changes to the cemetery committee, and bring back their recommendation for Town Board approval October 27, 2009. **Clarifying** the term/wordage explaining the \$250.00 **administrative fee.** The Attorney will have the resolution ready for the next meeting. **Discussion** on the Annual Cemetery clean-up October 28, 2009 starting at 8:00am. **Discussion** on the Clerk and Supervisor Holm attended the 86th Annual meeting of Minnesota Association of Cemeteries on October 8 and 9. **Discussion** on the committee doing the job description for the cemetery sexton.

Attorney's Report: Discussion on the repeated complaint on property located on West Fawn

Road. Judy was directed to send another letter stating the violations. **Discussion** on the public hearing notice for adopting the Comprehensive Plan. Planning and Zoning will hold the public hearing. The attorney will draft the notice to be published and e-mail the notice before November 2, 2009. **Discussion** on adopting Resolution 2009-07 accepting and acknowledging the gift/charitable contribution of the 40-acre parcel (NW¼ of SW¼ Section 5, Township 33, Range 22) from Alan G. and Janice L. Grinde. **A motion by Holm and seconded by Halliday to adopt Resolution 2009-07 accepting and acknowledging the gift/charitable contribution of the 40-acre parcel (NW¼ of SW¼ Section 5, Township 33, Range 22) from Alan G. and Janice L. Grinde. Roll call vote. Halliday-aye, Holm-aye, Osterhus-aye, Parker-aye, and Budde-aye. Resolution 2009-07 passed.** **Discussion** on whether or not the Town Board has the discretion to deviate from our ordinance or the State Building Code. This question is regarding what we have been allowing-no building permit for a building up to 196 square feet. The State Building Code states 120 square feet or less are exempt.

A motion by Holm and seconded by Halliday to accept the 2009 audit proposal from HLB in the amount of \$23,000.00. Discussion. The amount is the same as 2008. **Vote. All ayes. Motion carried.**

Discussion on the e-mail complaint regarding the Township illegally flying the American flag with no light, and not lowering the flag to half-mast when ordered by the governor. **Direction** was given to Judy to work with the maintenance workers on putting in a spot light at the corner of the maintenance building and shining towards the flag. Discussion continued on concerning the lowering and raising of the flag, as directed by the governor, needs to be done all the time or not done at all. We incur many obstacles with trying to lower the flag to half-mast at the governor's direction.

2010 calendar-two quotes were received. Quote one from ECM 2000 calendars \$2,830.00, and the other from Forest Lake Printing \$1,930.00. **Supervisor Holm** requested receiving a third quote. Discussion tabled until the next Town Board meeting.

A motion by Budde and seconded by Osterhus to approve the payment of the October 13, 2009 bills in the amount of \$38,342.26 and check run #028401 to #028447. Discussion. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Osterhus to approve for audit and file the 2009 August and September Treasurer's, 2009 Operating Budget Balances as of 9/31/09 (Interim Financial Reports by Object Code, Statement of Receipts, Disbursements and Balances Reports), Animal Control, and Petty Cash Reports. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Osterhus to approve the September 22, 2009 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion on Holm and Osterhus attending the District 7 MN Assoc. of Townships meeting September 24, 2009.

Discussion on 2010 Tree and Shrub order for Recycling Day. **A motion by Osterhus and seconded by Holm to order the same amount and the same trees as ordered this year.** Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the material was informational: Homeowner Education for Septic Systems; Office of the State Auditor E-Update; 2009 MAT Educational Conference and Annual Meeting November 19-21 Rochester, MN; Local Government Officials Meeting Wednesday, October 28, 2009; memo from Barry Olson, Contracted Building Official regarding days he will not in; both plow trucks (vandalized) and one disc golf basket (stolen) were turned into insurance.

A motion by Osterhus and seconded by Holm to adjourn at 8:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

October 27, 2009

7:00 p.m.

Vice-Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, and Mike Budde. Absent was Michael Parker. Also present was the Clerk, Judith K. Hanna, and Attorney Jerry Randall.

A motion by Halliday and seconded by Budde to approve the agenda with the addition of the memo from Township Engineer, Craig Jochum, regarding 226th Lane NE, Cranberry Drive NE, and Lyons Street reconstruction. Discussion. Vote. All ayes. Motion carried.

Barry Olson, the contracted Building Inspector, was present for discussion on the approval/continuation on the contract/agreement between the Township and the City of Nowthen. **A motion by Halliday and seconded by Holm to approve the 6-month contract agreement from November 1, 2009 to April 30, 2010. Discussion.** The Clerk and Vice Chairman Osterhus signed the two copies of the contract. Both were given to Barry Olson to take back to Nowthen. **Vote. All ayes. Motion carried. Discussion** on establishing a permit and plan fee refund policy. **A motion by Holm and seconded by Budde to request Planning and Zoning to review and bring back their recommendations. Discussion** on adopting the mandatory 2007 Minnesota State Building Code. Two options are available, one is a regular ordinance, which must be re-adopted each time the state changes. The other is a self-perpetuation ordinance, which automatically adopts the newest version of the state code. **Discussion** on the memo received from the attorney regarding Town Board discretion veering from the state code/statute for allowing up to 196 square foot building before a building permit is needed. Mike Godfrey from the Building Code Division of the MN Department of Labor & Industry stated that Building Code Rule 1300.0120, subpart 4,a, 1-states that one-story, detached structures (such as tool sheds and playhouses) of 120 square feet or less are exempt from the requirement of a building permit. Any structure larger than 120 square feet requires a building permit. He also stated the Town Board has no discretion to deviate from it.

Fire Department: Fire Chief Ken Minske was present for approval for the following: Dennis Young, Kyle Brooks, Derek Dovolus and Brian Meyer as firefighters providing they pass all the requirements. **A motion by Holm and seconded by Osterhus to approve as firefighters: Dennis Young, Kyle Brooks, Derek Dovolus and Brian Meyer contingent on each one meeting all of the fire department's/Township's requirements. Discussion. Vote. All ayes. Motion carried.**

Planning and Zoning: No meeting this month.

Attorney's Report: Discussion on the letter sent to the resident regarding his rooster complaint (220th Lane NE). The resident needs other neighboring property owners (in the same vicinity) to complain that they are also bothered or annoyed by the rooster's crowing. Make a written complaint to the Town Board and they would consider action under the public nuisance provision of the Code.

Discussion on the printing cost quotes received for our 2010 calendar. **A motion by Holm and seconded by Budde to have Forest Lake Printing do the 2010 calendar for the amount of \$1,930.00.** Discussion. Do All Printing \$2,356.75; ECM \$2,830.00. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Holm to approve the payment of the October 27, 2009 bills in the amount of \$18,254.89 and check run #028488 to #028523. Discussion. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Osterhus to approve the Town Board meeting minutes from October 13, 2009, as printed. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the letter received from Thomas L. Searing resigning from the Road and Bridge Committee. **A motion by Osterhus and seconded by Budde to accept his resignation.** Discussion. The Clerk was directed to send a letter of thank you. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Halliday to approve Mike Budde attending classes for Continuing Education Septic Licensing on February 16 and 17, 2010. Discussion. The \$240.00 fee is paid from the Building Department fund. Contingent on the weather (snowplowing). **Vote. Four ayes. Budde abstained. Motion carried.**

Discussion on Supervisor Osterhus and Halliday attending the two-day ICS 300 training.

Discussion on the memo received from Township Engineer Craig Jochum regarding 226th Lane NE, Cranberry Drive NE, and Lyons Street reconstruction. **226th Lane NE:** Craig has not heard from Ron Fraley regarding the plan showing the possibility of constructing a berm on the south side of his property for additional stormwater storage. **Cranberry Drive NE:** Rum River Contracting has completed the overlay and restoration. Approximately 50 feet of the project has developed small bumps on one side of the road. After reviewing the problem with the contractor and, because of the lateness of the year, it will be corrected in the spring of 2010. The Township has not paid Rum River Contracting for this project. Craig is recommending the Township allow a partial payment for the work completed with sufficient retainage to cover the required corrective repair in the spring. **A motion by Osterhus and seconded by Budde to direct Craig to prepare billing for the project and to withhold sufficient retainage until the repairs are done and approved.** Discussion. Judy was directed to contact Craig. **Vote. All ayes. Motion carried.** **Lyons Street reconstruction:** Rum River Contracting has completed the project. There are several minor punchlist items remaining. Lent Township will be billed for 95% of their share of the total cost of \$331,463.08 in the amount of \$173,895.97. The Lent Board Chairman has requested clarification on why the engineering cost is higher than past projects. The cost not only included the engineering cost, but also all the Attorney costs and all right-of-way acquisition costs. The Lent Board Chairman has requested the engineer separate the right-of-way acquisition costs from the engineering cost for review at their next board meeting.

Osterhus stated the rest of the meeting was informational: Office of the State Auditor E-Update; Homeowner Education for Septic Systems on Monday, November 9, 2009; Mike/Chris attending refresher training on fire extinguishers; September 2009 Building Permit report is posted; Road and Bridge annual road review October 24, 2009; and Local Government Officials Meeting October 28, 2009.

A motion by Budde and seconded by Holm to adjourn at 8:00 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Meeting

Town Board

November 10, 2009

7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, and Mike Budde. Also present was the Clerk, Judith K. Hanna. The Attorney Jerry Randall and Chairman Parker were absent.

A motion by Budde and seconded by Halliday to approve the agenda with the addition of the memo from the fire department. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the two snowplowing bids received for the 2009-2010 snowplowing season. **A motion by Holm and seconded by Halliday to accept the bid received from Keller Excavating (\$85.00 per hour) as per the bid advertisement requiring a plow truck with wing blade.** Discussion. The bid from Dan's Landscaping did not include a plow truck with a wing blade. Only one contractor is hired this year because we have two plow trucks. The 1-ton will be use for all parking lots, maybe cul-de-sacs and the cemetery. **Vote. All ayes. Motion carried.** Keller is aware that if problems arise, as they have in the past, he will not be called out for the rest of the plowing season.

Building Department-October building permit record is posted showing the recording of 20 miscellaneous permits and 1 new home permit issued. A memo received from the contracted Building Inspector, Barry Olson suggesting Mike Budde attends two days of the 54th Annual Institute for Building Officials, January 11 (Residential Field Inspections) and 14 (Residential Structural Plan Review) at \$90.00 per day. **A motion by Halliday and seconded by Holm to approve Mike Budde to attend the January 11 and January 14 training contingent on snowplowing responsibilities.** Discussion. Mike was appointed as the Building Inspector's assistant in the late 1990's. The Building Department fund will cover the cost. **Vote. Three ayes. Budde abstained. Motion carried.**

Fire Department-Fire Chief Ken Minske was present for discussion and approval for the fire department to purchase a computer over the \$500.00 limit. Discussion concluded with a **motion by Halliday and seconded by Budde to approve the purchase of a new Dell computer for the fire department.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the memo received from the State of Minnesota Office of the State Auditor on the Volunteer Fire Relief Association Investment Report Card. The information provides the one-year and multi-year rates of return calculated for Linwood's relief association.

Senior Center-Coordinator Judy Hanna provided meeting minutes from the Senior Advisory Board meeting October 19, 2009. Financial information for the food shelf and transportation programs: The food shelf bank information showed it balanced with an ending balance of \$26,196.36. Passenger donations as of October 31 are \$1,345.00. **Linwood Family Fun Day** Wind Down Party was held Thursday, October 22 at 5:30pm at Linwood Pizza. Linwood Pizza served pizza and pop for 21 volunteers. Linwood Family Fun Day volunteers will be having a 2010 fundraiser Christmas Sale in the grocery part of the Country Store on Friday and Saturday, November 13 and 14. The annual **Halloween Party** (evening), pumpkin

painting and carving (morning) on October 31, 2009 was again a fun event for the community.

Discussion was held on the meeting Judy had with Howard Nessel and Tom Searing. A copy of the letter Judy received from Tom Searing, Golden Club President regarding the Senior's Annual Pork Dinner and the handling of the leftover pork. Discussion on the memo received from Pam Palmer regarding the 2008 Pay Equity Report submitted in January 2009, is not in compliance. The inequity comes from the senior center coordinator being paid less per hour than our senior maintenance worker. The senior center coordinator has more years of service and more points (responsibility) on the Pay Equity Report than the maintenance worker. **A motion by Holm and seconded by Halliday to approve the senior center coordinator's wage increase to \$23.36 per hour effective December 29, 2009-no retroactive pay is required.** Discussion. The penalty for not meeting the compliance by the deadline is a 5% reduction in local government aid or \$100 per day, whichever is greater. The penalty is assessed back to January 1, 2009. **Vote. All ayes. Motion carried.**

Road and Bridge-Vice Chairman Osterhus stated the meeting and Road Review minutes are posted and available (November 3, 2009). Upgrading of Amazon and Boyne Streets was done by Bob Beckman, Frank Kvidera, and Mike and Chris. Extra gravel has been put on 230th and 213th filling in the bigger potholes. **Shouldering** is being done, and the Township Engineer has directed maintenance not to do Lyons Den, White Tail Ridge 2 and Boettcher Farm Preserve because they do top soil, not gravel. Craig will include that in the "punch list" for early spring 2010. **A motion by Holm and seconded by Budde to approve Pay Estimate #1, \$51,756.02 for Cranberry Drive maintenance overlay project.** Discussion. **Vote. All ayes. Motion carried.** Discussion on setting a time limit and what days the road grader should be out. Does the contractor equipment get inspected? If so, the Township should receive a copy of the report. If it isn't inspected-is the Township responsible? **Discussion** on 226th Avenue-The Township Engineer has not received any correspondence from Mr. Fraley. Vice Chair, Osterhus and Road and Bridge Chairman, Bob Beckman suggested doing the road within the right-of-way, like what was done on 230th Avenue.

Sunrise Watershed-Discussion on receiving no response from the advertisement requesting representation from Linwood with the vacancy left by Frank Kvidera. From the audience, resident Tim Peterson submitted a letter of interest, and by a **motion by Holm and seconded by Budde was appointed to fill the vacant seat on the Sunrise Watershed Board.** Discussion. **Vote. All ayes. Motion carried.** **Supervisor Holm** informed the Board the Third Generation Management Plan public hearing is set for Thursday, November 19, at 7:00pm in East Bethel. The joint powers agreement needs to be upgraded and that is in the works.

Park and School Forest-Supervisor Halliday stated the Park Board's October 26, 2009 meeting minutes are available. All members were present and the meeting was mainly informational. No discussion on the November 2, 2009, School Forest meeting.

Building Study Committee-Supervisor Holm stated she would like to see the new town hall proposal presented at the 2010 Annual Meeting. A question was asked regarding the town hall building plans submitted back with the original fire department plans in early 2000 when Jim Stockinger presented it at an annual meeting. Holm stated if there were plans done before they would have been discussed.

Cemetery Committee-Supervisor Holm stated the Annual Cemetery clean-up was on October 28, and went very well. Reviewing of the cemetery resolution. **A motion by Holm and seconded by Halliday to approve the revised cemetery resolution.** Discussion. The Attorney has reviewed it, and Judy will have it numbered and provide copies. **Roll call vote. Halliday-aye, Holm-aye, Osterhus-aye, and Budde-aye. Resolution passes.**

Discussion on the 500 watt spot light in use for lighting the flagpole. Judy stated Chairman Parker has been e-mailing information on when to lower the flag.

A motion by Holm and seconded by Budde to approve the payment of the November 10, 2009 bills in the amount of \$76,376.93 (Pay Estimate #1 \$51,765.02 Cranberry Dr.) and check run #028533 to #028568. Discussion. Vote. All ayes. Motion carried.

Discussion on the 2009 October Treasurer's report; 2009 Operating Budget Balances as of 10/31/09 (Interim Financial Reports by Object Code; Statement of Receipts, Disbursements and Balances Reports); Food Shelf and Transportation financial information; Animal Control, and Petty Cash Reports. **A motion by Halliday and seconded by Budde to approve for filling for audit the 2009 October Treasurer's; 2009 Operating Budget Balances as of 10/31/09 (Interim Financial Reports by Object Code; Statement of Receipts, Disbursements and Balances Reports); Food Shelf and Transportation financial information; Animal Control, and Petty Cash Reports.** Discussion. No animal control report. **Vote. All ayes. Motion carried.**

A motion by Holm and seconded by Budde to approve, as printed, the October 27, 2009 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the 2010 Tree and Shrub order for Recycling Day. The trees ordered last year are not all available to order this year. Judy was directed to contact Melvin Pfaffendorf and request he again put together an order.

Discussion from Supervisors Osterhus and Holm attending the Local Government Officials Meeting on Wednesday, October 28, 2009.

Discussion on the proposed 2010 holiday schedule. **A motion by Holm and seconded by Halliday to approve the 2010 holiday schedule.** Discussion. **Vote. Three ayes. Budde abstained. Motion carried.**

Vice Chair Osterhus stated the rest of the meeting was informational. Memo from Office of the State Auditor E-Update; 2009 Township Educational Conference and Annual Meeting November 19-21 Rochester, MN; resident Joe Grafft receives state traffic safety education award; thank you letter to Tom Searing; Met Council newsletter; Hakanson Headlines; Town Hall/Senior Center closed for Veteran's Day; Anoka County Historical Society and Pipeline Awareness newsletters.

A motion by Holm and seconded by Budde to adjourn at 8:20pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org>

**Meeting
Town Board
November 24, 2009
7:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna, and Attorney Jerry Randall.

A motion by Budde and seconded by Holm to approve the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated **Planning and Zoning** held the public hearing on the updated Linwood Township Comprehensive Plan on November 17, 2009 at 7:00 p.m. The Plan update is mandated by Minnesota law at least once every ten years by each municipality in the metropolitan area. No one was in the audience for the hearing. Planning's recommendation was for approval. **A motion by Holm and seconded by Budde to approve the plan for Metropolitan Council review.** Discussion. Judy was directed to mail the needed copies and CD's. **Vote. All ayes. Motion carried.**

Attorney's Report: Discussion on Planning and Zoning's recommendation to table the ordinance adopting the State Building Code and the resolution stating we are in compliance with the State Building Code until either meeting with the Building Inspector, Barry Olson, or a written interpretation is received. Judy was directed to provide the inspector with Planning's meeting minutes.

2010 Township calendars and the Township newsletter will be delivered before the end of the year.

A motion by Holm and seconded by Osterhus to approve the payment of the November 24, 2009 bills in the amount of \$105,208.79 (Astech-final payment street maintenance for 2008 \$6,404.05; and Knife River pay estimate #1 230th Avenue) check run #028585 to #028613 and #028621 to #028622. Discussion. **Vote. All ayes. Motion carried.**

November 10, 2009 Town Board meeting minutes will be ready at the December 8, 2009 meeting.

Discussion on the letter of interest received from Eileen Reinke to become a member of the Senior Advisory Board. **A motion by Osterhus and seconded by Holm to appoint Eileen Reinke to the Senior Advisory Board.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Halliday to post the cancellation of the Town Board meeting December 22, 2009. Discussion. Vote. All ayes. Motion carried.

Discussion on Judy attending the Annual Township Conference in Rochester, MN on November 19-21, 2009.

The December 3, 2009 Sunrise River Watershed Management meeting agenda, and new membership information was provided.

A memo was received from Supervisor Marie Holm resigning from the Town Board. **A motion by Halliday and seconded by Budde to reluctantly accept the resignation and to advertise for the balance of the term-one year.** Discussion. The position will be on the November 2010 ballot. **Vote. All ayes. Motion carried.**

Informational: October 2009 Police Report is posted.

A motion by Halliday and seconded by Osterhus to adjourn at 7:35 p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

December 8, 2009

7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Marie Holm, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna, and Attorney Jerry Randall.

A motion by Budde and seconded by Holm to approve the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the Attorney was first on the agenda because of another meeting he needs to attend. The Building Inspector, Barry Olson provided a written follow-up on the securing of the Carlisle house. The Board requested information on the building surrounding the cistern. **Discussion** on a new complaint regarding an overflowing septic system on 225th Avenue NE. Judy was directed to have the Building Inspector, Barry Olson and Jon Christensen (Anoka County Shoreland) do the follow-up on this complaint. **Discussion** on the draft Resolution 2009-10-Gratuities for work or services performed in the course of their employment by and while on the payroll of Linwood Township. **A motion by Budde and seconded by Halliday to disregard the resolution.** Discussion. Supervisor Holm stated the intent was to not allow, as many business/companies/cities and townships do, employees to accept payment for doing the same work their wages paid for. **Vote All ayes. Motion carried.** **Discussion** on the Clerk and Chairman signing the IRS forms requested by the Grindes attorney. The forms were signed. The form acknowledges the donation of property to the Township. Resolution 2009-07 adopted by the Town Board October 13, 2009 states the same thing. **Discussion** on the property owner on County Road 22 having more than 1 car for sale. From the audience: Rudi McCurdy suggested the Supervisors visit the codebook and then notify the property owner.

Building Department-November building permit record is posted. 2 new homes, 4 re-roofs, 1 furnace, 1 addition, 2 septs and 1 woodstove.

Fire Department-Fire Chief, Ken Minske was present for discussion and reported a total of 20 runs were made in the month of November: 9 medical and 11 fire. The department is working on bids for the cost of energy efficient lighting for the apparatus bays. Damage to an overhead door and the two lower panels need to be replaced for an estimated cost of \$900. A training grant of \$3,940 for Firefighting 1 & 2/NFPA 1001, certification was received from the Minnesota Board of Firefighter Training and Education. **A motion by Budde and seconded by Osterhus accepting the letter of resignation received from Craig Cold.** Discussion. **Vote. All ayes. Motion carried.**

Senior Center-Coordinator Judy Hanna provided meeting minutes from the Senior Advisory Board November 16, 2009 meeting, the current Food Shelf (not available) and Transportation financial information. **Discussion** on Linwood Family Fun Day 2010 fundraiser sale at the Country Store on Friday, December 11 and 18, and Saturday, December 12 and 19 from noon to 4pm. **Discussion** on another successful December 5, 2009 Annual Santa Party. **Discussion** on NBC Nightly News will be here in Linwood to interview Roxanne Parks (Township resident and daughter of Ethel [Mittens]) and me. **Discussion** from Supervisor Holm on the Northern Anoka County Food Shelf taking over the administration part of our food shelf. The Township nor the Senior Advisory Board should be involved in the food shelf and its operations. There are a lot of questions that need to be answered. Another meeting is set up for December 17, 2009 at 10:00am in the Senior Center.

Road and Bridge- Meeting and Road Review minutes are posted and available (December 1, 2009). **Discussion** on requesting the Township engineer to work on plans to upgrade 237th Avenue between Fontana and Beta Street. **Discussion** on directing the Township engineer to continue on with the upgrading of 226th Avenue (within the road right-of-way) right after the first of the year. Judy was directed to discuss both projects with Craig. **Discussion** on the snowplowing removal policy. Road and Bridge should review. **Discussion** on the Township purchasing brake away mailboxes for residents. **A motion by Osterhus and seconded by Budde to approve changing their January 5, 2010 meeting date to January 19, 2010 (2011 Budget meeting).** Discussion. 2009 financial information would be ready. **Vote. All ayes. Motion carried.** **Discussion** on the motion light on the salt/sand shed staying on. Judy was directed to have Eric come back and check the programming.

Sunrise Watershed-Supervisor Holm stated she would be attending her last meeting December 17, 2009 to finalize the joint powers agreement. Judy was directed to advertise, if need be, for the vacant seat on the Sunrise Watershed Board.

Park and School Forest-Park Board-No November or December 2009 meetings. Chairman Parker stated the School Forest is planning the second annual medallion hunt starting February 22, 2010. Clues will be provided and posted Monday-Friday at the town hall. **Discussion** on flooding of the rinks.

Cemetery Committee-Supervisor Holm stated the committee is finishing up with computerizing the cemetery books. **A motion by Holm and seconded by Osterhus effective January 1, 2010 the official cemetery records be a password protected Excel spreadsheet that will be the official records of the Linwood Cemetery.** Discussion. The original books would be kept in Linwood for one year, and then turned over to the Anoka County Historical Society. **Vote. All ayes. Motion carried.**

Discussion on the 2010 Law Enforcement Contract-\$251,657.00 (2009 \$246,623-discount). **A motion by Osterhus and seconded by Halliday to approve the 2010 law enforcement contract in the amount of \$251,657.00. Vote. All ayes. Motion carried.**

Discussion on approving a resolution or letter of support for high-speed broadband connectivity in Anoka County. **A motion by Halliday and seconded by Osterhus to adopt the resolution drafted by Anoka County supporting high-speed broadband connectivity in Anoka County.** Discussion. Judy will number the resolution and provide the needed signatures. **Roll call vote: Halliday-aye, Osterhus-aye, Parker-aye, and Budde-aye. Resolution passes.**

A motion by Osterhus and seconded by Halliday to approve and direct the Chairman and the Clerk to sign the 2010 OSHA Compliance training contract for maintenance workers (\$750). Vote. Three ayes. Budde abstained. Motion carried.

A motion by Osterhus and seconded by Halliday to approve payment of the December 8, 2009 bills in the amount of \$55,240.38 and check run #028624 to #028664. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Holm to approve and file for audit the 2009 November Treasurer's report; 2009 Operating Budget Balances as of 11/31/09 (Interim Financial Reports by Object Code; Statement of Receipts, Disbursements and Balances Reports); Food Shelf (current bank information is not available) and Transportation financial information; Animal Control, and Petty Cash Reports. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Halliday to approve the November 10 and November 24, 2009 Town Board meeting minutes as presented. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to set January 5, 2010 at 6:00pm for our first budget planning meeting for 2011. Vote. All ayes. Motion carried.

A motion by Parker and seconded by Osterhus to freeze all pay increases for all employees for the year 2010. Discussion. Vote. All ayes. Motion carried.

Discussion on approving 2010 standard mileage rate. **A motion by Parker and seconded by Halliday to lower the 2010 mileage from 58½¢ to 50¢ per mile.** Discussion. The price of gas has come down since last year. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting material was informational: Minnesota Association of Townships Newsletter; Office of the State Auditor E-Update; and letter sent requesting payment in the amount of \$252,716.58 to Lent Township November 25, 2009 for their portion of upgrading Lyons Street.

Discussion from the audience: Rudi McCurdy suggested sending out the Township newsletter to residents by e-mail.

A motion by Osterhus and seconded by Holm to adjourn at 8:45pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
January 5, 2010
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna.

No one signed in on the attendance sheet.

Discussion on the 2009 financial information and the 2010 budget.

Discussion on the 2006-2009 revenue information. Judy was directed to re-check over the 2009 revenue column and bring back discussion at the next Town Board meeting.

Discussion on the information provided on the unallotment of the Market Value Credits for 2009 and 2010. The 2010 Levy amount of \$1,371,660 is \$128,340 less than the approved 2009 levy amount of \$1,500,000. In 2009 the unallotment amount was \$26,027. For 2010 it is \$53,340. We are starting 2010 with \$1,371,660.

Proposed 2011 Budget:

FUND #100

	<u>2010</u>	<u>2011</u>
General Government (41000)		
Wages and Salaries (100)	\$137,000	\$135,000
Extra Meeting Pay-T. Board & Clerk (118)	9,000	9,000
Employee Health Insurance (131)	6,000	5,600
Worker's Comp Expenses (150)	2,500	2,500
Office Supplies (200)	3,000	2,500
Operating Supplies (210)	2,500	2,000
Professional Services (300)	5,000	4,500
Accounting/Auditor/Computer Svc (301)	25,000	26,000
Engineering (303)	500	500
Legal (304)	20,000	18,000
Assessor (310)	26,500	26,500
Telephone (321)	2,000	2,000
Postage (322)	1,500	1,000
Mileage (331)	1,600	1,000
Education & Meetings (336)	2,000	1,700
Publishing-Legal Notices (351)	1,500	2,200

Newsletter (355)	3,750	0
Insurance (360)	4,500	4,500
Building Insurance (362)	1,000	750
Electricity (381)	3,500	4,000
Gas Utility (383)	2,250	2,250
Trash Svc. (384)	300	300
Maintenance & Repairs (405)	1,500	1,500
Dues/Subscriptions (433)	500	1,700
Property Tax Payment (450)	500	750
Forest Lake - Youth Svc Bureau (491)	1,000	2,000
Mediation Services (492)	1,000	1,000
Anoka County Historical Society (493)	1,000	1,000
Alexandra House (494)	2,000	1,000
Improvements/Construction (530)	500	500
Office Equipment & Furnishings (570)	2,000	2,000
Recycling (41005)		
Wages and Salaries (100)	4,000	3,500
Operating Supplies (210)	500	500
Professional Services (300)	12,500	13,500
Postage (322)	300	300
Mileage (331)	400	300
Advertising/Promotion (340)	7,500	8,500
Building Insurance (362)	20	20
Improvements/Construction (530)	250	250
Other Equipment (580)	0	0
Surface Water (41010)		
Professional Services (300)	12,500	16,000
Planning & Zoning (41015)		
Wages and Salaries (100)	2,000	2,000
Professional Services (300)	1,000	1,000
Postage (322)	50	50
Mileage (331)	200	200
Education & Meetings (336)	200	100
Insurance (360)	400	700
Publishing-Legal Notices (351)	500	500
Comprehensive Plan (445)	1,000	1,000
Elections (41410)		
Office Supplies (200)	200	100
Professional Services (300)	4,000	500
Mileage (331)	500	100
Education & Meetings (336)	100	50
Advertising/Promotion (340)	150	50
Publishing-Legal Notices (351)	1,000	50
Insurance (360)	50	50
Building Inspection (42400)		
Wages and Salaries (100)	56,000	15,000
Employee Health Insurance (131)	2,000	1,500
Office Supplies (200)	800	500
Petroleum Products (212)	2,000	2,000
Maint. & Repairs Supplies (220)	300	400
Professional Services (300)	700	26,000
Legal	0	1,000
Telephone (321)	1,000	750

Mileage (331)	350	350
Education & Meetings (336)	1,500	1,500
Insurance (360)	50	50
Building Insurance (362)	400	250
Vehicle Insurance (363)	1,100	700
Vehicle Maint. & Repairs (406)	300	500
Building Permit Surcharge (451)	3,500	2,500
Office Equipment & Furnishings (570)	0	750
Animal Control (42700)		
Office Supplies (200)	200	100
Professional Services (300)	7,000	8,500
Linwood Family Fun Day (49008)		
Wages	500	700
Professional Services (300)	50	50
Advertising/Promotion (340)	50	50
Insurance (360)	750	750
Cemetery (49010)		
Wages and Salaries (100)	2,850	3,000
Operating Supplies (210)	260	0
Professional Services (300)	1,400	1,400
Legal (304)	400	200
Education & Meetings (336)	0	100
Insurance (360)	50	50
Electricity (381)	150	150
Maintenance & Repairs (405)	200	400
Dues/Subscriptions (433)	100	100
Totals:	\$404,730	\$381,870

Discussion concluded at 7:20pm with a **motion by Osterhus and seconded by Halliday to approve the preliminary 2011 budget, and recommend to all committees working on 2011 budgets to hold at their 2009 operating budget. Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to set the next 2011 budget work meeting for February 2, 2010 at 6:00pm. Vote. All ayes. Motion carried.

Discussion on Judy providing information on the following: Delete the newsletter line – Communication funds; recycling reimbursement funds for 2011 are unknown, what are the 2010 funds? Expenses for Linwood Family Fun Days-how up in the General fund-but come out of the dedicated funds for LFFD. Wages for the workers doing setup/take down are approved by the Town Board. Building Department- Are 2011 wages/salaries and professional services adjusted enough? Dues should be paid in the year they are for-Paid 2009 and 2010 MN Assn of Townships in the same year.

A motion by Osterhus and seconded by Budde to adjourn at 7:45pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board January 12, 2010 6:00 p.m.

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna.

Chairman Parker stated the purpose of the early meeting was for having the time to review the 12 letters of interest received for filling the vacant Town Board Supervisor seat left by the leaving of Marie Holm. The term is for one year (December 31, 2010). Seat "A" will be on the November 2010 election ballot. This will be a 4-year term. From the audience: The following residents were present to answer questions the town board supervisors may have; Bob Carlisle, Alan Hurtley, Brian McCullough, Rudi McCurdy, Bob Millerbernd, Sandra Mishler, and Brad Ziernicki. Discussion concluded at 7:30pm. **A motion by Osterhus and seconded by Halliday directing Judy to notify the other 5 giving them an opportunity to come to the next Town Board meeting, January 26, 2010 starting at 7:00pm for a short introduction. Vote. All ayes. Motion carried. A motion by Osterhus and seconded by Budde to table making a decision until the next meeting. Vote. All ayes. Motion carried. A motion by Osterhus and seconded by Halliday to adjourn at 6:35pm. Vote. All ayes. Motion carried.**

Minutes Town Board January 12, 2010 7:00 pm

Chairman Parker called the meeting to order. The pledge to the flag was recited. Roll call remained the same. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Osterhus and seconded by Budde to approve the agenda allowing for additions and/or changes to the agenda. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the December 2009 Building Permit Report was available and posted. The Building Inspector, Barry Olson will be attending the January 19, 2010 Planning and Zoning meeting. Building permits issued for the month of December: One new home, three mechanical, one trailer install, one pole building, one new roof, siding and windows, and one addition.

Fire Department-Fire Chief Ken Minske was present and provided the monthly report and meeting minutes. Total runs for the month of December 2009 were 17: Eight medical and 9 fire. Discussion on DNR burning permits will be available online. One of the reasons is due to the state no longer printing the permit books. All permit books will be only for the electronic permit system. They are planning a fall date for implementing.

Senior Center-Coord. Judy Hanna stated the December meeting minutes were available. The next Linwood Family Fun Day upcoming fundraiser is a "Sweet Treat Date" Feb 14, 2010 with the Elvis Experience from 2-4pm. The Senior Advisory Board will be meeting (Martin Luther King Jr. Day) in the Senior Center on Monday, January 18, 2010 at 9:00am. The Township building is closed for the day. Supervisor Halliday will open the Senior Center. A stained glass class is being offered to the general public. A memo was received regarding using the bus for New Years Eve. In lieu of a money donation the bus was returned gassed up and cleaned inside and out. Approximately 43 miles were put on and less than 15 people were provided rides home. Chairman Parker and Supervisor Halliday approved the bus use. Judy attended the informational meeting in the Senior Center with NACE in December at 10:00am. Insurance and legal issues are still up in the air. Supervisor Halliday stated the seniors would like the food shelf to stay under the direction and support of Judy. The current food shelf bank statements (\$28,069.36) and the year-end transit financial report were available. Van donations for the year are \$1,582.00 compared with \$2,130.00 in 2008).

Supervisor Osterhus informed the Board the Road and Bridge Committee will meet January 19, 2010 in the Senior Center to work on the 2011 budget.

The Sunrise Watershed vacancy left by Marie Holm has to be advertised. Judy was directed to put an add in the Forest Lake Times.

The Park Board will meet January 25, 2010 at 7:00pm to work on their 2011 budget. The **ice rinks** are in use. No warming house attendant has been hired. Adults wanting to use the rinks with their children have been given a key to open the warming house while they are skating. From the audience: **Bob Millerbernd, Chair for the School Forest Committee**, reported the Second Annual Medallion Hunt would begin February 22, 2010. Clues will be provided at the Town Hall and Linwood School. A notice to residents whose property maybe adjacent to the School Forest has been given to them. The prize this year will be a cash prize.

Attorney's Report: Discussion on Resolution 2010-01 expressing appreciation and thanks to Alan G. Grinde and Janice L. Grinde for their contribution of real property to the township. **A motion by Budde and seconded by Osterhus to approve Resolution 2010-01. Roll call vote. Halliday-aye, Osterhus-aye, Parker-aye and Budde-aye. Resolution passes.**

Discussion on the overtime policy drafted by Supervisor Osterhus.

A motion by Halliday and seconded by Budde to change the Town Board start time from 7:00pm to 6:00pm starting February 9, 2010. Discussion. The Attorney and Board members were in agreement either way. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve the payment of the December 30, 2009 bills in the amount of \$98,823.61 (4thQtr. Sheriff's Contract \$50,055.75; Rum River Contracting-Final payment-Lyons Street reconstruction project \$15,744.11), and check run

#028707 to #028756. Vote. All ayes. Motion carried. A motion by Halliday and seconded by Osterhus to approve payment of the January 12, 2010 bills in the amount of \$19,569.53 and check run #028770 to #028796. Vote. All ayes. Motion carried.

Discussion on the November 2009 Treasurer's, 2009 Operating Budget Balances as of 12/31/09 and December 2009 Statement of Receipts, Disbursements and Balances, and the current food shelf bank statements. **A motion by Halliday and seconded by Budde to approve and file for audit. Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve the December 12, 2009 Town Board meeting minutes. Discussion. Osterhus would like to approve the January 5, 2010 budget minutes at the next meeting. **Vote. All ayes. Motion carried.**

Discussion on the newsletter is ready to go to the printers.

Chairman Parker stated the rest of the meeting was informational. Government Officials Meeting- January 27, 2010 at the TPC in Blaine, and Office of the State Auditor E-Update.

A motion by Halliday and seconded by Budde to adjourn at 8:25pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
January 26, 2010
7:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the Flag was recited. Roll call was taken with the following Supervisors present: Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna.

A motion by Osterhus and seconded by Halliday to approve the agenda with the addition of the supporting the high-speed broadband connectivity. Vote. All ayes. Motion carried.

Chairman Parker stated all 12 residents were invited back for a final opportunity to say a few words before the Board makes the appointment. He stated the term is for one year (December 31, 2010). Seat "A" will be on the November 2010 election ballot. This will be a 4-year term. The following candidates were present: Alan Hurlley, Brian McCullough, Rudi McCurdy, Bob Millerbernd, Sandra Mishler, Bill Monberg, Tim Peterson, Terriane R. Seehafer, Anna Vathroder and Brad Ziernicki. Discussion concluded with **a motion by Budde to appoint Rudi McCurdy to fill the vacant position. Motion failed receiving no second.** Supervisor Osterhus stated because receiving 12 qualified applications and, all except Bob Carlisle and Debby Larson are present, he would like to hear from all of them again, if they so choose. (All but one has been introduced to the Board.) Then do a ballot vote to narrow down the candidates. The candidates were given time to introduce/reintroduce themselves. **Discussion** on the only time the Clerk is allowed to vote is when a vote to appoint a Supervisor to a vacant seat is tied. Chairman Parker stated the Supervisors were each given two sheets of paper listing all twelve candidates. The first round of votes eliminated the least voted person, Rudi McCurdy. The second round eliminated Tim Peterson and Brad Ziernicki. Bob Millerbernd received three out of the four votes. **A motion by Osterhus and seconded by Halliday to appoint Bob Millerbernd as Supervisor to the Town Board.** Discussion. Chairman Parker asked Bob if he was ready to take the oath of office, and take his seat at the board. **Vote. All ayes. Motion carried.** The Attorney gave Bob the oath of office and then he took his seat at the board. Chairman Parker thanked the residents and invited them to sit in and consider joining any one of the Township committees.

Chairman Parker stated Jamie Schurbon, Water Resource Specialist-Project Proposal Martin Lake Area Stormwater Retrofits will attend the February 9, 2010 Town Board meeting. Planning and Zoning recommended approving the Ordinance adopting the State Building Code, approving Resolution 2009-09 stating Linwood is in compliance with the State Building Code, recommended approving 2010 Permit Fees, and recommended approving Building Permits for windows and siding. A motion by Budde and seconded by Osterhus to table final action on the Ordinance and Resolution by the Board until the next meeting when the Building Inspector has done a final review. Discussion was held on does the Township want Planning

and Zoning to discuss the Building Inspector taking over Shoreland permits and inspections? **Supervisor Halliday** stated Planning and Zoning were split on their recommendation. **A motion by Osterhus and seconded by Budde to continue to work with Anoka County on Shoreland permits.** Discussion. It would be a burden on the Building Department. **Vote. All ayes. Motion carried.** **Supervisor Halliday** informed the Board that Colleen Orde is no longer interested in purchasing the Typo Creek property for a veteran's care home. **Discussion** on Planning and Zoning reviewing the memo received from Rudi McCurdy, and a memo received from Barry Olson, Building Inspector regarding Ch. VIII, Building and Land Use regulations and information provided by Supervisor Osterhus on zoning ordinances for accessory buildings.

Attorney: Supervisor Osterhus had discussion with the attorney on Linwood having an Adult Entertainment Ordinance. Discussion on Resolution 2010-02 support for high-speed broadband connectivity. Supervisor Osterhus has been attending meetings regarding implanting this throughout Anoka County. **A motion by Osterhus and seconded by Halliday to adopt Resolution 2010-02 in support of high speed broadband connectivity in Anoka County. Roll call vote. Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye, Budde-aye. Resolution 2010-02 passed.**

A motion by Budde and seconded by Osterhus to approve the payment of the January 26, 2010 bills in the amount of \$22,821.87 and check run #028838 to #028865. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Osterhus to approve the January 9, 2010 Town Board meeting minutes as presented. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Parker to approve the January 5, 2010 budget meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the memo received from John Tonding, Anoka County Communication Manager regarding scheduling training time for the 800 MHZ radios. Judy was directed to set up the training time with John.

Chairman Parker stated the rest of the meeting is informational: City and Town meeting Wednesday, January 27, 2010; Office of the State Auditor E-Update; Newsletter went out; memo regarding the lighting on the monopole (Broadbent Park); new Crime Watch group (Fawn Lake Drive between Leo Street and Taurus Street-includes 240th Avenue, Nebula Street and 238th Avenue NE); History Center News; January 2010 meeting minutes from Road and Bridge Committee, and the Senior Advisory Board; Memo from Karen Skepper-historic properties within the county; 2009 audit will start February 8, 2009; Letter from the Forest Lake Youth Bureau; Broadband meeting Wednesday, January 27, 2010 from 3:30-5pm; Notice of natural gas change in rates; and memo from the Building Inspector, Barry Olson regarding a septic system complaint on 225th Avenue NE.

Motion by Budde and seconded by Osterhus to adjourn at 8:35pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

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Minutes Town Board February 9, 2010 6:00pm

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall who arrived at 6:20pm.

A motion by Budde and seconded by Halliday to approve the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the written January Building Permit Report is not available. Taken from the monthly inspector's sheet it shows the following permits were issued: 1 new home, 2 mechanical, 1 siding, 1 window and 1 plumbing.

Fire Department-Fire Chief Ken Minske was present and reported for the month of January: 8 medical and 9 fire for a total of 17 runs. Ken stated a lot of training is going on. Discussion on DNR burning permits being available online. Copies of the State Auditors Office Pension Division Newsletter were provided.

Senior Center-Coordinator Judy Hanna-stated the January 18 meeting minutes were available, and were also provided at the last meeting. The continuing sale at the Country Store is going good. All the funds donated go towards Linwood Family Fun Day 2010. The seniors are planning their Annual Corned Beef and Cabbage Dinner on March 17, 2010 from 5-7pm. Thursday, May 13 has been scheduled for tax help for seniors and people with disabilities. Activities added to the monthly calendar are game day and quilting informational times. Supervisor Halliday stated he is keeping in touch with NACE and things are moving along with the merge. More information should be available by the April Town Board meeting.

Road and Bridge-Supervisor Osterhus stated the meeting minutes are posted and available. Training on the 800 MHz radio training is done and the radios are in use. Insurance information was provided to Chris Sauro for the radios.

Jamie Schurbon, Water Resource Specialist-Anoka Conservation District, Martin Lake stormwater project proposal. Planning rejected the proposal. Jamie discussed he would be talking to Craig Jochum, Township Engineer and the Martin Lakers to see if there are high priority areas/spots and work the grant into those areas. He will come back with their recommendation. Supervisors agreed Typo Lake is the major problem.

Sunrise Watershed-Meeting minutes were available. Meeting dates for 2010 were provided.

Park and School Forest-Supervisor Halliday stated the Park Board worked on their 2011 budget and meeting minutes are available. **A motion by Budde and seconded by Halliday to accept the letter from Bob Millerbernd resigning from the School Forest Committee.** Discussion. **Vote. All ayes. Motion carried.**

Attorney's Report: Resolution 2010-03 Authorizing Employment of Interested Officer Supervisor Budde is also a township employee. **Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, and Parker-aye. Budde abstained. Resolution 2010-03 passed. Resolution 2010-04 Setting Park Dedication Fee at \$2,000 per lot. Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Budde-aye and Parker-aye. Resolution 2010-04 passed. A motion by Budde and seconded by Halliday to adopt Ordinance No. 139 adopting the 1997 State Building Code.** Discussion. This becomes effective once it is published. **Vote. All ayes. Motion carried. Resolution 2010-05 adopting the Building Permit and Plan Fee Return Policy. Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Budde-aye and Parker-aye. Resolution 2010-05 passed. Discussion** on zoning for adult entertainment. Supervisor Millerbernd provided the copies of other ordinances collected. **A motion by Budde and seconded by Halliday to give this to Planning and to the firm we would be contacting regarding completing our 2030 comprehensive plan.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on advertising for bids for servicing 3 underground irrigation systems. **A motion by Budde and seconded by Osterhus to advertise for bids for servicing 3 underground irrigation systems. Discussion.** Bidding information should be mailed to the companies who are already servicing what we have. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to approve the payment of the February 9, 2010 bills in the amount of \$28,481.04 and check run #028880 to #028914. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the timeline needed to provide the residents with the proposed budget information for the March 9, 2010 Annual Meeting.

A motion by Osterhus and seconded by Budde to approve the January 26, 2010 Town Board meeting minutes and the February 1, 2010 budget meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: Auditors are here doing the 2009 annual audit; Thank you card from the Doberstein family; Township Officers 2010 Spring Short Course information; Local Board of Appeal and Equalization notice-April 27, 2010; 2009 Yearly Police Report; 2009 Annual Bridge Inspection report; Bachmann Bulletin; Metropolitan Council 2009 Annual Report; Forest Lake Press bid for our official legal newspaper.

Reorganizational Meeting:

A motion by Budde and seconded by Halliday to maintain Chairman Parker as the Chairman. Discussion. **Vote. All ayes. Motion carried.** **A motion by Budde and seconded by Parker to maintain Vice Chairman Philip Osterhus.** Discussion. **Vote. All ayes. Motion carried.** **The Clerk stated records have been returned for the outgoing Supervisors.** **A motion by Parker and seconded by Budde to adopt the second and fourth Tuesday of every month the schedule of the Board's regular meeting starting at 6:00pm.** Discussion. **Vote. All ayes. Motion carried.** **Discussion and tabling the designation of the Township's official newspaper until the next meeting.** **A motion by Budde and seconded by Osterhus to continue the posting of Township notices at the Country Store and at the Town Hall.** Discussion. The posting box at Dolphy's Automotive has not been replaced since it was taken down when the building was resided (late August? 2009). **Vote. All ayes. Motion carried.** **A motion by Osterhus and seconded by Halliday to continue using the 1st State Bank of Wyoming as the town's designated depository.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Budde and seconded by Osterhus to designate the Chairman, Michael Parker, the Clerk, Judy Hanna, the Treasurer, Vicki Erickson, and the Deputy Treasurer, Linda Anderson as the signers on all Township checks.** Discussion. Linda only signs when one of the first three cannot sign. **Vote. All ayes. Motion carried.** Discussion on potential conflict of interest issues. Resolution 2010-03 is updated and changed every year when an employee is also an elected official. Discussion on reviewing and amending board policies as needed. Discussion on reviewing town's AWAIR plan. Both of the maintenance workers attend OSHA training monthly and bring back information. Discussion on the location of inventory training and reference material. In the office on the shelf on the east and west walls. **Discussion** on reviewing town ordinances and town resolution books, and upcoming training opportunities at monthly meetings, as needed. **A motion by Budde and seconded by Halliday to keep the township's mileage rate the same as the Federal rate of 50¢ per mile.** Discussion. We are paying 50¢ per mile as of January 2010. **Vote. All ayes. Motion carried.** **A motion by Budde and seconded by Osterhus to keep the providers of Township services the same with the addition of Supervisor Millerbernd as the Sunrise Watershed representative (S.R.W.M.O.).** Attorney-Gerald Randall, Auditor-David Mol, Building Inspector-Barry Olson, Engineer-Hakanson Anderson, Health Authority-Barry Olson, Road Foreman-Frank Kvidera, S.R.W.M.O.-Bob Millerbernd, Tree Inspector Barry Olson/Mike Budde, Weed Inspector-Barry Olson/Mike Budde. The setting of the office fees by Ordinance will be ready by the March 23, 2010 meeting. **Supervisors' Reasonsability's: Chairman Parker**-Linwood Family Fun Day Committee, Personnel, School Forest, and Planning and Zoning. **Supervisor Vice-Chairman Philip Osterhus**-Road and Bridge, Police/Fire, and Recycling. **Supervisor Bob Millerbernd**-Sunrise River Watershed Management Organization (SRWMO), and the Building Study Committees. **Supervisor Mike Halliday**-Insurance, Senior Center and Park Commission. **Supervisor Budde**-Recycling, Building Maintenance, and Cemetery Committees. Past committees-Anoka County Partners, Citizens Advisory Board, and Planning Task Force Committee are all inactive. The weed and tree duties are being done by the Building Officials.

Board of Audit

Chairman Parker stated the Supervisors approve the bills and the amount twice a month. A complete listing of all the checks and receipts are provided twice a month. The bank statements were reconciled for January 2009 through December 2009. The complete list of disbursements

and receipts has been made available for public review. A complete professional audit is done each year. **A motion by Budde and seconded by Halliday to approve the Board of Audit certifying the financial records of the Clerk and Treasurer. Discussion. Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to adjourn at 7:55pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
February 23, 2010
6:00 p.m.**

Chairman Parker called the meeting to order. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Michael Budde. Also present were the Clerk, Judith K. Hanna and the Attorney, Jerry Randal.

A motion by Halliday and seconded by Millerbernd to approve the agenda allowing for NACE to be moved to the beginning of the agenda. Discussion. Vote. All ayes. Motion carried.

Joanne Yackel, Director of the North Anoka County Emergency Food Shelf and Clothing Closet (NACEFS) was present for discussion on the Linwood Community Food Shelf merging with NACEFS. The merge will allow for the administration and financial part of Linwood's food shelf be done under NACEFS. NACEFS is a 501c3, Linwood is not. NACEFS has all the requirements in place for the 501c3. **A motion by Halliday and seconded by Osterhus to approve the merge allowing for NACEFS and Judy to start working on all the details.** Discussion. Supervisor Holm started this proposal during her term last year. Linwood is a government unit. The senior center is part of that government unit. The food shelf is part of the senior center. A government unit cannot operate a food shelf. The food shelf has its own checking account. Supervisor Holm brought issues surrounding the \$30,000 in the food shelf account, and the concerns she was receiving from residents. That is part of why all of this started. This is the best option for us in order for the food shelf to continue to operate with the support of Second Harvest, and follow all the rules to operate a legal food shelf. The senior center is tax exempt and is an incorporated non-profit organization, but not a 501c3. NACEFS provided a 10-point proposal that outlines how the merger would start out under them. Judy, and Supervisors Halliday and Osterhus met with Joanne and two of their Board of Directors. All 10 points were discussed, and both Supervisors are in agreement this should be done. The food shelf and the employee's hours would stay the same until NACEFS has a good handle on how it is now run. The changes would come gradually. NACEFS would start doing the financial and administration right away. Judy's responsibilities would continue to be "other" within the food shelf, and to assist NACEFS until all operating issues are approved and in place. Halliday stated insurance has been taken out covering the liabilities of the food shelf. The Attorney had questions and Joanne suggested he call and talk to George, who is on their Board of Directors and a retired layer. **Vote. All ayes. Motion carried.**

Chairman Parker stated Planning did not have a meeting this month. **Supervisor Osterhus** asked for discussion on what direction should Planning go when they discuss **Accessory Structures. Discussion** concluded with: **1) Properties over 2½ acres-expanding the number of**

accessory buildings. **2) Removing 807.03, SUBD.3** (2) “A parcel of land may have one (1) dwelling unit, one (1) private garage (whether attached or detached), & one (1) accessory building”. **3) All buildings less than 120 sq. feet** do not require a building permit. Anything over 120 square feet does. Do we want to control the number of permitted sheds? The number of sheds would depend on the acreage. **4). If a business were to move into an accessory building should an Interim Use Permit be required?** The Supervisors felt: 1) If the garage is attached to the dwelling it should be considered part of the dwelling. 2) Any property currently exceeding the number of buildings would be grandfathered in. 3) Allowing a business to move into an accessory building (pole barn). A motion by Budde and seconded by Osterhus to send this discussion to Planning and request their recommendation. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the memo received from Metropolitan Council-incomplete 2030 Comprehensive Plan. The memo states Metropolitan Council staff found the Update incomplete for review, and further review is suspended until additional information is submitted and found complete. Discussion concluded with a **motion by Parker and seconded by Osterhus to contact Northwestern Consultants and ask for a review of the plan and a projected cost. Vote. All ayes. Motion carried. Discussion on asking Northwestern Consultants also to propose zoning to accommodate Adult Entertainment. Vote. All ayes. Motion carried.**

Supervisor Halliday requested the Board’s support in Park’s proposal to work on grants to connect trails within Linwood Township and its surrounding areas. Discussion. Trail connectivity would greatly benefit the inhabitants of Linwood and surrounding communities. There is health, economic, social/community, and environmental and educational advantages to name a few. **A motion by Halliday and seconded by Budde to approve this project with the understanding that, for instance, 205th Avenue could be used in the summer time for the ATV trail. Vote. All ayes. Motion carried.** Discussion on receiving the Certificate of Title for the Grinde charitable contribution of property (School Forest 40 acres). The original deed will stay in the Court House. Discussion on the 2nd Annual Linwood Community Park and School Forest 2010 medallion hunt. It started February 22 and will continue until it is found. Chairman Parker made the medallion, and Linwood Elementary School Principal, Roche Martin, hid it.

Discussion on directing the Attorney to follow-up on the agreement with our cable company regarding not receiving the correct amount of monthly payment. We are receiving \$400 per month when the contract states we should be receiving \$480.00 per month.

Discussion on the Attorney having ready for the next meeting the ordinance adopting office fees for 2010.

A motion by Osterhus and seconded by Budde to direct the Clerk and Chairman to sign the 2010 agreement for residential recycling program from Anoka County. Discussion. This is a yearly agreement. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to direct the Clerk and Chairman to sign the agreement for Sunset Road resurfacing cost sharing. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve payment of the February 23, 2010 bills in the amount of Unknown and check run Unknown to Unknown allowing for the bills

to be paid. Discussion. The amount and check run information will be available at the **next** meeting. **Vote. All ayes. Motion carried.**

No Town Board meeting minutes available for February 9, February 1, and February 4, 2010 budget meeting minutes.

Discussion on Judy's request to be excused from attending Senior Advisory Board/Golden Club meetings. Discussion concluded with no direction from the Board. Judy and Carol Searing will meet and discuss.

A motion by Budde and seconded by Osterhus to approve and file the January Petty Cash and Transportation report for audit. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the extremely tight timeline we are on for receiving financial information in time for mailing the March 9, 2010 Annual Meeting information. **A motion by Parker and seconded by Budde to purchase labels, have 2,000 flyers printed and mail out levy information to all Township residents in time for the March 9, 2010 Annual Meeting.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on setting a meeting for March 1, 2010 at 6:00 p.m. to finalize and approve budget/levy Annual Meeting information. **A motion by Osterhus and seconded by Halliday to post the meeting for March 1 at 6:00p.m.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on the exit meeting for the 2009 audit on Thursday, March 4, 2010 at 7:30 a.m.

Chairman Parker stated the rest of the meeting is informational: Bachmann Bulletin; Office of the State Auditor E-Update; Mike/Chris OSHA refresher training on employee right to know and AWAIR; Thank you card for the Elvis Sweet Treat Date event; and 2009 reported police activity.

Tim Peterson, Township's Sunrise Watershed representative provided copies of the Amended Sunrise River Watershed Management Organization Joint Powers Agreement. Copies of the 3rd Generation Watershed Management Plan comments received, and SRWMO responses from the 45-day comment period.

A motion by Osterhus and seconded by Budde to adjourn at 6:45 p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board March 23, 2010 6:00pm

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker, and Michael Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall who arrived at 6:15pm.

A motion by Budde and seconded by Osterhus to approve the agenda with the addition of the application for Adopt-A-Road. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the February Building Permit Report shows: 1 window, 1 siding, 3 re-roofs, 1 mechanical, and 1 remodeling permits. Supervisor Budde stated it has been real slow.

Fire Department-Fire Chief Ken Minske provided the February meeting minutes and reported 7 medical and 4 fire runs. Members have been busy attending Fire Schools in Mankato and Alexandria. A burning ban will go into effect on March 29, 2010.

Senior Center-Coord. Judy Hanna. The meeting minutes were not available, and the Senior Advisory Board has stated they will not be taping their meetings anymore. The monthly Transit Report was available. The Annual Corned Beef and Cabbage Dinner on March 17, 2010 from 5-7pm was successful. In the two-hour period 170+ people were served. Linwood Family Fun Day Garage Sale Fundraiser is planned for April 9 and 10, and the ongoing sale at the Country Store is still going good. Thursday, May 13, 2010 is property tax help for seniors and people with disabilities. **NACE update:** The attorney is working on the NACE merge agreement. The food shelf's checking account at Village Bank will be turned over to NACE on April 1, 2010. All money (except \$1,700) will be transferred from the Stacy checking account. The Stacy account will be closed, and the Fare For All program will reopen an account under its own name. The Fare for All program is not under the Township at all. It uses the building for its distribution. **Supervisor Halliday** questioned a \$50.00 cleaning charge the day after a Linwood Family Fun Day event to the Senior Center. Judy was directed to make a correction and take it from the General Fund (Linwood Family Fun Day).

Road and Bridge-Supervisor Osterhus referred to the memo received from Craig Jochum, Township engineer recommending awarding the contract to Dunaway Construction in the amount of \$52,117.98 for the 226th Lane NE reconstruction project. The project consists of providing a paved bituminous surface from Martin Lake Road to the end of 226th Lane NE. A full set of construction plans and specifications are available for review. 12 bids were received and opened at 10:00am on Friday, March 19 at the Town Hall. The highest bid was \$70,987.00.

Dunaway's references were checked out along with his subcontractors. **A motion by Osterhus and seconded by Budde to award the bid to the lowest bidder Dunaway Construction.** Discussion. The contract includes a penalty clause for not finishing the project within the time frame. **Vote. All ayes. Motion carried.** Discussion on advertising for street sweeping. Discussion on using and how to store liquid chloride for spraying on gravel roads. Road and Bridge will discuss at their next meeting.

Supervisor Millerbernd stated the Sunrise Watershed Management Organization doesn't meet until May 2010.

Supervisor Halliday reported the Park Board spent most of their meeting discussing plans for trails connecting with East Bethel and Anoka County Parks. Representatives from East Bethel and the planner for Anoka County Parks were present. A subcommittee was set-up, and they will meet 1 hour before their regular meeting time to work on the plans. Cheri Stockinger was also present for discussion on updating the Park Board on what's going on in the Park and Community Forest. **Chairman Parker** stated the School Forest's new Chairperson is Cheri Stockinger. They are working on updating their management plan.

Attorney's Report: The Ordinance adopting Township fees is not completed. It will be ready for the next meeting. Discussion on the two complaints received regarding junky property and road right-of-way obstruction. Both properties were addressed back when 226th Avenue was upgraded. Jerry was directed to write letters to both of the residents regarding the complaints and the time frame to clean-up, or we will follow Ordinance No. 135 to have it cleaned up. The property owner of the vacant property needs to be notified also because of the encroachment being done by the property owner abutting that property.

A motion by Osterhus and seconded by Halliday to accept and file for audit the February 2010 Petty Cash Report. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve the payment of the March 23, 2010 bills in the amount of \$12,067.56 and check run #029013 to #029042. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to approve the Town Board meeting minutes from February 9 and 23, and March 9, 2010, and the February 4, 12, and March 1, 2010 budget meeting minutes. Discussion. Removing the posting box from Dolphy's Automotive. Chairman Parker said he would pick it up. The posting sites at the Country Store and the Town Hall will remain the same. **Vote. All ayes. Motion carried.**

Discussion on the Annual Meeting. Levy was approved for \$1,500,000. The Board supported \$1,516,000.

Discussion from Supervisors Millerbernd, Osterhus and Parker, and Clerk Hanna on attending the Township Officers 2010 Spring Short Course.

Discussion on designating an official newspaper. **A motion by Parker and seconded by Osterhus to maintain the Forest Lake Times as the Township's official paper.** Discussion. Supervisors would really like to see more coverage of Township news and events from the Forest

Lake Times. Discussion on using Township Communication funds to hire someone to cover the township and submit information to the papers. **Vote. All ayes. Motion carried.**

Discussion on the Adopt-a-Road program. An application was received to adopt Martin Lake Road. Judy was directed to order 10 safety vests and colored trash bags. Discussion on providing the safety video and the safety brochure. Judy does not believe she has the video or brochures. Jerry will provide both by the next meeting. Discussion on the signage used for posting. Chairman Parker volunteered the lettering for names. Judy was directed to order 4 signs. **A motion by Osterhus and seconded by Budde to approve the request, to order 4 signs, 10 vests and colored trash bags. Discussion. Vote. All ayes. Motion carried.**

Discussion on the vendor being used for this year's April 24 Recycling Day.

Chairman Parker stated the rest of the meeting was informational: Auditors are done doing the 2009 annual audit. Local Board of Appeal and Equalization notice-April 27, 2010; Bachmann Bulletin; Proposal for Legal Services-Couri, MacArthur & Ruppe, P.L.L.P.; Anoka County News; Office of the State Auditor E-Update; Mike/Chris attended Dig Safely seminar; Anoka County History Center News; Homeowner Education for septic systems; and the 2010 Police Report.

A motion by Osterhus and seconded by Budde to adjourn at 6:55pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
April 13, 2010
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, and Michael Parker. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall who arrived at 6:15pm. Absent was Supervisor Mike Budde.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.

Discussion. **Vote. All ayes. Motion carried.**

David Blumberg, CPA from HLB Tautges Redpath, Ltd. was present to report and answer questions regarding the 2009 Financial Audit. Discussion included Reporting on our Internal Control and Compliance with Minnesota Legal Compliance Audit Guide For Local Governments, and the Management Letter. Also provided was a memo called Communication with Those Charged with Governance. Discussion concluded with 4 findings and responses. As in the past, the staff will respond back with solutions to correct each finding, if we haven't already the tools in place. David stated the reserves are returning back up to the 50% level, and the Township is good shape.

Chairman Parker stated the April Building Permit Report shows the following permits were issued: 4 re-roofs, 1 Deck, 1 deck, and 2-new homes.

Fire Department-Fire Chief Ken Minske reported for the month of March: 13 total runs (3 medicals and 10 fires). Burning permit restrictions are on. Discussion on receiving two bids for the upgrading of the lighting in the station. **A motion by Osterhus and seconded by Halliday to accept the quote received from Weber Electric in the amount of \$3,755.** Discussion. The other bidder was Merit in the amount of \$4,700.00. **Vote. All ayes. Motion carried.**

Senior Center-Coord. Judy Hanna provided the year-to-date monthly Transit Report. One new volunteer attended Linwood Family Fun Days first planning meeting. Volunteers are still raising money for this year's event. The last garage sale brought in \$1,800.00. Supervisor Halliday stated the agreement is still being worked on regarding the food shelf merging with NACE. The Attorney stated he would have the revisions entered into the agreement for the next meeting. Judy stated letters would be sent to all non-county residents informing them of the food shelf sites located in the county they reside.

Road and Bridge-Supervisor Osterhus stated the meeting minutes are posted and available. **Discussion** on the upgrading of 226th Avenue has started. **Discussion** on purchasing a tailgate sander for the 1-ton truck. **A motion by Osterhus and seconded by Halliday to approve the purchase of a tailgate sander as recommended by the Road and Bridge Committee in the amount of \$4,985.88 + installation of \$400.00.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to direct the Chairman and Clerk to sign the Sunrise Watershed Management Organization Joint Powers Agreement. Discussion. This agreement was started by Supervisor Marie Holm. **Vote. All ayes. Motion carried.** Discussion on receiving a letter of interest from Vernon Cardwell.

Park and School Forest-Chairman Parker stated the School Forest is working on expanding the trail system onto the new 40-acre parcel, and updating their Management Plan. A walk through of the park shows the park is showing new growth (maybe more deer), and the oak wilt is not as bad as was projected. The medallion will be returned to Connor Duckson. **Supervisor Halliday** reported the Park Board would be doing their Annual Park Review May 3; leaving the Town Hall at 5:30pm. Park Board member Peter Braido is still working on a trail system connecting with Anoka County Park system and East Bethel.

Attorney's Report: The Ordinance adopting Township fees is not completed. Jerry has not talked to Barry Olson, the Building Inspector, regarding the new fees or the list of new fees. **Discussion** on the two complaints received regarding junky property. Jerry is still working on collecting the tower monthly payment.

Discussion on receiving 4 Irrigation Maintenance Proposals-Ground Force (lowest bidder) \$100.00 per system (\$300.00); Great Northern Landscapes \$645.00; Octatek Industries, Inc. \$1,700.00; and Bever Landscaping \$806.00. **A motion by Halliday and seconded by Osterhus to award the irrigation maintenance to Ground Force Lawncare for \$100.00 per system.** Discussion. **Vote. All ayes. Motion carried.**

Supervisor Osterhus stated one bid was received for street sweeping from Dan's Landscaping Inc. **A motion by Osterhus and seconded by Millerbernd to award the Street Sweeping to Dan's Landscaping, Inc. for the hourly rate of \$85.00 to \$100.00.** Discussion. The total cost for 2009 was \$4,162.50. The difference in the cost using Dan's water tanker plus operator, and the street sweeper and operator. **Discussion** on using the fire departments water truck to go in front of the street sweeper to water down the street. Chief Minske stated it was possible using one of their firemen at their hourly rate. Last year the time was approximately 40 hours. **Vote. All ayes. Motion carried.** Discussion on the township working with other communities in conjunction with some of our other general road maintenance projects.

Discussion on the 2009 Police Data information provided by the Anoka County Sheriffs Department.

A motion by Budde and seconded by Millerbernd to approve and file for audit the March 2010 Petty Cash Report as of 3/31/2010; 4/06/2010 Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; Disbursements Register; and 2010 Transit Expenses. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Osterhus to approve the payment of the April 13, 2010 bills in the amount of \$85,448.28 (1st Quarter Sheriff contract \$62,914.25), and check run #029057 to #029098. Discussion. Vote. All ayes. Motion carried.

Discussion on the information provided on becoming a member to the Anoka County newly formed Mediation Services-Task Force.

A motion by Halliday and seconded by Budde to approve the Town Board meeting minutes from March 23, 2010, as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker reminded all Supervisors they are needed for Recycling Day April 24, 2010. Melvin Pfaffendorf will hand out the trees. Juice, coffee, water, rolls, chips, sandwiches, and snack items will be available for the vendors and volunteers.

Chairman Parker stated the rest of the meeting was informational: Local Board of Appeal and Equalization notice-April 27, 2010, 6:00pm; Office of the State Auditor E-Update; Anoka County History Center News; Homeowner Education for septic systems; 2009 Police Reports; 2010 Urban Town Short Course April 22; MN Township News article-Who Has Control? Wednesday, April 28, 2010 Local Government Officials Meeting; YSB newsletter; HLB Tautges Redpath, Ltd. informational newsletter; and Open House for the Forensic Lab.

A motion by Osterhus and seconded by Budde to adjourn at 7:55pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman

**Minutes
Town Board Meeting
April 27, 2010**

Following the 6:00 p.m. Local Board of Appeal and Equalization

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Call to Order
Pledge to the Flag
Roll Call

the Attorney, Jerry Randall who arrived at 6:15pm.

Business:

Approval of the agenda with changes and deletions

Planning and Zoning-

Application 2010-01

Tom Briden 22755 West Martin Lake Drive

To allow the septic field varying 2'-0 to 5'-0 setback in lieu of 10'-0 setback for septic system on west side of property between street and existing garage.

Application 2010-02

Robert Ridge 7631 Viking Blvd. Conforming Land Division

Codebook recommendation

Road and Bridge-

Annual Dust Control Agreement

Attorney's Report:

Agreement for shared Building Inspector services with the City of Nowthen

Ordinance adopting Township fees

Tower monthly payment

Joanne M. and Arthur H. Thyen-purchase a Township vacant lot

Business operating in a residential area complaint

Other:

Civic Conservation Tree Party

2011-2013 Urban County Requalification for participation in the CDGB and HOME

HUD Programs

Payment of the April 27, 2010 bills in the amount of \$32,613.05 (\$23,500.00 HLB Tautges Redpath 2009 Audit) and check run #029140 to #029174.

Approval, corrections and or additions to the Town Board meeting minutes from April 13, 2010 are not ready/proofed.

2010 Urban Town Short Course April 22; Wednesday update
Recycling Day April 24, 2010 update

Informational: Office of the State Auditor E-Update; March 15, 2010 Senior Advisory Board meeting minutes; Year-to-date 2010 Police calls; Anoka County Construction Weekly; History Center News; Homeowner Education for septic systems; 2009 Police Reports; and April 28, 2010 Local Government Officials Meeting.

Adjournment



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org>

Minutes

Town Board

May 11, 2010

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Joe Van Thomme.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.

Discussion. **Vote. All ayes. Motion carried.**

Building Department- Barry Olson was present for discussion on the last two months of building permits. For the month of April: 2 re-roofs, 2 decks, 1 siding, 1 overhang, 1 addition, 2 garages, 1 porch, 1 mechanical, 1 plumbing remodeling, 4 windows, and 3 new homes. The Attorney has not finalized the ordinance adopting the 2010 fees. Discussion on the surcharge fee that will be increased to \$5.00 on all fixed fee permits for 1 year.

Fire Department- Fire Chief Ken Minske was present for discussion. The monthly report and meeting minutes were provided. For the month of April: 8 medical and 5 fire runs were done. The burning ban has been lifted. They have applied for a DNR 50/50 match grant to go toward the purchase of a handheld radio.

Senior Center-Coord. Judy Hanna provided Senior Advisory Board meeting minutes. Discussion on the upcoming Linwood Family Fun Day garage sale Thursday June 4 and Friday June 5. Sunday the public is invited to come in from Noon to 2 p.m. to take the leftover items for free. The contract for the fireworks is ready. **A motion by Osterhus and seconded by Budde to approve the contract in the amount of \$3,500 and direct the Chairman and the Clerk to sign.** Discussion. The cost is the same as the last 5 years. Whatever the fire department donates towards the event is given as a bonus. **Vote. All ayes. Motion carried.** The committee has suggested and would like the Town Board to approve plans and expenses for building a permanent stage. More information will be presented at the next LFFD meeting. **Supervisor Halliday** stated as of May 6, 2010 the contract between NACE and Linwood's food shelf is valid. May 15, 2010 NACE will officially take over the management of the Linwood food shelf. The hours will be Thursday and Friday from 7:30am to 10:30am. Annabelle Budde will work the food shelf those hours under NACE's direction and payroll. Four keys came with the new locks- 2 for NACE, 1 for the Township, and 1 for the Fire Department. Discussion on the NACE flyer explaining the times, days and the policy for dropping off food donations. It also included the phone number and address for the main NACE location on Highway 65.

Supervisor Osterhus reported the Road and Bridge-meeting minutes are posted and available. **Discussion** on the memo received from the Township Engineer, Craig Jochum regarding 226th Avenue project update and Pay Estimate #1. **A motion by Osterhus and seconded by Halliday to approve the Pay Estimate #1 for the amount of \$3,201.50.** Discussion. Clearing and the grubbing of the trees within the right-of-way are completed. The contractor is waiting for the gas main to be relocated. Once that is completed the Contractor will begin grading the road, storm sewer installation and road construction. The project under contract is to be completed by August 1, 2010. The Contractor stated it would be completed within 5-6 weeks after the gas line is relocated. **Vote. All ayes. Motion carried.**

Sunrise Watershed-Supervisor Millerbernd stated he wants to invite the two residents that had showed an interest in joining the committee as Linwood representatives to the next meeting. Discussion on the funding for Fawn Lake. Fawn Lake is an associated members usage lake. The Township has easements to the lake, but no boat entrance.

Chairman Parker stated the School Forest Committee is working on a trail system for the newly obtained 40-acre parcel, and are planning trails for the east part of the park. A map of the proposed new trail was provided. **Supervisor Halliday** stated the Park Board met May 3 for its Annual Park Review. Discussion on connecting park trails with the DNR, Wyoming and East Bethel is continuing on. Melvin Pfaffendorf planted trees at Boettcher Farm Preserve and in the School Forest.

A motion by Budde and seconded by Osterhus to approve and issue a check to the Cemetery Sexton for December 2008, January 1 to December 31, 2009 and January thru April 2010 for the amount of \$1,700 (\$100 per month). Discussion. The Cemetery Committee has done no job description. **Vote. All ayes. Motion carried.**

The new property complaint will be forwarded to Jerry. A copy of the letter sent to one of the properties located on 226th Avenue has been sent another letter. The other property complaint Joe will follow-up with Jerry. A memo was received from the Building Inspector regarding the business complaint at the last meeting on 244th Circle NE. He has talked with the property owner and requested them to apply for a variance for the home occupation.

Supervisor Budde stated the signs for cleaning up after your dog does state the ordinance number. We have a dozen or so yet to be posted on park property.

Discussion on the memo received from maintenance worker Chris Herring regarding the Township sprinkler systems. **A motion by Osterhus and seconded by Halliday to allow maintenance worker Chris Herring to do the general maintenance on the sprinkler systems and call in additional help, if needed.** Discussion. Ground Force Lawncare received the bid to do the spring start-up, fall shutdown and maintenance. They came to do the spring start-up and contacted Judy regarding declining the project due to time restraints and work needing to be done. Chris has sprinkling system schooling. **Vote. All ayes. Motion carried.**

Supervisor Halliday will contact the family regarding the approval and direction for proceeding with the clean-up of Martin Lake Road. Vests have been ordered (15), and the video, according

to Anoka County, is outdated and the people need to use good old fashioned common sense. No sticks with nails are to be used. The wordage for the signage needs to be decided on.

A motion by Budde and seconded by Millerbernd to approve the payment of the May 11, 2010 bills in the amount of \$20,560.18 and check run #029184 to #029224. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Osterhus to approve for filing and audit the April 2010 Petty Cash, 2010 Interim Financial Report by Object Code; Statement of Receipts, Disbursements & Balances; Receipts Register; Disbursements Register; and January 2010 Treasurer's Reports. Discussion. The Treasurer's reports for February, March and April will be available at the next meeting. Vote. All ayes. Motion carried.

Discussion on the First-Shred recycling company. Joe will pass this program on to Jerry (Township Attorney).

A motion by Budde and seconded by Millerbernd to approve as printed the April 13, 2010 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting was informational: Office of the State Auditor E-Update; Pet Clinic this Saturday May 15, 9-11am; monthly police reports; news release from Anoka County Board of Commissioners-Scott LeDoux resigns; Broadband in the 21st Century; and attending the free legal seminar June 10, 2010.

Discussion on setting a date for the Annual Road Review. **A motion by Budde and seconded by Osterhus to set May 19, 2010 starting at 5:00pm for the review. Discussion. Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to adjourn at 8:20pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
May 25, 2010
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall arrived at 6:30pm.

A motion by Halliday and seconded by Osterhus to approve the agenda with the additions of Resolution 2010-07 Stacy Lions selling non-intoxicating malt liquor for the Fire Department's Annual Dance September 11, 2010, and the February, March and April 2010 Treasurer's reports. Discussion. Vote. All ayes. Motion carried.

Supervisor Osterhus stated the upgrading of Fontana and 237th Avenue/Beta Street would need easements. The Township Engineer, Craig Jochum has confirmed the Township has a 50' easement on the north side of 237th Avenue and a 33' easement on the south side of 237th Avenue. **Bid Notice** for gravel has been published, and copies of the bid notice were sent to past bidders. The opening of the bids will be on June 14, 2010, at noon.

A motion by Budde and seconded by Halliday to approve the 2010 election judges: Head Judge-Ilene Hudak, Assistant Head Judge-Sheila Bien, Shirley Doberstein, Jan McDonough, Lucy Pfaffendorf, Sharon Townsend, Brenda Willard, Barb Lendway, Julie Bernston, Ruth Smallidge, Bonnie Freeland, Bev Schreifels and Kelli Deal. Discussion. Vote. All ayes. Motion carried.

Discussion from Supervisor Osterhus on the annual road review done on May 19, 2010. They covered about ¾ of the Township. Supervisor Millerbernd stated he was glad to hear Sunrise Road was scheduled for an overlay this year.

Discussion on the written request from Melvin Pfaffendorf to compensate helper for the planting of the trees. Chairman Parker stated volunteers are not compensated. Supervisor Halliday stated this should go before the Park Board.

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A motion by Halliday and seconded by Budde to approve payment of the May 25, 2010 in the amount of \$15,020.99 and check run #029241 to #029262. Discussion. Vote. All ayes. Motion carried.

Discussion from Supervisor Osterhus regarding the road grading being done by contractor Denny Brown. He has provided Denny with a written memo explaining how the roads are to be graded.

A motion by Halliday and seconded by Budde to approve the Town Board meeting minutes from May 11, 2010, as printed. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Millerbernd to approve Resolution 2010-07 for the Stacy Lions to sell non-intoxicating malt liquor for the Fire Department's Annual Dance September 11, 2010. Discussion. Roll call vote. Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye, Budde-aye. All ayes. Resolution 2010-07 approved.

The Attorney, Jerry Randall reported he is still working on collecting back tower monthly payment fees. **Discussion** on Frank Kvidera surveying the Township property we are selling to Joanne M. and Arthur H. Thyen. The abutting property owner may be encroaching on the Township property by 3½ ft. The Attorney will contact both parties involved and work out a solution. The Thyen's are purchasing the property for a septic system. **Discussion** on having the Building Inspector, Barry Olson, double-check the Ordinance adopting Township fees before it is published. It should be ready for publication by the next meeting. **Discussion** on the 4 repeated property complaints. One is on Typo Creek Drive N.E.; two are on 226th Avenue N.E., and 1 on 225th Avenue N.E. **A motion by Budde and seconded by Millerbernd to have the Attorney review and follow-up with letters, or to start the process following Ordinance 135. Discussion. Vote. All ayes. Motion carried.** **Discussion** on the informational, signed letter from residents regarding the barking of a dog within their neighborhood. **Discussion** on the recycling company First Shredder. Supervisor Osterhus would like to use them during the Spring Recycling Day.

A motion by Budde and seconded by Halliday to approve and file for audit the February, March and April 2010 monthly Treasurer's reports. Discussion. Vote. All ayes. Motion carried.

Supervisor Millerbernd introduced Dan Babineau and made a motion to appoint Dan as the second Township representative to the Sunrise River Watershed Organization. Discussion. Vernon Cardwell also had an interest, but has declined. Tim Peterson is the other appointed member. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to adjourn at 6:45pm. Discussion. Vote. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

June 8, 2010

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Halliday and seconded by Osterhus to approve the agenda. Discussion. Vote. All ayes. Motion carried.

Chairman Parker reported for the **Building Department-** May Building Permit Report. 1 re-roof, 2 windows, 1 new home (total of 8 for the year), 1 demolition, 2 decks, 1 screen porch, 1 plumbing, 2 decks, 2 septic, 1 basement finish, and 2 siding. Discussion on the memo received from contracted Building Inspector Barry Olson. He would not be attending tonight's meeting, and he will be on vacation from June 16 through June 23. He has made arrangements with Mike Budde and Dan Swanson to provide building services in his absence.

Fire Department- Fire Chief Ken Minske stated the meeting minutes are available. Fourteen runs for the month of May: 9 medical and 6 fire. Scott Smith has taken and completed fire investigation classes required by the BCA. Four probation members will have completed their probation at the end of this month. They will be sworn in as new members on July 28th. The members will be participating in the East Bethel Booster Day, Forest Lake 4th of July parades, and the Water Ball tournament in St. Francis. The Killer Hayseeds will be playing at the Annual Fireman Dance September 11, 2010. They have applied for a training grant in the amount of \$7,600 for 2010-2011 Hazmat training, Firefighter 1 & 2, and the burn trailer.

Senior Center-Coord. Judy Hanna provided the year-to-date transit report. Rider revenue is almost at what it was for the entire last year. (\$1,449.00, 2009- \$1,582.00). Linwood Family Fun Day's last garage sale netted \$747.00. The next sale will be Friday, October 8 and Saturday the 9. We will again allow people to come in on Sunday from noon to 2 pm for free items. The Elvis Experience will be here July 31 for Christmas in July concert. Chairman Parker and Supervisor Millerbernd provided information on building a stage for stage events. The cost is \$1,500. **A motion by Halliday and seconded by Budde to approve the spending of up to \$1,500 from the LFFD fund for the stage. Discussion. Supervisor Millerbernd volunteered his time to order the supplies and build it following all the requests from the building department. A motion by Budde and seconded by Osterhus to waive the building permit fee, if required. Discussion. Vote. All ayes. Motion carried.**

Supervisor Osterhus stated the Road and Bridge-Committee meeting minutes are posted and available. Discussion on the memo received from Township Engineer, Craig Jochum regarding the 226th Lane reconstruction project update, and approval for 226th Lane Pay Estimate #2 for \$20,550.33. **A motion by Halliday and seconded by Budde to approve Pay Estimate #2 for 226th Lane \$20,550.33.** Discussion. **Judy stated the bill would be included with the next meeting bills. Vote. All ayes. Motion carried.** Discussion on the upgrading of Fontana, Beta and 237th Avenue. Supervisor Osterhus stated that at this time the only work to be done on those sections would be to continue on with acquiring the needed 16 feet for the Township's road right-of-way, where needed. Two residents Kent Rogers and Gary Forbord, were present for discussion in favor of doing only what is required to maintain the road as it is.

Supervisor Millerbernd stated the Sunrise Watershed meeting went better having two representatives from Linwood on the committee. An understanding of why Fawn Lake is also an important lake to have funds spent on to maintain the water quality.

Supervisor Halliday stated some members from the Park Board went on the proposed trail walk that Peter Braidon is working on. Chairman Parker stated the School Forest Committee does not meet again until school starts in the fall. They are planning to have a booth at Linwood Family Fun Day.

The Attorney Jerry Randall reported: The Ordinance adopting Township fees will go one more time to Barry Olson (building inspector), and then it is ready for publishing. A letter has been sent to Crown Castle Tower USA for collection of back payment rental fee for the cell tower located on Broadbent Park. Frank Kvidera has surveyed the vacant township property Joanne M. and Arthur H. Thyen are purchasing for a septic system and has found no encroachment. Jerry was directed to continue on with the process. The property located at 683X 226th Avenue is in violation of our codebook. Jerry was directed to work with Mike Budde and take pictures to state court proceedings. Pictures will also be taken of the 220XX Typo Creek Drive NE and 690X 226th Avenue NE properties for starting the court proceedings.

A motion by Budde and seconded by Halliday to approve the June 8, 2010 bills and in the amount of \$10,869.76 (\$4,250.00 street sweeping) and check run #029271 to #029298. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to approve the May 2010 Petty Cash, 2010 Interim Financial Report by Object Code; Statement of Receipts, Disbursements & Balances; Receipts Register; and Disbursements Register. Discussion **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Halliday to approve the May 25, 2010 Town Board meeting minutes, as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: Office of the State Auditor E-Update; Pet Clinic this Saturday, June 12, 9-11am (Supervisor Millerbernd will attend); monthly police reports; and a letter from Mediation Services.

Discussion on using the abatement proceedings against the property located at 2311X West Martin Lake Drive NE. **A motion by Halliday and seconded by Budde to direct the attorney to start**

the process. Discussion. It was because of this property and a few others we have the new Abatement Ordinance. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to adjourn at 6:50p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
June 22, 2010
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Osterhus and seconded by Budde to approve the agenda. Discussion. Vote. All ayes. Motion carried.

Planning and Zoning

Variance Application 2010-03 received from Tom Luther requesting to allow the north side setback from 10' to 5' for deck on the side of house connecting decks on the front and back of the house and also to access entry door on the side of the house. Property Address is 22535 Martin Lake Road NE, Stacy, MN 55079. Property Identification Number: R04-33-22-13-0006. Planning recommended approval. Tom Luther was present. Chairman Parker stated Planning recommended approving the Variance request. The hardship is the fact the deck is pre-existing. Approving the variance request allows the residents to have an entrance and exit on the back side. A motion by Halliday and seconded by Osterhus to grant the var

Dan Rhode

DNR-upgrading of 205th Avenue

Forest Lake Area Service Youth Bureau

Renee Wagner

Awarding gravel and spreading bid

Bjorklund Trucking

Bid 1-6,000 tons of Class 5 gravel hauled, spread, and packed on specific roads as directed-\$10.25 per ton

Bid 2-6,000 tons of Class 5 gravel hauled and dumped on specific Township roads as directed-\$9.25 per ton

Attorney's Report:

Confidentiality form

Ordinance adopting Township fees

Joanne M. and Arthur H. Thyen-purchase a Township vacant lot

Abatement proceeding
Property complaint updates

Approval for the Clerk to be a 2010 election judge.

Payment of the June 22, 2010 bills in the amount of \$133,898.25 (\$62,914.25 Qtr. 2 Sheriff's contract; \$20,550.33 - Pay Estimate #2 - 226th Lane reconstruction; and \$19,643.35 annual insurance premium,) and check run #029314 to #029347.

May 2010 Treasurer's Report

Approval, corrections and or additions to the Town Board meeting minutes from June 8, 2010.

Flagpole

Next newsletter

Informational: Office of the State Auditor E-Update; May17, 2010 Senior Advisory Board meeting minutes; Summer Short Course information; Sealcoating on Sunset Drive was scheduled for this week; and the 2009 Mediation Services Annual Report;

Adjournment



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Minutes Town Board Meeting July 13, 2010 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Osterhus and seconded by Budde to approve the agenda with the additional items. Resident Gary Wettschreck, new property complaint, awarding the bid for the 2010 Street Maintenance, and reducing the mileage rate for the bus. **Vote. All ayes. Motion carried.**

Department Reports:

Building Department- Barry Olson was present for discussion on the June Building Permit Report-3 re-roofs, 4 windows, 1 new home, 4 decks, 1 garage, 1 water heater, 1 in-floor heat, 1 A/C, 1 general repair, 1 fire repair, and 2 siding. Discussion on the Ordinance adopting Township fees.

Fire Department- Fire Chief Ken Minske was present for discussion. Meeting minutes were available. For the month of June: 11 medical and 8 fire runs were responded to. The members have been busy attending parades, and the funeral for Kay McChesney. Discussion on the special ceremony July 28, 2010 at the Fire Station at 7:00 p.m. for the first Badge Pinning Ceremony of the Linwood Fire Department Staff.

Senior Center-Coordinator Judy Hanna-Senior Advisory Board June meeting minutes and transit reports were available. Chairman Parker and Supervisor Millerbernd discussed the building of the stage (12' by 20'), and the dedication ceremony for the flagpole. **Supervisor Millerbernd** requested up to \$25.00 to allow for food and refreshments for the girl scouts helping with the building of the stage. **A motion by Halliday and seconded by Budde to allow up to \$25.00 for food and refreshments for the helpers working on the building of the stage.** Discussion. Saturday, July 17, 2010. This is a community service project for the Girl Scouts. **Vote. All ayes. Motion carried.** Discussion on the request to reduce the \$1.00 per mile cost for pleasure group trips. **A motion by Halliday and seconded by Budde to reduce the mileage to 75¢ per mile effective August 1, 2010, and to be reviewed in January 2011.** Discussion. **Vote. 4 ayes. Osterhus-nay. Motion passed.** Supervisor Osterhus stated the Senior Advisory Board has \$9,000-\$10,000 of their own money that they could be spending to support the pleasure trips. He would have supported \$.85 per mile.

Road and Bridge-Meeting minutes are posted and available. **A motion by Supervisor Osterhus and seconded by Budde to approve Pay Estimate #3-\$22,577.70 for 226th Lane upgrading project.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the memo received from Craig Jochum, Township Engineer recommending awarding the bid for the 2010 Street Maintenance Project to the lowest bidder Rum River Contracting for the amount of \$168,492.75. **A motion by Osterhus and seconded by Halliday to award the bid for the 2010 Street Maintenance Project to the lowest bidder Rum River Contracting for the amount of \$168,492.75.** Discussion. Four bids were received: Rum River Contracting \$168,492.75; Knife River Corp. \$177,137.52; Hardrives, Inc. \$179,121.26; and North Valley, Inc. \$199,493.66. The project consists of overlaying West Martin Lake Drive from 229th Avenue to 232nd Avenue, and reclaiming the existing bituminous and repaving Ryan Lake Drive from Sunrise Road to County Road 75. The Engineer's estimate for the construction was \$183,200. **Vote. All ayes. Motion carried. Supervisor Osterhus** stated if the Road and Bridge budget has funds available repaving further on Sunrise could be done. **A motion by Osterhus and seconded by Budde to approve Pay Estimate #3 in the amount of \$22,577.70 to Dunaway Construction for upgrading 226th Lane.** Discussion. **Vote. All ayes. Motion carried.** Discussion from a resident regarding the realignment of 217th Avenue and Zodiac Street. Supervisor Osterhus stated the road grader nor are snowplow operators having problems with the road. It was realigned to where it was platted-not to where the cars were driving. **Discussion** from a resident regarding the cost of applying magnesium chloride to a section of gravel road and when would it be done? Supervisor Osterhus stated the cost hasn't been figured out yet, and the road needs gravel on it before applying magnesium chloride. Gravel is being ordered this year for that road. In the past, the road grader was given direction to stay off that section of Fontana. If you want it bladed, direction will be given to blade after the next rain. **Discussion** from Supervisor Osterhus to spend up to \$2,500 from the Road and Bridge fund for tree trimming along Township roads. **A motion by Budde and seconded by Millerbernd to allow up to \$2,500 for tree trimming.** Discussion. **Vote. All ayes. Motion carried.**

Sunrise Watershed-Supervisor Millerbernd stated they didn't meet.

Park and School Forest-Supervisor Halliday stated the committee is concentrating on the trail system. Jennifer Braido has resigned from the board. **A motion by Halliday and seconded by Millerbernd to accept the resignation from Jennifer.** Discussion. The Clerk was directed to send a letter of appreciation to her. **Vote. All ayes. Motion carried.** Chairman Parker stated the School Forest Committee will meet again in October.

Attorney's Report: The Building Inspector has approved the Ordinance adopting Township fees. Once Judy receives the final copy from the Attorney, it will be published. **Property clean-up complaints**-Jerry stated pictures have been taken, and the follow-up process on all of the property complaints is proceeding. Pictures need to be redone in the fall on the West Martin Lake Drive property. **Discussion** on the tower monthly payment from Crown Castle. **Discussion** on action taken regarding an East Martin Lake Drive resident and ducks complaint. Judy stated a letter was sent along with a copy of the Ordinance. Follow-up will be at the August 10, 2010 meeting. **Discussion** on an old property complaint from 1996. The property has never been totally cleaned up and it is getting worse. **A motion by Parker and seconded by Osterhus directing the Attorney to start the abatement proceeding on the property located West of Fontana Street on 229th Avenue.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on the Eagle Scout project replacing the old township sign and flowerbed.

Discussion on Chairman Parker and Supervisor Osterhus attending a meeting at the City of Columbus July 11, 2010 at 10:00 a.m. regarding Anoka County cutting funds to the Sheriff's Department by \$500,000. The Sheriff's Department is cutting funding to the School Resource Officer program. Up until now Linwood has paid ⅓, Columbus ⅓, and Anoka County Sheriff's Department has paid ⅓. Anoka County has cut their portion of the position effective as of 2011. Discussion concluded with **a motion by Osterhus and seconded by Millerbernd to hold a special meeting August 16, 2010 starting at 7:00 p.m. for input from the residents regarding direction.** Discussion. Fund the extra amount (½ of the \$40,000=\$20,000), drop the program, or continue funding as we have been keeping the position for school time only. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to pay the July 13, 2010 bills in the amount of \$79,497.68 (\$29,905.50 County Assessor Contract; and \$22,577.70 Dunaway Construction Pay Estimate #3-226th Lane) and check run #029372 to #029407. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Millerbernd to approve the June 2010 Petty Cash Report for filing and auditing. Discussion. The June 2010 bank statement has not been received. The June 2010 Interim Financial Report by Object Code; Statement of Receipts, Disbursements & Balances; Receipts Register; and Disbursements Register reports will be available at the next meeting. **Vote. All ayes. Motion carried.**

Discussion on the August 10, 2010 State Primary Election. **A motion by Halliday and seconded by Budde to post notice the regular Town Board meeting will start at 8:15 p.m.** Discussion. The polls are open from 7:00am to 8:00pm. Chairman Parker stated this meeting will be to approve the bills. No community reports. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting is informational: Office of the State Auditor E-Update; Anoka County Historical Society News Letter; Public Notice for filing for November Township Election; News Release-Fiber Broadband grant; and Police Report.

A motion by Osterhus and seconded by Halliday to adjourn at 7:55 p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org>

**Minutes
Town Board Meeting
July 27, 2010
6:00 p.m.**

Vice-Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Philip Osterhus, Michael Halliday and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall. Absent was Michael Parker.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Planning and Zoning Application 2010-04 received from Todd Mulvehill requesting a Variance to build an additional 24'x32' accessory building. The Planning and Zoning Secretary notes recommend approval contingent on proving a more accurate site plan. The property is 12 ½ acres. The house and other out buildings are all located behind large full grown trees. Todd provided an accurate site plan locating the house, other out buildings, well, septic and the location of the new building. **A motion by Budde and seconded by Millerbernd to approve the Variance Application 2010-04 received from Todd Mulvehill allowing an additional 24'x32' accessory building.** Discussion. Planning recommended approval and a new site plan was provided. **Vote. All ayes. Motion carried.** Application 2010-05 received from Paul and Elizabeth Wedebrand requesting two Variances 1). 10 foot road side setback 2). 1' from both side lot lines for the 12" eaves. Paul and Elizabeth Wedebrand were both present for discussion. A motion by Budde and seconded by Halliday to approve both the variance requests for Application 2010-05. Discussion. The property is a lot of record.

Discussion from Supervisor Millerbernd on the building of the stage using LFFD funds and help from the local girl scout troupe. While digging the footings wiring and cable lines were hit. Gofer One was called, and the known lines were flagged off. Not sure why or for sure what went wrong. Chairman Parker called in our local electrician to come in and repair. The flagpole, flowers, rock and mulch are all ready for the September 11, 2010 dedication. Millerbernd thanked the volunteers who helped with the equipment needed for both the stage and the flagpole. Discussion on asking for bids to have lighting on the flag pole. the dedication ceremony

Attorney's Report: Discussion requested from resident Steven Anderson on who is the dedicated authority for requesting information. Discussion concluded with a motion by Budde and seconded by Halliday direction the Attorney to draft an ordinance/resolution on who is the dedicated authority for requesting public information. Discussion. Once that is done it would be posted and a form would be use filled out by the requester. Vote. All ayes. Motion carried.

Complaint

Tower monthly payment

A motion by Budde and seconded by Osterhus to approve the payment of the July 27, 2010 bills in the amount of \$11,812.04 and check run #029451 to #029478. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Millerbernd to approve and file for audit the June 2010 Interim Financial Report by Object Code; Statement of Receipts, Disbursements & Balances; Receipts Register; and Disbursements Register; and June Treasurer's Report. Discussion. Vote. All ayes. Motion carried.

2011 Pictometry

Discussion on the State Primary Election-Polls are open August 10 from 7:00am to 8:00pm-Town Board meeting is at 8:15 p.m.

July 13, 2010 meeting minutes

Informational: Market Value Credit Reductions for 2010 and future years; OSHA training on defensive driving/distracted drivers and fatigued driver's safety training; Special Meeting notice and Anoka County News.

Adjournment



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**Minutes
Town Board Meeting
August 10, 2010
8:15 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Michael Parker, and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall. Absent was Philip Osterhus.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Millerbernd to approve the payment of the August 10, 2010 bills in the amount of \$13,163.33 and check run #029496 to #029527. Discussion. Vote. All ayes. Motion carried.

Discussion on charging \$5.00 and having no policy recognizing any fee for information requested that needs to be reformatted (including blocking out known private data), more than 2 months old, or regenerated from the accounting program that was not readily available. Jerry will provide information at the next meeting regarding if the charge needs to be done by or added into the current ordinance.

Discussion on the memo received by some employees regarding having to file an amended 2008 tax return.

A motion by Halliday and seconded by Budde to adjourn at 8:22p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Special Meeting
August 16, 2010
7:00 p.m.**

Names taken from the sign-in sheet:

Vernon Boettcher, Audrey Drury, Gale Kohel, Kenneth Kohel, Alice Pickering, Debbie Parker, Mike Parker, Michael Halliday, Ed Kramer, Mike Budde, Annabelle Budde, Dennis Peterson, Angel Peterson, Pat Quinlan, Michelle Quinlan, Scott LeBoutillier, Craig Bjoraker, Chuck Schultz, Jody Berg, Amy Frederick, Chris Pesck, Steve Anderson, Sharon Reed, Dave Lorberter, Matt Heurung, Mark Olson, Tessa Abrahamson, Bob Beckman, Jesse Mishler, Mike Raml, Rubin Brown, Jim Garrison, Josh Anderson, Traci Riebe, Roche Martin, Molly Schoessow, Steffan Fay, Denny Peterson, William Krebs, Sr., Jeff Duraine.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Michael Parker, and Mike Budde. Also present was the Clerk, Judith K. Hanna. Absent was Supervisor, Philip Osterhus.

Chairman Parker stated the purpose of the special meeting was to allow for input from the residents regarding future funding of the Linwood Elementary School Resource Officer (SRO).

Captain Wells and Deputy Fahey, current SRO Deputy, were present to provide information and answer questions regarding the SRO program from the audience.

Summary: The SRO position has been funded by the City of Columbus, Township of Linwood and the Anoka County Sheriffs Department. All paying one-third of the cost (\$41,333.000). The Sheriff's office is cutting out the county's portion. Linwood and Columbus are both facing the same questions. Where would they find the \$41,333.00 (\$20,666.50 each) between the two of them to continue funding for 352 days a year? The amount funded by Linwood and Columbus would cover the school year only. Linwood has already approved the levy for the 2011 year; Columbus has not. The SRO splits his time between Linwood and Columbus Elementary schools. A mock vote was taken showing 22 people present were in favor of not supporting the SRO position. The Town Board will discuss this meeting at their August 24, 2010, Board meeting.

Discussion concluded with **a motion by Budde and seconded by Halliday to adjourn at 7:55pm. Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting September 14, 2010 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker, and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

Chairman Parker stated no agenda is available. Printer is not working. He will be following a drafted agenda.

Don Sherper, Association of Township District 7 representative, was present to provide information on Township government legislation, the upcoming September 23, District 7 meeting in Cambridge, and the Annual Conference held in Duluth this year.

Chairman Parker stated the Building Department issued 14 permits for the month of August: 1 garage, 2 re-roofs, 3 windows, 1 septic, 1 new home, 1 deck, 2 mechanical, 1 accessory building, 1 addition, and 1 siding.

Fire Department-Fire Chief Ken Minske requested to be on September 28, 2010 agenda. Discussion on a credit card for the fire department. Tabled until the next meeting.

Senior Center-Coordinator, Judy Hanna-Senior Advisory Board August meeting minutes and the August 2010 Transit Report are available. **Discussion** on the awesome September 11, 2010 Linwood Family Fun Day. The car show registered 85 cars; the 5-K run had 49 runners; the talent show registered 7 acts-Madi Anderson was the winner; the bike show attendance was down (Patriot's Day); Pie eating contest -Blueberry pie- all contestants were winners!!

Discussion on the quote received from Altra Electric for lighting for the flagpole at \$2,600.00 (Weber Electric \$3,135.00). **Discussion** on purchasing up to \$200.00 of tickets for the annual fundraiser for Anoka County History Center to be given to LFFD volunteers. **A motion by Osterhus and seconded by Budde to purchase 12 \$15.00 tickets (\$180.00) for the ACHC annual fundraiser.** Discussion. This year's event is a Sock Hop. **Vote. All ayes. Motion carried.** **Discussion** on Movie Night-this Friday "Pay it Forward"; the Golden Club's annual Fall Dinner September 24, 2010 7-9pm; and the annual Halloween Party October 31, 2010 6-8pm. **A motion by Parker and seconded by Millerbernd to match the donations received from the Senior Advisory Board, Golden Club and the Helping Hand up to \$150.00.** Discussion. Millerbernd stated this is another good use of the senior center and community event. **Vote. All ayes. Motion carried.**

Supervisor Osterhus stated the Road and Bridge Committee did not meet this month for their regular meeting. They will be doing the fall annual road review on Saturday, September 18, 2010. Anyone interested in riding along should contact the office. Discussion on the memo received from the Township Engineer, Craig Jochum regarding the final payment - \$4,216.98 for Cranberry Drive overlay. **A motion by Osterhus and seconded by Halliday to approve the final payment for the Cranberry Drive overlay project.** Discussion. **Vote. All ayes. Motion carried.**

Supervisor Millerbernd stated the Sunrise Watershed didn't meet this month. He did attend the Martin Lake Association meeting, and the Sunrise Watershed received full funding from the Association for a storm water assessment project for the west side of Martin Lake.

Chairman Parker stated the School Forest committee won't be meeting until October. They did have a booth at LFFD. Discussion on the purchasing of a John Deere X720 in the amount of \$10,935.91. The amount includes the snowblower attachment. Because of the time frame and need, Judy was given permission to authorize employee Chris Herring to continue on with the purchase. **A motion by Osterhus and seconded by Halliday to approve the purchase for the John Deere mower in the amount of \$10,935.91.** Discussion. Suburban Lawn Center accepted the unused supplies we have for credit to purchase supplies for the new mower. A quote was also received from Greenberg Implement. **Vote. Four ayes. Budde abstained. Motion carried.**

Information was provided for the Cemetery Committee. Their next meeting is October 20 at 6:00pm. Discussion on attending the Annual Cemetery Convention October 7-8 (\$175.00) in Hinckley, MN. **A motion by Budde and seconded by Millerbernd to approve two committee members to attend-one to be the Clerk.** Discussion. **Vote. All ayes. Motion carried.**

Attorney's Report: Discussion on the follow-up letter regarding the ducks being fed by a property owner on East Martin Lake Drive. Jerry stated the letter is okay to be mailed to them. **A motion by Osterhus and seconded by Halliday approving the Confidentiality Agreement drafted by the Attorney.** Discussion. The clerk was directed to provide a copy of the form to all employees with their next check. **Vote. All ayes. Motion carried.** Discussion on the Responsible Authority form. **George Radke-Kiwi** Snowmobile Trail Coordinator was present for discussion on supporting their request for 205th Street being designated as an All Terrain Vehicle Trail. Discussion concluded with **a motion by Budde and seconded by Osterhus to direct the Attorney to draft a resolution supporting this request.** Discussion. The entire right-of-way of 205th Avenue from the east boundary to the intersection of 205th Avenue and Jodrell Street. **Vote. All ayes. Motion carried.**

Discussion on the payment of the September 14, 2010 bills in the amount of \$26,005.50 and check run #029598 to #029627. Payment of the LFFD bills in the amount of \$6,448.00 and check run #029582 to #029589. **A motion by Osterhus and seconded by Budde to approve the bills in the amount of \$26,005.50 and check run #029598 to #029627. Payment of the LFFD bills in the amount of \$6,448.00 and check run #029582 to #029589.** Discussion. **Vote. All ayes. Motion carried.**

Supervisor Osterhus and Judy attended a free Township Legal Seminar on September 9, 2010.

Discussion and a motion by Halliday and seconded by Millerbernd to approve for audit and file the August, 2010 Petty Cash and July Treasurer's Report. Discussion. Judy was to check on the Park fund balance. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting material was informational: Meet the Candidates on Wednesday, October, 27, 2010, at 7:00 p.m; District 7 meeting notice September 23, 2010 at 7:00 p.m.; Police activity update; E-Update from the State Auditors Office; SAVE THE DATE fundraiser-Mediation Services September 16; and the July 2010 police report.

A motion by Halliday and seconded by Budde to adjourn at 8:10pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting September 28, 2010 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Variance Application 2010-06 received from Stephen and Deborah Ford requesting a 10' road side setback from 10' to 0' replacing a holding tank system with a septic system. Chairman Parker stated Planning and Zoning recommended approval contingent on a survey proving the septic system is out of the road right-of-way. Approval from the lake has been approved by Anoka County Shoreland. Mac's Sewer Service, owner Michael McElhatton was present for verifying the installer will need to verify all property lines and well setbacks prior to construction. Frank Kvidera did work with both the Fords and Michael after the Planning and Zoning meeting. **A motion by Parker and seconded by Osterhus to approve application 2010-06 from Stephen and Deborah Ford requesting a 10' road side setback from 10' to 0' replacing a holding tank system with a septic system contingent on plans show the system is not in the road right-of-way. Discussion. It is a Pressurized At Grade system. The use of right-of-way for snow storage should not hurt the system at all (act as insulation). The hardship is the limited land space, and it is a good thing anytime a septic system can be installed over keeping a holding tank. Vote. All ayes. Motion carried.**

Fire Department-Fire Chief Ken Minske-meeting and run information available. Total runs for September are 12; 3 medical and 9 fires. Fire personnel will be with the Linwood Elementary students for Fire Prevention Day on October 5th. The Open House at the fire station will be held October 9th from 1pm to 3pm. **Discussion** on the feasibility of hiring a firefighter part-time. Supervisors Budde and Osterhus volunteered to be on the committee with firefighters to help with the study. **Discussion** on the fire department having a credit card for department use. **A motion by Osterhus and seconded by Budde to allow the Fire Chief, Ken Minske to work with the Wyoming Bank on securing 1 card to be used for gas for the fire trucks, as needed, and for the fire chief to purchase department supplies. Discussion. Vote. All ayes. Motion carried.** The department is hosting Fire Instructors class for eight of Linwood's members along with members from SBM, Andover, Ham Lake, and Forest Lake. **A grant** to be used for training for 2010-2011 in the amount of \$7,600.

Supervisor Halliday informed the Board, Park member Peter Braido is still moving forward with the park trail and educational enhancement plan update. The process is long, and Peter is working on plans that have the highest priority due to the greatest public benefit at the lowest cost. One of the plans is to create a new trail from Island Lake to connect to the School Forest's trail system at the south entrance.

Attorney's Report: Discussion on Judy completing the Responsible Authority questionnaire form and returning it back to Jerry before he can go further. **Discussion** on Ordinance #140-amending section 602.05 **Town Streets and Roads**. of part 2. All Terrain Vehicles, Chapter VI. **Traffic and Motor Vehicles**, of the Linwood Town code. **Exception regarding 205th Avenue N.E.** The entire right of way of 205th Avenue N.E. from the east boundary of Linwood Township to the intersection of 205th Avenue N.E. and Jodrell Street N.E. is hereby designated as an **All Terrain Vehicle Trail**, and all terrain vehicles within this segment of 205th Avenue N.E. are not subject to the provisions above restricting operation of all terrain vehicles to the shoulder or the far right-hand side of the roadway surface, but all terrain vehicles must in all cases operate in the same direction as the roadway traffic on the nearest lane of the roadway. **A motion by Osterhus and seconded by Budde to approve and adopt Ordinance #140.** Discussion. Chairman Parker stated the Ordinance was discussed at the last Planning and Zoning meeting and they recommended approval. **Vote. All ayes. Motion carried.** **Discussion** on the letters and time frame left of 16 days for removing items of violation from properties located on 225th and 226th Avenue.

A motion by Budde and seconded by Millerbernd to approve the September 14, 2010 meeting minutes as printed. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the Linwood Hall of Fame Award. Supervisors directed Judy to provide a group award statement using the wordage from the Proclamation.

Discussion on correcting and adding information to the program used for the Flagpole Dedication. Welcome-Chairman Michael Parker, Color Guard-Forest Lake VFW, Bagpipe-Dan Kilbury, Robert Beckman-carried the new flag, and Kenneth Mackie-raised the flag. Permission was given for Judy to make changes on the program.

A motion by Budde and seconded by Halliday to approve the payment of the September 28, 2010 bills in the amount of \$91,709.43 (3rd quarter sheriff's contract \$62,914.25) and check run # 029628 to #029655. Discussion. **Vote. All ayes. Motion Carried.**

A motion by Halliday and seconded by Millerbernd to approve for filing and audit the August 2010 Interim Financial Report by Object Code; Statement of Receipts, Disbursements & Balances; Receipts Register; and Disbursements Register. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: Budget sheet as of 8/31/2010; Metro-Council newsletter; November 2, 2010 election sample ballot; and Judy attended and received a certificate of appreciation to the senior center and food shelf in supporting the "Feed The Need Ministry" at the Refuge of Hope in Andover in distributing food to the community.

A motion by Osterhus and seconded by Halliday to adjourn at 6:40pm. Discussion. Budde questioned no action by the Board on a letter they received from Rudi McCurdy. Chairman Parker stated he had not read it. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
October 12, 2010
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the September Building Permit Report is posted: 3 garages, 6 re-roofs, 1 window, 1 new home, 1 deck, 3 mechanicals, 1 addition, 1 alteration and 2 siding.

Senior Center-Coordinator, Judy Hanna provided the **September 2010** monthly Transit financial report log report. Discussion on the **Linwood Family Fun Day** “Wind-Down” party October 20, 6:00pm at Linwood Country Store and Pizza. All volunteers are invited. **Supervisor Millerbernd** volunteered to finalize the spending of \$150.00 for the Annual Halloween Party October 31, 2010, 6-8pm.

Discussion on the Road and Bridge Annual Road Review on Saturday, September 18, 2010. Meeting minutes provided. **A motion by Osterhus and seconded by Budde to approve Pay Estimate #5 for 226th Lane in the amount of \$2,045.35 to Dunaway Construction.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Osterhus and seconded by Budde to approve Pay Estimate #1 \$152,564.51 for 2010 Street Maintenance Project to Rum River Contracting.** Discussion. **Vote. All ayes. Motion carried.**

Supervisor Millerbernd provided the Board with information received from Jamie Schurbon, Water Resource Specialist, regarding improving treatment of stormwater that drains to Martin Lake, ultimately improving the lake water quality.

Supervisor Halliday stated Park Board member Peter Braido is continuing to do the needed work for connecting trails from the City of Wyoming and East Bethel to the south end of the School Forest.

Chairman Parker stated the School Forest meeting was held October 4, 2010. Discussion was held on the School Forest Agreement. Fundraiser held for the School Forest went well. The

money raised is used to maintain the park, education, and supplies to be used by the students while in the park.

Chairman Parker stated the Cemetery Committee's next meeting is October 20th at 6:00 p.m. Neither members nor Judy attended the Annual Convention on October 7-8.

Attorney's Report: Discussion on the Confidentiality Agreement form being given with the next paycheck, and they should be signed and returned by the next meeting. **Discussion** on the Fire Department having its own confidentiality forms. **Judy** requested that all Supervisors review the copy of the Responsible Authority form/Data Practices Act Procedures. **School Forest agreement.** The agreement is between the Linwood Elementary School, Independent School District No. 831, and Linwood it must be signed on behalf of all three entities. **Discussion** on reimbursing employees for the cost incurred to amend their 2008 W-2's (not W-4). Three employees out of the thirteen submitted mileage and accounting fees bills. **A motion by Halliday and seconded by Millerbernd to reimburse the accounting fee only.** Discussion. U.S. mail could have been used instead of the mileage. **Vote. Three ayes and 1 nay. Budde abstained (he was one of the employees).**

Discussion on the 2011 tree order for Recycling Day. Judy was directed to pass the information on to Melvin Pfaffendorf.

A motion by Osterhus and seconded by Halliday to approve for payment the October 12, 2010 bills in the amount of \$225,681.65 (\$152,564.51 Rum River Contracting-2010 Street Maintenance Project; and Bjorklund Trucking \$56,527.85 for Class 5, grading Fontana Street, and Class 5/Limerock) and check run #029680 to #029708. Discussion. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Millerbernd to approve for filing and audit the September 2010, Interim Financial Report by Object Code; Statement of Receipts, Disbursements & Balances; Receipts Register; Disbursements Register; Petty Cash report; the August's Treasurer's Report; monthly transit reports; and Animal Control report. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve, as printed, the September 28, 2010 meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational. Meet the Candidates on Wednesday, 10/27/10, at 7:00 p.m.; MN Township News; Local Government Officials Meeting 10/27 from 6 to 7 p.m.; Linwood Ledger; September 2010 crime incident map; as of 9/30/2010 budget information; and October 8, 2010 E-Update.

A motion by Budde and seconded by Osterhus to adjourn at 7:40 p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting October 26, 2010 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Attorney, Jerry Randall. Absent was the Clerk, Judith K. Hanna.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated Fire Chief Ken Minske would be at the November 9, 2010 meeting. Meeting minutes and run information is available.

Attorney's Report: Discussion on the active property clean-up actions: 68XX-226th Avenue will soon be summoned into court; 69XX-226th Avenue and 69XX-225th Avenue needs to be revisited by the Building Inspector. **Discussion** on the request for reimbursement of mileage expense incurred by two employees in having their tax returns amended. Discussion concluded with no motion. The Board felt a mileage expense wasn't necessary; all the amendment work and signing of the amended returns could have been done by mail. **Discussion** on the returns of the confidentiality form. **Discussion** on the Attorney reviewing the Building Inspectors Services contract for accuracy. **Discussion** on finalizing the sale of Lot 11, Block 2, Cottage Grove next week. **Discussion** on the Amendment of the School Forest Agreement is fine as written. Signatures are still needed from on behalf of Linwood School and the School District.

A motion by Osterhus and seconded by Halliday to approve the 2011 Holiday Schedule. Discussion. Vote. Four ayes. Budde abstained.

A motion by Halliday and seconded by Osterhus to approve the October 12, 2010 meeting minutes. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Millerbernd to approve the payment of the October 26, 2010 bills in the amount of \$37,003.89 and check run #029709 to #029749. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting was informational: Meet the Candidates Wednesday October 27, 2010 starting at 7:00pm; November 2, 2010 election sample ballot;

Linwood Firemen's Relief Association investment disclosure form for 2009-maximum benefit worksheet for 2010-financial statements/required supplementary information and management letter; and Senior Advisory Board meeting minutes and August Treasurer's report.

A motion by Osterhus and seconded by Halliday to adjourn at 6:40pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
November 9, 2010
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna. Absent was Supervisor Mike Budde

A motion by Halliday and seconded by Osterhus to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker (Building Inspector Barry Olson was not present) stated the October Building Permit Report was posted and available: 2 garages; 2 re-roofs, 3 windows, 1 new home, 2 decks, 2 mechanicals, 2 additions, 1 alteration, 2 plumbing, 1 basement finish, 1 septic and 2 siding.

Fire Chief Ken Minske reported for the Fire Department they responded to 12 medical and 7 fire runs in October. The members attended Fire Prevention Day October 5th at the Linwood School. Fire Station open house was held October 9 from 1-3pm.

Senior Center Coordinator Judy Hanna provided the October Senior Advisory Board meeting minutes, and the October Transit report with total miles driven in October and funds received in October information. Discussion on the repair bill for the 1997 bus. Supervisor Halliday requested a second opinion before being repaired. Discussion on the upcoming fundraisers for 2011 Linwood Family Fun Day. Discussion on the \$49.00 (donations) received during the Annual Halloween Party October 31, 2010, 6-8pm being deposited into the Senior Fund as revenue. A reminder was given regarding the Annual Free Thanksgiving Day Dinner held in the Senior Center.

Road and Bridge Supervisor Osterhus stated copies of the November meeting minutes are available and posted. **A motion by Osterhus and seconded by Halliday to approve and payment of Pay Estimate #6 to Dunaway Construction for 226th Lane Reconstruction Project in the amount of \$3,788.31. Discussion. Vote. All ayes. Motion carried. A motion by Osterhus and seconded by Halliday to approve and payment of Pay Estimate #2 to Rum River Contracting for 2010 Street Maintenance Project in the amount of \$6,681.79. Discussion. Vote. All ayes. Motion carried.**

Sunrise Watershed-Supervisor Millerbernd stated the meeting minutes are available. Committee is working on budgets and the Martin Lake project.

Park and School Forest-Supervisor Halliday stated a letter of interest was received from Gary Nelson. **A motion by Halliday and seconded by Millerbernd to approve the appointment of Gary Nelson to the Park Board. Discussion. Vote. All ayes. Motion carried.** The committee is still working on

connecting trails within the counties. Discussion was held on recruiting the fire department and volunteers to help with the flooding of the ice rinks.

Cemetery Committee Chair Cindy Gruett was present for permission on having the office send out letters to ineligible persons releasing/returning gravesite lots back to the Township . **A motion by Parker and seconded by Halliday to approve the releasing of the gravesite lots back to the Township.**

Discussion. Lots within Section A were released and returned back to the Township in 2007. **Vote. All ayes. Motion carried.**

Discussion on fundraisers to add two more flagpoles. After the first of the year , Judy will contact the Forest Lake and the Ham Lake VFWs asking for their support. Both VFWs were involved with the flagpole ceremony.

A motion by Osterhus and seconded by Millerbernd to approve payment of the November 9, 2010 bills in the amount of \$21,581.90 and check run #029795 to #029839. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Millerbernd to approve and file for audit the October 2010, Interim Financial Report by Object Code; Statement of Receipts, Disbursements & Balances; Receipts Register; Disbursements Register; Petty Cash report; October Transit report; and the September Treasurer's Report. Discussion. Vote. All ayes. Motion carried.

Discussion on the Animal Control report.

A motion by Osterhus and seconded by Halliday to approve the October 26, 2010 meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

A motion by Parker and seconded by Osterhus to act as the Board of Canvass for canvassing the returns and declaring the results for the Township Election held November 2, 2010. Supervisor Seat A-Robert Millerbernd 1543 votes; Supervisor Seat D-Michael Halliday 1019 and Daniel John Larson 592 votes; and for Treasurer-Vicki L. Erickson 1510 votes. Discussion. Vote. All ayes. Motion carried.

Supervisor Osterhus stated that he attended the Local Government Officials Meeting 10/27/2010 and it was the best he has been to for a long time.

A motion by Osterhus and seconded by Halliday to approve and direct the Chairman and the Clerk to sign the HLB Tautges Redpath, Ltd. contract for auditing services for the year ending 2010 (\$23,500). Discussion. The cost has not increased for the last two years. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting was informational: Memo-Connect Anoka County Fiber Project; Anoka County Historical Society received the Minnesota History Award; November 5, Office of the State Auditor E-Update; as of 10/31/2010 budget/financial information; Met Council newsletter; and October 8, 2010 E-Update.

A motion by Osterhus and seconded by Halliday to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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Mail: linwoodtownship@citlink.net Website: <http://linwoodtownship.org>

**Minutes
Town Board Meeting
November 23, 2010
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Attorney, Joe VanThomme for Township Attorney Jerry Randall and the Clerk, Judith K. Hanna.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the Planning and Zoning Commission recommended approving the Conforming Land Division Application 2010-07 received from Kelly Hjort. Property address is 8187 217th Avenue NE, Stacy, MN 55079. Property Identification Number: R11-33-22-23-0001. The Hjorts were present for discussion. **A motion by Osterhus and seconded by Halliday to approve the Conforming Land Division Application 2010-07 contingent on approval from the Attorney.** Discussion. The application should not go before the County because it is a Conforming Land Division not a plat. Does the lot need to prove buildability? **Vote. All ayes. Motion carried. Planning and Zoning recommended approving the Conforming Land Division Application 2010-08** received from Carroll and Yvonne Broadbent contingent on the Attorneys a. Property address is 7351 Viking Blvd. NE, Wyoming, MN 55092. Property Identification Number: R09-33-22-14-0003. Bucky Broadbent was present for discussion. **A motion by Budde and seconded by Millerbernd to approve the Conforming Land Division Application 2010-08 received from Carroll and Yvonne Broadbent contingent on approval from the Attorney.** Discussion. Discussion on the memo received from Craig Jochum, Township Engineer. This property is farm land. It is on a County Road and should not need to go before the County because it is a Conforming Land Division not a plat. The Township should require dedication of 40 ft. of road easement for future road improvements/trails and or utilities to Martin Lake Road. Bucky agreed to that requirement. On the memo Martin Lake Road is listed as County Road 26. Bucky stated he is doing this division because of estate planning. **Vote. All ayes. Motion. Carried. Discussion** on Jerry providing follow-up on both land divisions by December 3, 2010.

Attorney's Report: Joe reported on the January 2011 court arraignment with the property owner for 68xx 226th Avenue. The property owner provided lots of pictures of his property. The pictures show he has stacked the wood neatly and the turned over cars are turned up-right. The property is still not in compliance. Joe suggested continuing on following the justice process to keep the case open. The property owner was directed to contact the Town Board members or attend a town board meeting. This property owner is storing items on the adjoining property. Jerry had stated at another meeting he would be contact that owner. If the property owner is found guilty of

a misterminer he would serve 90 days in jail. Joe wants the Board to understand the property owner still has not cleaned up his property. What happens then? The Supervisors all agreed they would follow through with the abatement process Joe stated that could be include the Boards wishes at the time of sentencing if it would come to that. Jerry is reviewing the others. The shared Building Inspector Services contract needs to have the added wordage for enforcing complaints. Joe stated Jerry would have the contract ready at the next meeting. Joe stated he would have Jerry review and write up a memo regarding the land divisions by December 3, 2010.

A motion by Budde and seconded by Halliday to approve payment of the November 23, 2010 bills in the amount of \$43,148.80 and check run # 029863 to #029896. Discussion. Vote. All ayes. Motion carried.

A motion by Millerbernd and seconded by Halliday to approve and direct the Chairman and the Clerk to sign the 2011 Anoka County Sheriff Contract (\$237,122.00). Discussion. The contract does not include the SRO for the 2011-2012 school years. Vote. All ayes. Motion carried.

Discussion on flooding of the ice rinks. Both Supervisors Millerbernd and Halliday have volunteered to help flood and supervise the ice rinks.

Chairman Parker stated we received a thank you card for the donated door prize given for the MN Association of Townships Annual Conference held in Duluth, November 18, 19 and 20, 2010.

A motion by Budde and seconded by Halliday to adjourn at 7:00pm. Discussion. Vote. All ayes. Motion carried.



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**Minutes
Town Board
December 14, 2010
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Attorney, Jerry Randall and the Clerk, Judith K. Hanna.

A motion by Halliday and seconded by Budde to approve the agenda deleting David Verness, Township taxes, and adding payment of the bills and check run information. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated information on permits issued in the month of November is provided. 1 remodel, 2 septic, 2 re-roof, 2 mechanical, 1 new home, and 2 plumbing.

Fire Department-Fire Chief Ken Minske was present and reported 6 medical and 8 fire runs for the month of November, 2010. Meeting minutes were provided. Discussion on the fire department hiring a 20 hour a week fire marshal/fire investigator position. The position would be included in the 2012 budget under the fire marshal. **A motion by Osterhus and seconded by Budde to approve John Lindenberg and Mike Zacher as firefighters as of the first of January 2011.** Discussion. **Vote. All ayes. Motion carried.** **A memo** was received from the Minnesota Board of Firefighters Training and Education regarding statutory requirements for licensing all full-time firefighters by July 1, 2011. Linwood has a paid on-call volunteer department, and they may be licensed, but must meet the same standards and conditions of licensing as full-time firefighters. **Discussion** on Mike Sonnek retiring from the department after 25 years. He will remain on the reserve list. **A motion by Budde and seconded by Halliday to accept the retirement letter received from Mike Sonnek.** **Vote. All ayes. Motion carried.** **Discussion** on having an employee on standby when we are threatened by a heavy snowfall to plow out the fire station, road or the driveway of where the incident is occurring.

Senior Center-Coordinator Judy Hanna provided the Senior Advisory Board meeting minutes, and the November trip and financial information. **Discussion** on having a second opinion on the 1997 bus repairs. Judy and Supervisor Halliday were directed to get a second opinion, and decide on doing the repairs and using this year's funds. Discussion on raising the rental fee of the Senior Center for non-Township residents. **A motion by Halliday and seconded by Millerbernd to add the fee of \$150.00 to non-residents of Linwood.** Discussion. The fee of \$100 remains the same the Linwood residents. **Vote. All ayes. Motion carried.**

Supervisor Osterhus stated the Road and Bridge Committee meeting minutes are posted and available. **Discussion** on the memo received from Engineer Craig Jochum on street improvement cost estimates for 2012. Discussion from the Attorney on working with the Township Engineer, Craig Jochum on writing letters to the developers who are behind on the timeframe for roads to be completed according to their Developers Agreement.

Sunrise Watershed-Supervisor Millerbernd stated they do not meet until February 3, 2011.

Park and School Forest-Chairman Parker-stated the committee is working on the Annual Medallion Hunt held during the month of February. New this year is a photo contest.

Supervisor Halliday stated the Park Commission did not meet in November nor will they meet in December. The fire department has been helping with the flooding of the rinks. Supervisor Millerbernd stated the pleasure rink has about 3 inches of ice, and should be ready for the Christmas break. The hockey rink needs more ice before it is ready.

Attorney's Report: Discussion on the Feather Street complaint. Supervisor Osterhus stated he did a follow-up with the Building Inspector, and he did not find any violations regarding the septic system. **Discussion** on properties located on 225th Avenue (69xx) and 226th Avenue (69xx)-have either been in court, or will be very soon. **Discussion** on property located on 226th Avenue (68xx). Property owner has been to court, and wants to work with the Township on the complaint. He stated he would be contacting the office. **Discussion** on Building Inspectors contract. Additional language has been added and is ready to be signed. The revision was made on the second page "C". **A motion by Osterhus and seconded by Budde to approve the contract with the additional language and the deletion of adding an extra 1 hour to his time for handling the complaints. All required work would be done within his 12 hour work week. Vote. All ayes. Motion carried.** **Discussion** on the School Forest Agreement. Jerry will mail the agreement to the Forest Lake School District for their signature and return it back to the Township for ours. Discussion on Jerry's approval on the two conforming land divisions. Judy was directed to sign and put the Township seal on Hjorts, and have them stop into Jerry's office before taking it to the county for filing.

Discussion on the memo received regarding increasing the standard mileage rate from \$.50 to the allowable rate increase for 2011 to \$.51. Discussion concluded with **a motion by Parker and seconded by Halliday to leave the Township mileage at \$.50. Vote. All ayes. Motion carried.**

Discussion on e-mail pricing plan information for e-mail marketing provided by office worker Rudi McCurdy. Judy was directed to discuss with Rudi putting an article into the next newsletter, on cable and the website asking residents to respond to receiving the newsletter by e-mail.

A motion by Budde and seconded by Millerbernd to approve payment of the December 14, 2010 bills in the amount of \$44,016.68 check run #029912 to #029960. Vote. All ayes. Motion carried.

Discussion on the November Petty Cash Report and November financial information. **A motion by Osterhus and seconded by Halliday to approve for filing and audit the November Petty Cash Report and November 2010 financial information. Vote. All ayes. Motion carried.**

Discussion on the November 9 and November 23, 2010 Town Board meeting minutes. **A motion by Osterhus and seconded by Halliday to approve the November 23, 2010 meeting**

minutes as printed. **Vote. All ayes. Motion carried. A motion by Osterhus and seconded by Halliday to approve the minutes from November 9, 2010 with the deletion of reference to Supervisor Budde being present.** Discussion. Supervisor Budde was absent. Judy was directed to review the tape and make the corrections by deleting his name within the motions made and seconded. **Vote. All ayes. Motion carried.**

Discussion on setting 2012 Budget meetings. **A motion by Osterhus and seconded by Budde to set the first meeting for January 10, 2011 at 6:00pm.** Discussion. The General Fund will be the first discussed. **Vote. All ayes. Motion carried.**

Discussion on a pay increase for 2011-COLA (cost of living adjustment). **A motion by Parker and seconded by Halliday to approve 0% increase across the board.** Discussion. Giving any kind of raise without justification/reviews isn't right. Social Security has not given an increase for the past 2 years. **Vote. Budde abstained. Osterhus nay. 3 ayes. Motion carried.**

Discussion on increasing the health benefits for 4 employees for 2011. Supervisor Osterhus stated the present \$400.00 should be increased. **A motion by Osterhus and seconded by Millerbernd to increase the monthly health benefit from \$400.00 a month to \$425.00.** Discussion. The money paid should go into a health plan not into the employee's pocket. The health benefit paid has not been increased for 3+ years. **The original vote was withdrawn and a new motion was made by Osterhus and seconded by Millerbernd to increase the monthly health benefit from \$400.00 a month to \$450.00. Vote. 4 ayes. Budde abstained. Motion passed.** **Discussion from Osterhus on a pay increase of \$3.00 an hour for maintenance worker No. 2.** Osterhus stated with a snowstorm during hunting season proved to him this employee is dedicated, conscientious and reliable; I can't say enough for his work ethic. **A motion by Osterhus and seconded by Budde to approve a pay increase by \$3.00 per hour.** Discussion. He was hired with abilities to save the Township money and he has. We do the irrigation system in-house saving \$1,000 at least. He was hired during the time Mike was out with a work related injury. Halliday stated we have denied a COLA increase. Mike is making \$3.82 more an hour. **Vote. 3 nay, 2 aye. Motion filed. Osterhus motioned and Budde seconded to increase the pay by \$2.00 an hour. Vote. 3 nays, 2 ayes. A motion by Halliday and seconded by Millerbernd to approve to raise his pay to \$20.00 an hour.** Discussion. Osterhus agreed to provide a support letter to have on file. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Millerbernd to approve the contract with Hennepin Technical College for OSHA training attended by our maintenance workers. Discussion. **Vote. All ayes. Motion carried.**

Discussion on completing the Compliance with the MN Data Practices Act. Judy was directed to provide Supervisors copies, and it could be added as an additional item to a budget meeting.

Chairman Parker stated the rest of the meeting was informational: Hakanson Headlines; Metro communities chart tax plans; Anoka County News; Anoka County Historical Society; Office of the State Auditor E-Update; Mike/Chris OSHA training refresher training on Fall Protection; Forest Lake Chamber newsletter; Minnesota Township News; Press Publications letter requesting consideration of designating the Forest Lake Press as our official newspaper for 2011; Crime information activity; 2011 Township Legal Seminar-mark your calendar.

**A motion by Halliday and seconded by Millerbernd to adjourn at 7:15p.m. Discussion.
Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
January 10, 2011
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna.

Discussion on the 2010 financial information, 2010 revenue and the 2010 budget.

Discussion on the information provided on the unallotment of the Market Value Credits for 2009

Proposed 2012 Budget:

FUND #100

	<u>2011</u>	<u>2012</u>
General Government (41000)		
Wages and Salaries (100)	\$135,000	\$135,000
Extra Meeting Pay-T. Board & Clerk (118)	9,000	8,000
Employee Health Insurance (131)	5,600	8,000
Worker's Comp Expenses (150)	2,500	2,000
Office Supplies (200)	2,500	3,000
Operating Supplies (210)	2,000	2,000
Professional Services (300)	4,500	6,000
Accounting/Auditor/Computer Svc (301)	26,000	26,000
Engineering (303)	500	500
Legal (304)	18,000	17,000
Assessor (310)	26,500	31,000
Telephone (321)	2,000	2,000
Postage (322)	1,000	700
Mileage (331)	1,000	1,000
Education & Meetings (336)	1,700	2,000
Publishing-Legal Notices (351)	2,200	1,500
Insurance (360)	4,500	4,200
Building Insurance (362)	750	750
Electricity (381)	4,000	4,000
Gas Utility (383)	2,250	2,000
Trash Svc. (384)	300	300
Maintenance & Repairs (405)	1,500	1,000
Dues/Subscriptions (433)	1,700	2,000

Property Tax Payment (450)	750	500
Forest Lake - Youth Svc Bureau (491)	2,000	1,000
Mediation Services (492)	1,000	1,500
Anoka County Historical Society (493)	1,000	1,500
Alexandra House (494)	1,000	1,000
Improvements/Construction (530)	500	500
Office Equipment & Furnishings (570)	2,000	2,000
Recycling (41005)		
Wages and Salaries (100)	3,500	4,600
Operating Supplies (210)	500	350
Professional Services (300)	13,500	13,000
Postage (322)	300	200
Mileage (331)	300	300
Advertising/Promotion (340)	8,500	4,000
Building Insurance (362)	20	20
Improvements/Construction (530)	250	250
Surface Water (41010)		
Professional Services (300)	16,000	16,000
Planning & Zoning (41015)		
Wages and Salaries (100)	2,000	1,500
Professional Services (300)	1,000	1,000
Postage (322)	50	50
Mileage (331)	200	200
Education & Meetings (336)	100	100
Insurance (360)	700	700
Publishing-Legal Notices (351)	500	400
Comprehensive Plan (445)	1,000	1,000
Elections (41410)		
Office Supplies (200)	100	100
Professional Services (300)	500	3,300
Mileage (331)	100	500
Education & Meetings (336)	50	350
Advertising/Promotion (340)	50	50
Publishing-Legal Notices (351)	50	250
Insurance (360)	50	50
Building Inspection (42400)		
Wages and Salaries (100)	15,000	14,000
Employee Health Insurance (131)	1,500	1,500
Office Supplies (200)	500	500
Petroleum Products (212)	2,000	2,000
Maint. & Repairs Supplies (220)	400	300
Professional Services (300)	26,000	23,000
Legal	1,000	1,000
Telephone (321)	750	750
Mileage (331)	350	350
Education & Meetings (336)	1,500	750
Insurance (360)	50	50
Building Insurance (362)	250	200
Vehicle Insurance (363)	700	600
Vehicle Maint. & Repairs (406)	500	500

Building Permit Surcharge (451)	2,500	2,500
Office Equipment & Furnishings (570)	750	250
Animal Control (42700)		
Office Supplies (200)	100	150
Professional Services (300)	8,500	7,500
Linwood Family Fun Day (49008)		
Wages	700	700
Operating Supplies	0	400
Professional Services (300)	50	50
Advertising/Promotion (340)	50	50
Insurance (360)	750	650
Cemetery (49010)		
Wages and Salaries (100)	3,000	2,500
Operating Supplies (210)	0	200
Professional Services (300)	1,400	1,400
Legal (304)	200	200
Education & Meetings (336)	100	200
Insurance (360)	50	50
Electricity (381)	150	150
Maintenance & Repairs (405)	400	200
Dues/Subscriptions (433)	100	100
Totals:	\$381,870	\$378,970

Discussion concluded at 7:20pm with a **motion by Osterhus and seconded by Halliday to approve the preliminary 2012 general fund budget, and recommend to all committees working on 2012 budgets to hold at their 2010 operating budget. Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to set the next 2012 budget work meeting for January 27, 2011 at 6:00pm. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to adjourn at 7:45pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting January 11, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Ty Stromquist was present for discussion on the clean-up of his property and the road right-of-way located at 6832-226th Avenue N.E. Discussion concluded with direction given to the Building Inspector to meet with Ty, put together a list of codes in violation, monitor the property, take pictures and provide written reports back to the Town Board. Ty is willing to work with the Building Inspector. The Attorney reported the case was in court. The Town Board has to be satisfied before the courts are satisfied.

Building Department-Chairman Parker stated copies of the December Building Permit Report are available: Permits issued: 1 addition, 1 re-roof, 2 mechanical, 2 windows and 1 siding.

Fire Department-Fire Chief Ken Minske was present for discussion and the December meeting minutes were available. The Department is working on their 2012 budget.

Senior Center-Coordinator Judy Hanna stated no December Advisory Board meeting was held. The committee has been provided budget information. The December trip and financial information was provided.

Road and Bridge-Supervisor Osterhus stated the meeting minutes are posted and available. Lyons Street maintenance agreement is ready to be signed. The agreement states Lent Township would snowplow 241st Lane, 242nd Lane, Feller Street, and grade and snowplow 238th at 100% cost to us. The entire portion in Section 30 and 31 of Lent Township will be 50/50 between Lent and Linwood. Any and all major repair will be discussed prior to any work being done. The agreement would remain in effect until a 6-month notice of cancelation is received from either party. The committee is working on their 2012 budget. **A motion by Osterhus and seconded by Budde to approve and direct the Chairman and the Clerk to sign the 2011 Lyons Street maintenance agreement. Vote. All ayes. Motion carried.** Discussion on purchasing a rotary broom for the John Deere tractor to be used on the skating rinks, and sweeping the parking lots. Neither Road/Bridge or Parks have had meetings to discuss the purchase of the broom. It was an

option at the time the tractor was purchased last year. Neither department has the money. It would have to come out of Capital. The options are a walk-behind starting at \$1,400 (24- inch wide) to a 60-inch wide broom attached is \$3,700. Both Supervisors Halliday and Millerbernd are in favor of purchasing the broom for \$3,700. Taking the funds from Capital would eliminate the need to postpone for a month waiting for discussion from Parks and Roads. **A motion by Parker and seconded by Halliday to approve the purchase of a rotary broom in the amount of \$3,700 using Capital Funds. Vote. All ayes. Motion carried.**

Sunrise Watershed-Supervisor Millerbernd stated they will meet Thursday, February 24, 2011 at 6:00pm.

Park and School Forest. Supervisor Halliday stated most of his report was discussed along with the broom discussion: the rinks are in use, the flooding continues. Volunteers have come forward assisting in the work and providing equipment to clean/clear the rinks. Chairman Parker stated the School Forest Committee is working on keeping the trails open for use, the medallion hunt starting February 21, and the first School Forest Photo Contest ending August 20, 2011. The shed discussed at another meeting on park property was removed, and the current property owner is aware of the park boundaries.

The Attorney reported Resolution's 2011-01, and 02 are done yearly. **A motion by Parker and seconded by Osterhus to approve for adoption Resolution 2011- 01. Discussion.** Resolution #2011-01 Authorizing Employment of Interested Officer is because Supervisor Budde is also an employee for the Township. **Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye and Budde abstained. Resolution passed. A motion by Osterhus and seconded by Halliday to approve for adoption Resolution #2011-02 Setting Park Dedication Fee at \$2,000 per lot for residential development. Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye and Budde-aye. Resolution passed. Discussion on Resolution #2011-03 allowing the Kiwi Snowmobile Club to establish a trail on Township streets. It will remain in effect until June 30, 2012. A motion by Millerbernd and seconded by Budde to approve for adoption Resolution 2011-03. Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye and Budde-aye. Resolution passed. Discussion on the need to update the other property inspections with pictures until those properties are in court. Discussion on the Building Inspectors contract. A motion by Budde and seconded by Millerbernd to direct the Chairman and the Clerk to sign the contract with the City of Nowthen for Building Inspector services. Discussion.** The additional wordage has been added giving the Inspector the authority the do property complaints. **Vote. All ayes. Discussion on the School Forest Agreement: Waiting for it to be returned back from the Forest Lake School District with their signatures. Discussion on the 2011 Recycling Contract. A motion by Osterhus and seconded by Budde to direct the Chairman and Clerk to sign the 2011 Recycling Contract with Anoka County for receiving SCORE funds. Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Halliday to approve the payment of the January 11, 2011 bills in the amount of \$22,307.33 check run #030037 to #030054. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Halliday to approve and file for audit the October Treasurer's Report, December Petty Cash Report, and December financial information. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Halliday to approve as printed the December 14, 2010 Town Board meeting minutes. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting was informational: Anoka County News; Anoka County Historical Society; Office of the State Auditor E-Update; Spring Recycling Day quote from JR's Advanced Recycling; Memo from Governor, Mark Dayton; Mike/Chris OSHA training refresher training on Fall Protection; Forest Lake Chamber newsletter; Minnesota Township News; Forest Lake Times requesting consideration of designating the Forest Lake Times as our official newspaper for 2011; The MAC Quarterly: Crime information activity; Employee Performance Review; and memo from HLB Tautges Redpath; and 2012 budget sheet.

A motion by Millerbernd to adjourn at 7:20pm. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
January 27, 2011
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was Deputy Clerk, Rudi McCurdy.

Chairman Parker stated the purpose of this meeting was to discuss the proposed 2012 Budget Funds:

Following discussion, **a motion by Halliday and seconded by Budde to accept the Road and Bridge proposed budget for 2012 as presented, in the amount of \$601,253. Vote. All ayes. Motion carried.**

The Fire Fund was presented by Fire Chief, Kendall Minske. **A motion by Osterhus and seconded by Budde to approve the Fire Fund as presented, in the amount of \$263,450, which includes the \$50,000 for capital improvements. Vote. All ayes. Motion carried.**

Discussion on the Senior budget raised the driver's wages from \$5,000 to \$6,000. **A motion by Parker and seconded by Halliday to approve the Senior Fund budget from \$103,375 to \$104,375. Vote. All Ayes. Motion carried.**

A motion by Budde to approve the proposed Park and Recreation Fund, as presented, and seconded by Millerbernd in the amount of \$54,475. Vote. All ayes. Motion carried.

Discussion on the reduction of the Police Fund. **A motion by Parker and seconded by Budde to table and schedule another budget meeting for January 31, 2011 at 6:00pm. Vote. All ayes. Motion carried.**

Discussion on the Capital Fund led to a suggestion that the fund be set at \$20,000. **Motion to set the Capital Improvement Fund for 2012 at \$20,000 by Phil Osterhus, seconded by Mike Halliday. Vote. All ayes. Motion carried.**

Motion by Osterhus and seconded by Budde to leave the proposed 2012 Building Fund at zero dollars. Vote. All ayes. Motion carried.

LINWOOD TOWNSHIP

2012 BUDGET WORKSHEET

General Fund

EXPENDITURES	2010 Budget	2010 Expenses as of 12/31/10	2011 Budget	2012 Proposed	Comments
General Government					
Wages and Salaries	\$137,000	\$132,157	\$135,000	\$135,000	
Extra Meeting Pay-TB & Clerk	9,000	6,364	9,000	8,000	
Employee Health Insurance	6,000	5,520	5,600	8,000	
Worker's Comp. Expenses	2,500	1,189	2,500	2,000	
Office Supplies	3,000	2,830	2,500	3,000	
Operating Supplies	2,500	1,620	2,000	2,000	
Professional Services	5,000	5,469	4,500	6,000	security, cleaning, copier contract, svcs
Acctg/Auditor/Computer Svc	25,000	24,725	26,000	26,000	'11 auditor \$23,500; etc.
Engineering	500	0	500	500	
Legal	20,000	13,877	18,000	17,000	
Assessor	26,500	30,563	26,500	31,000	'11 assessor contract \$29,906
Telephone	2,000	1,658	2,000	2,000	
Postage	1,500	325	1,000	700	meter will be loaded in 2011
Mileage	1,600	666	1,000	1,000	
Education & Meetings	2,000	1,844	1,700	2,000	
Publishing-Legal Notices	1,500	405	2,200	1,500	
Newsletter	3,750	0	0	0	newsltrs/delivery charged to Recycle & Communicatn Funds
Insurance	4,500	3,808	4,500	4,200	
Building Insurance	1,000	447	750	750	
Electricity	3,500	3,586	4,000	4,000	
Gas Utility	2,250	1,065	2,250	2,000	
Trash Service	300	204	300	300	
Maintenance & Repairs	1,500	136	1,500	1,000	
Dues/Subscriptions	500	2,075	1,700	2,000	MN Assn of Twps dues \$1583, Pictometry \$250 (Anoka County)
Property Tax Payment	500	234	750	500	
FL YSB - Payment	1,000	1,000	2,000	1,000	
Mediation Svc - Payment	1,000	1,000	1,000	1,500	
Anoka Historical Society Pmt	1,000	1,000	1,000	1,500	

Alexandra House - Payment	2,000	1,500	1,000	1,000	'10 Alex. Hse. reduced amount
Improvements/Construction	500	0	500	500	
Office Equip & Furnishings	2,000	1,142	2,000	2,000	
Recycling					
Wages and Salaries	4,000	4,557	3,500	4,600	
Operating Supplies	500	150	500	350	
Professional Services	12,500	12,469	13,500	13,000	
Postage	300	81	300	200	meter will be loaded in 2011
Mileage	400	153	300	300	
Advertising/Promotion	7,500	3,093	8,500	4,000	calendars 1/2 cost, newsletters 1/4 cost, ads, trees, tote bags
Building Insurance	20	6	20	20	
Improvements/Construction	250	0	250	250	
Surface Water					
Professional Services	12,500	11,074	16,000	16,000	
Planning and Zoning					
Wages and Salaries	2,000	1,023	2,000	1,500	members paid in December
Professional Services	1,000	997	1,000	1,000	
Postage	50	0	50	50	meter will be loaded in 2011
Mileage	200	80	200	200	
Education & Meetings	200	10	100	100	
Insurance	400	600	700	700	
Publishing-Legal Notices	500	116	500	400	
Comprehensive Plan	1,000	0	1,000	1,000	
Elections					
Office Supplies	200	35	100	100	
Professional Services	4,000	3,240	500	3,300	Nov.'10 judges' pay
Mileage	500	455	100	500	
Education & Meetings	100	334	50	350	
Advertising/Promotion	150	0	50	50	
Publishing-Legal Notices	1,000	219	50	250	
Insurance	50	0	50	50	
Building Inspection					
Wages and Salaries	56,000	10,645	15,000	14,000	Asst. Bldg Insp, office staff
Employee Health Insurance	2,000	1,200	1,500	1,500	
Office Supplies	800	648	500	500	

Petroleum Products	2,000	1,386	2,000	2,000	
Maint. & Repairs Supplies	300	47	400	300	
Professional Services	700	19,686	26,000	23,000	contracted bldg. inspector
Legal	0	813	1,000	1,000	
Mileage	350	201	350	350	
Telephone	1,000	720	750	750	
Education & Meetings	1,500	0	1,500	750	
Insurance	50	50	50	50	
Building Insurance	400	149	250	200	
Vehicle Insurance	1,100	496	700	600	
Vehicle Maint & Repair	300	3,071	500	500	\$2500 repair bill paid in Nov.
Building Permit Surcharge	3,500	1,866	2,500	2,500	
Office Equip & Furnishings	0	0	750	250	computer, printer, etc.
Animal Control					
Office Supplies	200	174	100	150	forms & tags
Professional Services	7,000	6,806	8,500	7,500	animal control contract \$6000, newspaper ads, vet services
Linwood Family Fun Day					
Wages and Salaries	500	475	700	700	
Operating Supplies	0	363	0	400	
Professional Services	50	12,913	50	50	covered by other LFFD funds
Advertising/Promotion	50	766	50	50	covered-LFFD & Sr Ctr funds
Insurance	750	533	750	650	
Cemetery					
Wages and Salaries	2,850	1,910	3,000	2,500	
Operating Supplies	260	143	0	200	
Professional Services	1,400	31	1,400	1,400	Cemetery Sexton @ \$1200/year
Education & Meetings	0	0	100	200	MN Assn Cemeteries Conf \$165 each person
Legal	400	0	200	200	
Insurance	50	20	50	50	
Electricity	150	100	150	150	
Maintenance & Repairs	200	28	400	200	
Dues/Subscriptions	100	60	100	100	MN Cemetery Assn. Dues
Total Expenditures	\$ 404,180	\$ 350,401	\$ 381,870	\$ 378,970	

LINWOOD TOWNSHIP

Road and Bridge Fund

2012 BUDGET WORKSHEET

EXPENDITURES	2010 Budget	2010 Expenses as of 12/31/2010	2011 Budget	2012 Proposed	Comments
Road & Bridge					
Wages and Salaries	\$38,000	\$40,340	\$40,000	\$42,000	
Employee Health Insurance	4,200	4,080	4,200	4,600	
Workers' Comp Expenses	5,000	2,230	5,000	5,000	
Supplies-Road & Bridge	8,000	5,967	6,000	8,000	new street signs per new regs
Class 5	75,000	56,528	75,000	70,000	
Professional Services	25,000	16,585	20,000	20,000	
Engineering	55,000	72,185	55,000	60,000	
Legal	3,000	422	4,000	2,000	
Telephone	900	437	900	500	
Postage	400	81	400	200	
Mileage	800	74	850	500	
Education & Meetings	500	345	500	500	
Publishing-Legal Notices	2,000	807	2,000	1,000	
Insurance	2,500	1,637	2,500	2,500	
Building Insurance	900	712	1,000	1,000	
Electricity	3,500	1,984	3,000	3,000	
Gas Utility	2,000	712	1,200	1,200	
Lent Town Line Road	2,500	0	5,000	5,000	2012 Sealcoating
Land	2,000	0	2,000	2,000	
Improvements/Construction	255,000	244,700	266,215	261,853	2012-Sunrise Rd./229th Ave.
Other Equipment	500	118	500	500	
Grading					
Professional Services	20,000	13,502	20,000	18,000	
Ice & Snow Removal					
Wages and Salaries	15,000	18,958	15,000	15,000	
Salt & Sand	25,000	24,294	25,000	25,000	
Professional Services	25,000	2,890	20,000	15,000	
Road Equipment					
Petroleum Products	8,500	7,004	8,500	9,000	

Insurance	400	354	400	400	
Vehicle Insurance	2,000	1,418	2,000	2,000	
Eqpmnt, Maint & Repairs	2,000	4,163	2,000	5,000	includes cutting edges & bolts
Vehicle Maint & Repairs	10,000	6,906	15,000	15,000	includes 1-ton truck repairs
Equipment Rental	500	513	500	500	
Other Equipment	5,000	6,964	5,000	5,000	
Total Expenditures	\$ 600,100	\$ 536,910	\$ 608,665	\$ 601,253	

LINWOOD TOWNSHIP

2012 BUDGET WORKSHEET

Fire Fund

EXPENDITURES

	2010 Budget	2010 Expenses as of 12/31/10	2011 Budget	2012 Proposed	Comments
Operating					
Wages and Salaries	\$75,000	\$74,724	\$75,000	\$75,000	quarterly firefighter wages
Worker's Comp Expenses	6,000	8,918	9,000	9,000	
Petroleum Products	3,000	3,440	3,000	4,000	
Maint. & Repairs Supplies	7,000	4,091	5,500	5,000	
Professional Services	2,800	4,571	12,800	13,500	
Legal	1,000	651	1,000	1,000	
Telephone	4,000	2,996	3,000	3,000	
Postage	100	0	120	100	postage meter loaded in 2011
Mileage	1,500	3,326	2,500	2,500	
Education & Meetings	12,000	20,429	12,000	12,000	MBFTE trng reimbursmt \$3740
Insurance	5,500	2,802	3,000	3,000	crime, burglary, mobile eqpmt, boat, f.fighters blanket coverage
Building Insurance	1,000	1,563	2,000	2,000	
Vehicle Insurance	5,500	2,869	3,000	3,000	
Firemen Pro Liability Insurance	3,000	2,504	3,000	3,000	
Electricity	5,000	4,306	5,000	5,000	
Gas Utility	7,500	5,467	7,500	7,000	
Eqpmnt, Maint & Repairs	4,000	2,222	4,000	3,000	
Vehicle Maint & Repairs	10,000	6,706	7,500	7,500	
Uniforms/Jackets/Clothing	1,000	4,695	1,500	1,500	not firefighting gear
Property Tax Payment	0	234	300	300	
Medical Exams/Testing	3,000	2,514	4,000	3,000	

Other Equipment	14,000	18,132	14,000	14,000	
Fire Relief					
Acctg/Auditor/Computer Svc	3,400	2343	3,400	3,000	
Fire Relief Assoc Payment	28,000	26,307	28,000	28,000	
Fire Marshal					
Wages and Salaries	2,000	746	2,000	2,000	
Operating Supplies	100	0	100	100	
Mileage	250	218	250	250	
Education & Meetings	1,200	1,548	1,200	1,200	
Ice & Snow Removal/Mowing					
Wages and Salaries	1500	726	1500	1,500	
Fire Capital					
Other Equipment (<i>See Transfers</i>)	50,000	50,000	50,000	50,000	transferred in December
Total Expenditures	\$ 258,350	\$ 259,048	\$ 265,170	\$ 263,450	Including \$50,000 Capital
	\$208,350	209,048	\$215,170	\$ 213,450	<u>Not</u> including \$50,000 Capital

LINWOOD TOWNSHIP

2012 BUDGET WORKSHEET

Senior Fund

EXPENDITURES

2010

2010

2011

2012

Budget

Expenses as
of 12/31/10

Budget

Proposed

Comments

Sr. Ctr. Transportation					
Wages - Drivers	\$12,000	\$3,953	\$9,500	\$6,000	
Operating Supplies	100	51	0	75	
Petroleum Products	6,000	1,715	5,500	3,000	
Mileage	2000	0	1000	500	volunteer drivers
Education & Meetings	100	0	100	0	
Advertising/Promotion	100	0	100	100	
Vehicle Insurance	4,200	1180	3,000	1,500	
Vehicle Maint. & Repairs	4,000	805	6,000	4,000	
Dues/Subscriptions	100	49	0	0	
Medical Exams/Testing	200	0	200	200	
Senior Center					
Wages - Coordinator & Asst	45,000	59,388	56,500	62,500	coordin/asst coordin & maint workers
Employee Health Insurance	5,000	4,800	5,000	5,500	coordinator only
Worker's Comp Expenses	2,000	1,040	1,000	1200	paid in December

Operating Supplies	2,000	2,140	2,800	2,500	
Maint. & Repairs Supplies	1,500	445	1,500	1,500	
Professional Services	3,500	3,594	3,000	3,500	
Acctg/Auditor/Computr Svc	200	197	200	200	
Legal	200	2,886	200	1,000	
Telephone	1,100	1,024	1,100	1,000	
Postage	0	0	50	0	postage meter loaded in December
Mileage	500	152	500	300	
Education & Meetings	500	180	300	200	
Advertising/Promotion	200	200	200	300	Family Fun Day
Insurance	2,000	1,194	1,600	1,400	
Building Insurance	2,200	1,442	2,000	1,600	
Electricity	3,000	3,145	3,500	3,500	
Gas Utility	1,700	1,065	2,000	2,000	
Trash Service	300	204	300	300	
Dues/Subscriptions	100	0	150	0	
Other Equipment	1,000	0	1,000	500	
Total Expenditures	\$ 100,800	\$ 90,849	\$ 108,300	\$ 104,375	4.6% decrease 2011 to 2012

LINWOOD TOWNSHIP

2012 BUDGET WORKSHEET

Park and Recreation Fund

EXPENDITURES	2010	2010	2011	2012	
	Budget	Expenses as of 12/31/10	Budget	Proposed	Comments
Wages and Salaries	\$26,000	\$26,194	\$27,000	\$27,000	
Employee Health Insurance	3,400	3,600	3,400	4,000	
Worker's Comp Expenses	1,500	1,486	1,500	1,500	
Petroleum Products	1,600	1,843	1,100	2,000	
Maint. & Repairs Supplies	2,500	2,237	3,000	2,500	
Professional Services	4,500	7,129	6,000	5,000	
Telephone	700	437	600	450	
Postage	30	81	50	50	
Mileage	20	0	0	0	
Education & Meetings	180	180	200	180	
Publishing-Legal Notices	0	38	0	0	
Insurance	3500	2108	2500	2110	

Building Insurance	800	484	800	485	
Vehicle Insurance	650	292	350	300	
Electricity	1,800	4,032	4,000	4,100	
Gas Utility	700	391	700	400	
Eqpmnt, Maint & Repairs	1,300	483	1,300	500	
Vehicle Maint. & Repairs	1,300	253	2,000	500	
Equipment Rental	4,300	3,398	4,300	3,400	
Property Tax Payment	0	148	0	0	
Improvements/Construction	0	0	400	3,000	Start new projects
Total Expenditures	\$ 54,780	\$ 54,814	\$ 59,200	\$ 57,475	3% decrease 2011 to 2012

LINWOOD TOWNSHIP

2012 BUDGET WORKSHEET

Capital Improvement Fund

Revenues	2009 Budget	2010 Budget	2011 Budget	2012 Proposed	Comments
Property taxes	\$0	\$0	\$0		
Interest income					
Special Assessments					
Grant revenue					
Total Revenues	\$0	\$0	\$0		
Expenditures	2009 Budget	2010 Budget	2011 Budget	2012 Proposed	Comments
Cap. Improvements-General	\$17,200	\$0	\$18,000	\$20,000	'09 & '11 warning sirens
Cap. Improvements-R & B	\$0	\$0	\$0		
Cap. Improvements-Fire	\$0	\$0	\$0		
Cap. Improvements-Parks	\$0	\$0	\$0		
Cap. Improvements-Senior	\$0	\$0	\$0		
Other					
Total Expenditures	\$ 17,200	\$ 0	\$ 18,000	\$ 20,000	

Future Building Fund

Revenues	2009 Budget	2010 Budget	2011 Budget	2012 Proposed
Property taxes	\$0	\$0	\$0	
Interest income				
Total Revenues	\$0	\$0	\$0	

Expenditures	2009 Budget	2010 Budget	2011 Budget	2012 Proposed
Miscellaneous	\$15,000	\$0	\$0	
Legal	\$0	\$0	\$0	
Planning				
Promotion				
Engineering/Construction				
Publishing-Legal Notices				
Total Expenditures	\$15,000	\$0	\$0	

A motion by Osterhus and seconded by Budde to adjourn at 6:45pm. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judy Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org/>

**Minutes
Town Board
January 31, 2011
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was Clerk, Judy Hanna.

Chairman Parker stated the purpose of this meeting was to discuss the proposed 2012 Police Fund Budget.

Budgeted for 2011 is \$251,657. Discussion concluded with **a motion by Osterhus and seconded by Budde to approve the 2012 Police expenditure at \$212,000.** Discussion. The reduction of approximately \$40,000 is because the SRO (School Resource Officer) position will end this school year. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to adjourn at 6:15pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting February 08, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the January Building Permit Report was available and posted showing permits and inspections for 1 alteration, 1 re-roof, 1 mechanical, 3 windows, 1 remodel and 1 garage.

Fire Department-Fire Chief Ken Minske was present for discussion on the fire department's 4 fire and 6 medical runs for the month of January 2011. January meeting minutes are available.

Senior Center-Coordinator Judy Hanna stated the January meeting minutes are available. The 2010 total transportation expenses and the January 2011 travel trip log sheets were also available.

Road and Bridge-Supervisor Osterhus stated the January 2011 meeting minutes were available and posted.

Sunrise Watershed-Supervisor Millerbernd stated the next meeting is on Thursday, February, 24, 2011 at 6:00pm.

Park and School Forest-Chairman Parker stated the committee is ready to go with the 3rd annual medallion hunt starting February 21, 2011. The first annual photo contest, and the Anoka Ramsey Community College will be using the Windswept Prairie for an interpretive trail. Supervisor Halliday stated they are looking for a group/person to do the signage and install them. The class will do the signs and maps in an electronic format.

Attorney's Report: Discussion on the School Forest Agreement with Linwood School (Forest Lake School District 831). School Forest Committee Chair, Cheri Stockinger, agreed to complete the School Forest Application to the DNR for the 40 acres to be added to the Linwood Community Park and School Forest. The Amended Agreement adds the 40 acres to the original

agreement. Cheri also agreed to follow-up with the adoption of the appropriate resolution by the District #831 School Board, and obtaining a signature on the Amended Agreement on behalf of the Linwood Elementary School. **Discussion** on having the Anoka County Deputy and the Building Inspector follow-up with taking pictures of the properties while waiting to go (back) to court.

A motion by Halliday and seconded by Osterhus to approve payment of the February 08, 2011 bills in the amount of \$24,677.44 and check run #030139 to #030173. Discussion. All ayes. Motion carried.

A motion by Millerbernd and seconded by Budde to approve and file for audit the January 2011 financial information and the December 2010 Treasurer's Report. Discussion. All ayes. Motion carried.

A motion by Budde and seconded by Osterhus to approve the January 11, 2011 Town Board meeting minutes, and the January 27 and 31, 2012 Budget meeting minutes. Discussion. Vote. All ayes. Motion carried.

Chairman Parker and Supervisor Millerbernd attended the Local Government Officials Meeting on January 26, 2011. Both agreed this was a good meeting. Most of the discussion was on cost sharing of services between cities/towns.

Chairman Parker stated the rest of the meeting was informational: OSHA compliance training; 2011 Land Use Planning Workshops; and the letter sent to resident regarding road right-of-way obstruction.

A motion by Halliday and seconded by Millerbernd to adjourn at 6:45pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
February 22, 2011
5:30 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present were the Clerk, Judy Hanna and the Township Auditor, David Mol.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.

Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the starting of the Town Board meeting was changed from 6:00pm to 5:30pm to hear from David Mol of HLB Tautges Redpath, Ltd. reporting on the 2010 Annual Audit Review and 2012 Budget. David stated the in-house portion of the audit was completed. The 2010 audit should be completed within a couple of weeks. A levy/budget scenario for approving the same levy as 2010 was provided and approved by the Town Board in the amount of \$1,500,000. David thanked the Board and staff for all the help given to him throughout the year. He will be at the 7:00pm Annual Meeting March 8, 2011. **A motion by Osterhus and seconded by Budde to approve the levy amount for 2012 at \$1,500,000.** Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker introduced Craig Jochum, Township Engineer-for discussion on the proposed Wetland Bank Performance Agreement (Minnesota Wetland Conservation Act Wetland Bank Application) between the Township of Linwood and Steven J. Strandlund. **A motion by Osterhus and seconded by Budde to approve the agreement except for technical wordage approved by the Attorney.** Discussion. **Vote. All ayes. Motion carried.**

Attorney's Report: Discussion on the easement for 237th Avenue (Fontana Street to Beta Street). They should be ready for signatures within the next couple of weeks. **Discussion** on the property complaint located in the Fawn Lake area. Supervisor Budde stated he did a site visit and did not find the property as described in the complaint. He did not see what was in the backyard. The complaint was not signed. **A motion by Parker and seconded by Halliday to have the Building Inspector take pictures, write-up the violations and send a letter.** **Discussion** on the property located on 226th Avenue (68XX). Supervisor Budde stated in his opinion it is the same. Supervisor Halliday provided information taken from the Town's codebook of the ordinances in violations that we can make reference to when doing inspections on these properties. Jerry was directed to contact the abutting property owner to the property located at 68XX 226th Avenue and inform him of the encroachment onto his property. **Discussion** on the property complaint

located on West Martin Lake Drive. **Discussion** on another property complaint located at 68XX 226th Avenue. **Discussion** on adopting Resolution 2011-04 appointing a responsible authority and a compliance official for the Township pursuant to the Minnesota Government Data Practices Act. **A motion by Budde and seconded by Osterhus to adopt Resolution 2011-04 appointing the Clerk, Judith Hanna as the Responsible Authority and the Attorney, Gerald M. Randall as the Compliance Official for the Township pursuant to the Minnesota Government Data Practices Act. Discussion.** When the Clerk and/or Attorney should change another resolution would need to be done. Jerry will have a draft of the procedures at the next meeting. **Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye and Budde-aye. Vote adopts Resolution 2011-04. Discussion on adopting Resolution 2011-05 adopting a Watershed Management Plan for the Township. A motion by Millerbernd and seconded by Halliday to adopt by Resolution 2011-05 adopting Sunrise River Watershed Management Plan as Linwood Township's Watershed Management Plan. Discussion.** The Township is a member of the Sunrise River Watershed Management Organization. **Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye and Budde-aye. Vote adopts Resolution 2011-05.**

A motion by Osterhus and seconded by Halliday to approve payment of the February 22, 2011 bills in the amount of \$18,886.39 and check run #30184 to #30209. Discussion. Judy was directed to compare the estimated cost to the original cost of the broom attachment purchased. **Vote. All ayes. Motion carried.**

Discussion on Linwood Family Fun Day fundraisers: the next garage sale is Friday, February 25, Saturday 26, and Sunday 27, noon-2pm free. The Wyoming Dairy Queen, Saturday, February 26 from 2-5pm 10% of their total sales will be donated to help defray the cost of the fireworks on September 10, 2011.

Discussion on the January 2011 Petty Cash Report and Treasurer's Reports for October 2010 and November 2010. **A motion by Millerbernd and seconded by Osterhus to approve and file for audit the January 2011 Petty Cash Report and Treasurer's Reports for October 2010 and November 2010. Discussion. Vote. All ayes. Motion carried.**

Reorganizational Meeting:

A motion by Budde and seconded by Halliday to keep the present Chairman, Mike Parker as Town Board Chair. Discussion. Vote. All ayes. Motion carried.

A motion by Parker and seconded by Budde to keep the present Vice-Chairman, Philip Osterhus as Town Board Vice-Chair. Discussion. Vote. All ayes. Motion carried.

The Clerk stated there were no Town records to be transferred.

A motion by Budde and seconded by Osterhus to keep the Town Board meeting the second and fourth Tuesdays starting at 6:00p.m. Discussion. Vote. All ayes. Motion carried.

Discussion on designating an official newspaper. **A motion by Halliday and seconded by Budde to designate the Forest Lake Times as the Township's official paper. Discussion.** Neither the Forest Lake Times nor the Press are delivered to the whole township. **Vote. All ayes. Motion carried.**

A motion by Parker and seconded by Budde to keep the Linwood Country Store and the Town Hall as designated posting places in the Township. Discussion. We still have one at Dolphy's Automotive to be picked up. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to keep the Wyoming Bank as the town depository and keep the Clerk, Treasurer, Deputy Treasurer and the Chairman as the officials to sign checks. Discussion. **Vote. All ayes. Motion carried.**

In January of every year the Town Board does, by resolution, address potential conflict of interest issues.

The Town Board and Planning and Zoning review and amend board policies, as needed.

A motion by Halliday and seconded by Millerbernd to appoint Supervisor Budde to be in charge of the Town's AWAIR plan. Discussion. Budde is an employee who attends mandated OSHA training meetings. Judy was directed to contact the Association of Township's for a draft of any AWAIR policy they may have. **Vote-4 ayes. Budde abstained. Motion carried.**

On the west wall in the Town office is training and reference material.

The Town Board and Planning and Zoning Commission reviews town ordinance book and resolution book, as needed.

Upcoming training opportunities are provided at the Town Board meeting.

The Town Board supervisors signed the list of officers to be sent to the MN Association of Townships.

A motion by Osterhus and seconded by Halliday to keep the mileage rate at 50¢ per mile. Discussion. Federal rate is for 55¢ per mile. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Budde to keep the compensation for town officers and employees pay and benefits the same. Discussion. Town Board Supervisor pay \$270.65 per month (3 meetings) and \$75.00 per meeting after 3. Supervisor Millerbernd asked if Recycling Saturday was hourly pay or Supervisor pay when it is done by a Supervisor/employee? Chairman Parker stated it is at Supervisor pay. **Vote. All ayes. Motion carried.**

Township Services representatives for 2011:

Attorney	Gerald Randall
Auditor	David Mol
Building Inspector	Barry Olson (Contracted)
Engineer	Hakanson Anderson
Health Authority	Barry Olson
Road Foreman	Frank Kvidera

S.R.W.M.O.	Robert Millerbernd
Tree Inspector	Barry Olson/Mike Budde
Weed inspector	Barry Olson/Mike Budde

A motion Budde and seconded by Osterhus to keep the Township Services the same.
Discussion. Vote. All ayes. Motion carried.

Office Fees for 2011: (effective 6/10/2008)

Planning & Zoning

Conditional Use Permit*	\$ 200.00
Interim Use Permit*	200.00
Development Rezoning*	200.00
Development Final Plat	100.00
Development Prelim. Plat*	200.00
Conform. Land Div.	100.00
Land Use Application (other)	100.00
Platting Packet	10.00
Platting of Land	100.00
Platting Fee (per lot - escrow deposit)	100.00
Property Combination	100.00
Sketch Plan	100.00
Variance Application*	200.00
Wetland Mitigation Fee	200.00

**All applications requiring a Public Hearing have a \$200.00 fee*

A motion by Budde and seconded by Osterhus to keep Planning and Zoning fees for 2011 the same as 2010. Discussion. Vote. All ayes. Motion carried.

Licenses

Dog License Annual Fee	\$ 2.00
Kennel License Annual Fee	25.00
Sign Permit Application	25.00
Sign Permit Annual Fee	25.00
Building Permit	1997 UBC code chart
Mobile Home Permit	100.00
Temporary Habitation Permit-annual fee	60.00

A motion by Osterhus and seconded by Millerbernd to reduce the Sign Permit annual fee from \$50.00 down to \$25.00. Discussion. Vote. All ayes. Motion carried.

Services

Assessment Search	10.00
Bad Check Fee	35.00
Faxes (send or receive, per page)	2.00
Notary Fee (residents no charge)	2.00
Photocopies (minimum fee 1.00)	per side .25
Town Codebook	75.00
Township Maps	1.00 to 10.00

A motion by Budde and seconded by Halliday to keep the Township Service fees the same for 2011. Discussion. Vote. All ayes. Motion carried.

Supervisors areas of responsibilities:

Michael Parker- Chairman, Linwood Family Fun Day, Planning and Zoning Commission, School Forest Committee, Personnel

Philip Osterhus- Vice Chairman, Fire Department, Road and Bridge Committee, Recycling

Michael Budde- Cemetery, Recycling Day the fourth Saturday of the month (Supervisor pay) and Safety/AWAIR (Safety meetings attended are at hourly wage)

Michael Halliday- Park and Recreation Commission, Senior Center, Building Maintenance, Insurance

Robert Millerbernd- Sunrise River Watershed Management Organization (SRWMO)

A motion by Osterhus and seconded by Budde to keep the Supervisors' area of responsibility the same with the addition of Safety/AWAIR responsibility to Budde. Discussion. Vote. All ayes. Motion carried.

Board of Audit:

Chairman Parker stated the Supervisors approve the bills and the amount twice a month. A complete listing of all the checks and receipts are provided twice a month. The bank statements were reconciled for January 2010 through December 2010. The complete list of disbursements and receipts has been made available for public review. A complete professional audit is done each year. **A motion by Halliday and seconded by Osterhus to sign the Board of Audit certifying the financial records of the Clerk and Treasurer for the year 2010. Discussion. Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Halliday to approve as written the February 8, 2011 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting is informational. Anoka County Private Water Testing information and containers; and release of gravesite letters were sent out.

A motion by Halliday and seconded by Budde to adjourn at 7:25pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org/>

**Minutes
Town Board Meeting
March 8, 2011
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, and Michael Parker. Absent was Mike Budde. Also present was Clerk, Judy Hanna.

Chairman Parker stated because of the Annual Meeting starting at 7:00pm this meeting is for approving the March 8, 2011 bills in the amount of \$17,480.38 and check run from #030224 to #030253. **A motion by Halliday and seconded by Osterhus to approve the March 8, 2011 bills in the amount of \$17,480.38 and check run from #030224 to #030253. Discussion. Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to adjourn at 6:10pm. Discussion. Vote. All ayes.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting March 22, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

Chairman Parker stated the Building Inspector Barry Olson, was not present. Information on the month of February 2011 activity: 1 siding building permit was issued.

Fire Chief Ken Minske was present and reported for the Fire Department (meeting minutes were available). **Discussion** on sandblasting/painting the north wall of the station. **Discussion** on the replacement of the air control unit on the make-up air system. Two quotes were received \$1,400.00 to \$1,600.00. The lowest quote is from Crosstown Mechanical. **A motion by Halliday and seconded by Budde to direct Fire Chief Minske to contact Crosstown Mechanical for sandblasting the south side of the fire station.** Discussion. The Township needs to have the copies of the information for audit purposes. **Vote. All ayes. Motion carried.** Discussion on hose nozzle needed for flooding the rinks.

Judy Hanna, Senior Center Coordinator, was present and provided January 2011 meeting minutes and February 2011 trip and financial information. March and April have been very busy usage months.

Supervisor Osterhus reported for the Road and Bridge Committee. Meeting minutes are posted and available Discussion on ordering up to 100 tons of recycled gravel-in the amount of up to \$1,200. **Motion by Budde and seconded by Millerbernd directing Supervisor Osterhus to do so. Vote. All ayes. Motion carried.** Discussion on the easements needed for 239th Avenue. The Attorney and the Engineer are working on them.

Supervisor Millerbernd reported on the Sunrise Watershed. New officers have been appointed. When the new roster is available it will be provided. Discussion on the Martin Lake Association Annual Meeting and Dinner. Flyers will be handed out inviting Typo

Lake residents to attend the dinner and meeting for their input regarding the fish barriers being considered between Typo and Martin Lakes.

Chairman Parker stated the School Forest Committee is updating their maps to include the acquired 40 acres. The Medallion was found 10 days into the annual hunt by Doug Baklund.

Supervisor Halliday reported for the Park Board. 100 trees will be planted on township park property the first week in May. The annual Park Tour will take place Monday, April 25 starting and leaving from the Town Hall at 7:00pm. The Trail Committee is continuing to work on the trails the Wind Swept Prairie and the Blue Bird Recovery projects.

Discussion with the Attorney on the agreement for Broadband Services. Tabled until the next meeting. **A motion by Halliday and seconded by Osterhus to direct the Clerk and Chairman to sign the May-November 2011 Building Inspector Agreement.** Discussion. Having a perpetual renewal. **Vote. All ayes. Motion carried.** Discussion on property complaint(s) update. The Building Inspector has been working with one of the property owners on 226th Avenue. Barry is taking pictures of the clean-up process. A fence may be approved to screen the property. Fire damaged house located on the corner of South Linwood Drive and County Road 22-needs to be torn down, and the yard cleaned up or secured better and the yard cleaned up. **Discussion** on readopting Ordinance 135 as 135A. Supervisors will review and adopt after they have re-reviewed the ordinance. **Discussion** on updating the old property complaint list

A motion by Osterhus and seconded by Budde to approve payment of the March 22, 2011 bills in the amount of \$9,342.06 and check run #030263 to #030287. Discussion. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Budde to approve for audit the February Petty Cash Report. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Osterhus to approve the March 8, 2011 Town Board meeting minutes as printed. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to direct the Chairman to sign the Northwest Associated Consultants-2030 Comprehensive Plan update agreement. Discussion. The cost is not to exceed \$10,000.00 without coming back before the Town Board. **Vote. All ayes. Motion carried.**

Discussion on the upcoming Recycling Day on April 16, 2011 from 8am to noon. Supervisor Osterhus stated no trees would be given out this year because the pickup date is the last weekend of the month. The Park Board has ordered 100 trees for planting within the parks. The Cub Scouts and parents will be handing out cloth tote bags filled with recycling items, recycling information and delivering beverages and food items.

Discussion on the April 9 Pet Clinic. Chairman Parker will be at the clinic, along with Marlene Skinner, Animal Control.

Discussion on the information received from East Bethel regarding the proposal from Great River Energy power station along County Road 22

Chairman Parker stated the rest of the meeting was informational: FREE Township Legal Seminar; Urban Short Course-April 21, 2011; Anoka County NEWS; Memo from Country Financial (Chris Sauro); February 10, 2011 OSHA compliance training on machine guarding awareness; Local Government Officials Meeting March 30; Lakes Area Youth Service Bureau.

A motion by Budde and seconded by Halliday to adjourn at 7:15pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board Meeting

Local Board of Appeal and Equalization

April 12, 2011

5:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker (arrived at 5:20pm) and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Anoka County Assessor.

Vice-Chairman Osterhus stated -The Board of Review (**Local Board of Appeal and Equalization**) is the first opportunity for persons to have their concerns regarding their home valuation heard. If a person fails to appear in person, by counsel, or in writing to the Board of Review, that person is prohibited from raising the issue before the County Board of Equalization. Names are taken from the sign-in sheet. Chairman Parker introduced the County Assessor Randy Dejong, Residential Appraiser and John Leone, Commercial Appraiser. Randy presented a brief overview of the property tax process and a recap of the current assessment. Action taken. David Verness. PID 18-33-22-11-0026 Reduced value from \$150,700 to \$142,300. Finding of Fact: Surrounding property of equal comparison justifies the reduction. Mike Voligney PID 04-33-22-13-0060 No action taken Affirmed value at \$121,200. **A motion by Halliday and seconded by Budde for both property owners to be allowed to be heard by the Anoka County Board.** Discussion. **Vote. All ayes. Motion carried.**

Agenda

Town Board Meeting

April 12, 2011

Following the Local Board of Appeal and Equalization

Chairman Parker called the meeting to order and stated the pledge to the flag was done and the roll call would remain the same.

A motion by Budde and seconded by Halliday to approve the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker introduced-**Kahy Timm**, Assistant Anoka County Attorney and Fazil Bhimani, Technical Consultant for discussion on the **Connect Anoka County Project**. The Township has two options: 1) Approve the agreement allowing the fiber to be constructed, the equipment (switch) installed and not use the connectivity service, but have the ability to connect in at a future date. There is no direct cost for this option. 2) Approve the agreement which would allow the fiber to be constructed, the equipment (switch) installed and decide that you want the connectivity services as soon as possible (sometime in 2012). This option would cost \$75.00 a month for the connectivity service paid to the county per 100mbs site. The Township would have two sites. The fire department is the second site. Both sites would also need to purchase service from an internet service provided. The fire and police would

both benefit more than the Township office. **A motion by Parker and seconded by Halliday to approve option 1) Approve the agreement allowing the fiber to be constructed, the equipment (switch) installed and not use the connectivity service, but have the ability to connect in at a future date. There is no direct cost for this option.** Discussion. Budde was directed to provide this information to Chris Sauro, Township Insurance Agent. **Vote. All ayes. Motion carried.**

Chairman Parker stated the March Building Permit Report sheet reported: 1 siding, 2 reroof, 1 setif/facia repair, and 1 finish basement.

Discussion on the 2011 Pictometry Flight information. Planning and Zoning and the Building Inspector would benefit the most from having this program. The funding could come from the Building fund. **A motion by Halliday and seconded by Osterhus to approve the cost of approximately \$900.00 for Pictometry Flight program from Anoka County.** Discussion. **Vote. All ayes. Motion carried.**

Fire Chief Ken Minske was present for discussion and reported on the March 2011 Fire Department activity (7 medical and 2 fire). Retirement party for Mike Sonnek is April 30, 2011 at Vannelli's by the Lake. Crosstown Mechanical installed the new make-up air control box. Bids for advertising for sandblasting and painting the north wall are being worked on. Ken will work with the Building Inspector and/or the Township Engineer on what should be covered in the advertisement or soliciting quotes from a list.

Senior Center-Coordinator, Judy Hanna stated the March meeting minutes are not available. Copies of the March travel log and financial information was provided and discussed. **Discussion** on the hot water heater giving out plenty of hot water. **Discussion** on the memo received from Kate Thunstrom, Anoka County Community Development regarding adding the word Community to the Senior Center building name, and for funding. Kate's response was, "With the CDBG program you do have the flexibility to name the building whatever you would like. The regulations fall back on the use and intent of the building. If the building use changes to no longer being the primary use of the senior center then it would trigger the CDBG program compliance regulations to be followed and a possible repayment of funds." Supervisor Halliday stated this was a follow-up from a comment made at the Annual Meeting. Chairman Parker stated this was informational only and the Senior Advisory Board would be given copies. **Supervisor Halliday** stated this would be discussed at their next meeting. **Discussion** on Linwood Family Fun Day planning update next meeting-Thursday, May 5, 2011 5:00pm. The Washington County 4-H has requested a booth (fee waived) and members may enter the talent contest show. "Kid Power" is replacing the "Toonies" this year. **A motion by Osterhus and seconded by Halliday to approve the 2011 LFFD fireworks agreement.** Discussion. The cost is the same as last year \$3,500. Any donation received from the fire department goes towards the fireworks, adding to the \$3,500 amount already paid from the LFFD fund. **Vote. All ayes. Motion carried.**

Road and Bridge-Supervisor Osterhus stated the Road and Bridge meeting minutes are available and posted. **Discussion** on the memo received from Township Engineer, Craig Jochum on the 2011-Street Improvement Cost Estimates. **A motion by Osterhus and seconded by Millerbernd to approve all the projects in the amount of \$318,000.** Discussion. Streets included are Baylor, Volga and Willamette for overlays. Avenues include 220th, 229th, 216th and 217th for overlays. 217th Avenue for reclaim and pave. **Discussion** on the memo received from Anoka County Highway-road closure/detour County Road 36 to 240th Avenue. **Discussion** on the bid notice for street sweeping is advertised. **Discussion** on the Road and Bridge Road Review April 23, 2011 leaving the Linwood Town Hall at 8:00am

Park & Recreation-Supervisor Halliday stated the Park Board members are planning on April 25, 2011 at 5:00pm meeting to place 5 bird houses in the Windswept Prairie. Their annual Park tour will follow. **School Forest** is recommending Craig N. Cold be appointed to the School Forest Committee. **A motion by Halliday and seconded by Budde to approve the appointment.** Discussion. **Vote. All ayes. Motion carried.**

Discussion from Supervisor Osterhus regarding granting the MPCA permission to install a monitoring well on the 4-Seasons Park. Discussion. Another monitoring well is in the Boettcher Farm Preserve Park. **A motion by Halliday and seconded by Millerbernd to approve the monitoring well to be placed at 4-Seasons Park. Vote. All ayes. Motion carried.**

Attorney's Report: **Discussion** on the active property complaints. **Discussion** on the School Forest Agreement.

A motion by Halliday and seconded by Budde to approve payment of the April 12, 2011 bills in the amount of \$88,118.94 (\$59,280.50 Qtr.1 2011 Sheriff's contract) and check run #030306 to #030351. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Millerbernd to approve for audit the March 2011 Petty Cash Report and December 2010 Treasurer's Report.

Discussion on the 2010 Annual Financial Audit information received from HLB Tautges Redpath, LTD, and the Audit Exit meeting.

Discussion on the Communication with those charged with governance received from HLB Tautges Redpath, LTD.

Chairman Parker stated the rest of the meeting was informational: 2011 March Financial reports; Office of the State Auditor E-Update; Anoka County Compost sites open April 1, 2011; Newsletter went out; Mike/Chris OSHA training refresher training on trenching and excavation safety on March 8, 2011; Forest Lake Chamber newsletter; Minnesota Township News; 2011 Urban Town Short Course April 21, 2011 Otsego, MN; Bike Helmet Clinic (Andover) and police activity report; 2010 Census Count Question Resolution Program; Bill that weakens Township Rights; Met Council Newsletter; Thank you from the Anoka County Historical Society and the Forest Lake Youth Bureau; Letters for removal of trailers on property (Interim Use Permits).

A motion by Budde and seconded by Halliday to adjourn at 7:50pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting April 26, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney, Jerry Randall.

A motion by Budde and seconded by Halliday to approve the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the new Anoka County Safety Data System. Anoka County Attorney **Tony Palumbo** was present for discussion on the Anoka County Joint Law Enforcement Council (JLEC). Discussion concluded with the Town Board Supervisors in support of the county-wide safety information system. Adoption of the resolution will be on the next meeting agenda.

Discussion on the Street Sweeping Bid received from Dan's Landscaping. **Supervisor Osterhus** requested tabling and awarding the bid until the next meeting. **A motion by Budde and seconded by Millerbernd to table until the next meeting.** Discussion. This was the only bid and Supervisor Osterhus would like to seek others. Advertising was done for two weeks in the Forest Lake Times and the Forest Lake Press. **Vote. All ayes. Motion carried.**

Attorney's Report: Jerry provided updated information on the 226th Lane and 226th Avenue properties. Pictures are being taken by the Building Inspector weekly, and e-mailed to Jerry for filing. Judy needs to locate the original School Forest Agreement. Discussion on the letters sent to the developers of Lyons Street/Lyons Den, White Tail Ridge, and Boettcher Farms. Work is to be completed on or before May 27, 2011. Discussion on Township property being forfeited and the Township purchasing them. One for drainage and the other for Broadbent Park additions. Discussion on road right-of-way for 239th Avenue.

Discussion from Supervisor Halliday on the Senior Center roof repair estimate of \$15,000 with a 10-year warranty. No other quotes were received. Whatever is not covered by insurance would be paid out of the Capital fund.

A motion by Halliday and seconded by Budde to approve the payment of the April 26, 2011 bills in the amount of \$42,182.81 and check run #030407 to #030445. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the April 16, 2011 Recycling Day. Someone should be assisted to help with the recycling of oil. People left their oil containers and did not empty them.

Discussion on the Linwood Free Cemetery books are now on disk and on township computer.

A motion by Halliday and seconded by Budde to approve and file for audit the April 2011 financial reports. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: Office of the State Auditor E-Update; Forest Lake Chamber newsletter; 2011 Urban Town Short Course April 21, 2011 Otsego, MN; Met Council Newsletter; and the Anoka County Sheriff's activity report.

A motion by Halliday and seconded by Budde to adjourn at 6:50pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
May 10, 2011
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was Clerk, Judy Hanna, and Attorney, Jerry Randall, was absent.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the April Building Permit sheet reported: 1 basement finish, 5 re-roof, 1 mechanical, 1 demo, 1 garage, 1 siding, 1 septic and 1 garage. Discussion on the clean-up progress of the burned house on South Linwood Drive.

Fire Department-Fire Chief Ken Minske was not available. Jim Stockinger was present for discussion on the process of restating its Fire Relief Association Articles of Incorporation and Bylaws. The Attorney has the information along with the timeline. Revised copies would be provided to the Supervisors at the June 14 meeting for review and approval at the June 28, 2011 Town Board meeting. Discussion on the Fire Department's request for a credit card through the Wyoming Bank.

Senior Center-Coordinator Judy Hanna-reported no April meeting. March meeting minutes and the April bus trips/financial information is available. Discussion on Linwood Family Fun Day update-need Ride-in Bike Show volunteer. Toni McChesney is not available this year.

Discussion on the upcoming fundraisers-garage sale Friday, May 13, Saturday, May 14, and leftovers free on May 15, 2011. 10% of sales from 6:00pm to 9:00pm at the Wyoming Dairy Queen Monday, May 16 and Wednesday, May 25, 2011. Linwood Cemetery Tour Thursday, May 19, 2011 starting at 6:30pm at the cemetery. June 18, 2011 outdoor movie. **Supervisor Halliday** stated the Township Insurance Adjuster has been out to review the Senior Center roof. The Township received \$40,000 in 1992 for hail damage to all Township metal roof buildings. The Township spot repaired the pole barn and this building. The \$40,000 was to replace the roofs. The insurance is covering \$2,160.64 for the inside damage. No decision has been made as to how or who will do the repairs. **A motion by Halliday and seconded by Budde to accept the quote received from Allweather Roof in the amount of \$15,000 for the repair of the roof with the 10-year warranty. Discussion. Vote. All ayes. Motion carried.**

Supervisor Osterhus stated the Road and Bridge Committee and Annual Road Review meeting minutes are posted and available. **Discussion** on the Gravel Bid received from Bjorklund Companies-\$9.50 per ton (hailed and dumped); \$10.50 per ton hauled, spread and packed.

Supervisor Osterhus stated accepting this quote would save the Township \$24,000. It was that much less from the quote received from Knife River, and discussed at the last meeting. **A motion by Budde and seconded by Osterhus to accept the bid from Bjorklund Companies at \$9.50 per ton (hailed and dumped); \$10.50 per ton hauled, spread and packed. Vote. All ayes. Motion carried.** Discussion on the Street Sweeping quote received for \$2.50 less per hour including the machine and operator. **A motion by Osterhus and seconded by Millerbernd to accept the quote received from Jeff's Outdoor Services at \$92.50 per hour for the machine and operator.** Discussion. The street sweepings will be picked up by the Township and water provided by the fire department. He will start next Monday. **Vote. All ayes. Motion carried.** Discussion providing swing safe mailboxes for township residents. Osterhus provided information on the mailboxes. **A motion by Budde and seconded by Halliday to approve and order 20 swing safe mailboxes and resell to the residents for \$65.00.** Discussion. A booth could/will be at Linwood Family Fun Day (Road and Bridge Committee members) to inform and sell to the residents. They will be stored in the pole shed. **Vote. All ayes. Motion carried.** Discussion on the culvert work being done Wednesday, May 11, 2011 on Saturn Street starting at 9:30am, and Thursday, May 12, 2011 on Zodiac Street starting at 9:30am. Work is being done by Bob Beckman and Frank Kvidera.

Supervisor Bob Millerbernd stated he would like to table the Sunrise Watershed Joint Powers Agreement Amendment. A copy will be provided to the Attorney for his review.

Supervisor Halliday (meeting minutes provided) stated Park Board members did their annual Park Tour and found all the Parks looking very nice. A few minor repairs will be provided by maintenance workers. They placed five (5) numbered Blue Bird houses in the outside burned area of the Wind Swept Prairie area within the School Forest Park. Melvin Pfaffendorf will monitor and record the activity of them. Discussion on the vandalism being done in the 4-Seasons Park. Mike and Chris are to keep track/record what is being done and how much time they spend repairing and/or picking up after the vandals. Also keep in touch with the Township deputy. Supervisor Osterhus informed the Board about a test well to be placed on 4-Seasons Park to monitor the ground water. Another such well is in the Boettcher Farm Preserve Park. **Chairman Parker** (School Forest meeting minutes provided) stated they are working on the stewardship plan with the DNR. Prizes for the photo contest are needed. The winners will be announced and the photos displayed during Linwood Family Fun Day. Discussed ideas for the 2011-2012 school year. This is the Forest's last meeting for this school year. They will restart meeting again October 3, 2011 at 5:00pm in the Senior Center.

Attorney Jerry Randall was not present. Resolution 2011-06 supporting and endorsing an Anoka County countywide integrated public safety information system. Discussion. **Roll call vote. Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye, and Budde-aye. Resolution 2011-6 adopted.** Discussion on adopting Ordinance 135A and approving the summary to be published. **A motion by Osterhus and seconded by Budde to adopt Ordinance 135A.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Millerbernd and seconded by Halliday to approve the publishing of the summary of Ordinance 135A.** Discussion. It should be in next week's Forest Lake Times. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Osterhus to approve payment of the May 10, 2011 bills in the amount of \$8,242.46 and check #030406 and check run #030446 to #030462. Discussion. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Halliday to approve and file for audit the April Petty Cash Report and April financial information. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Halliday to approve as written the April 26, 2011 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

Discussion on the Recycling Enhancement Grant-deadline is May 31, 2011. Supervisors Osterhus and Budde will work together on the grant for ideas.

Chairman Parker stated the rest of the meeting was informational: Anoka County Historical Society newsletter; April 16 Evergreen Recycling Day cost \$6,769.55; OSHA compliance training; and 2011 Land Use Planning Workshops.

A motion by Osterhus and seconded by Budde to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

May 24, 2011

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, and Michael Parker and Mike Budde. Also present was Clerk, Judy Hanna and the Attorney Jerry Randall.

A motion by Halliday and seconded by Osterhus to approve the agenda with the addition of discussion on a second warning siren and the repair of the senior center roof, as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated Planning and Zoning held the Public Hearing for Application 2011-01 Interim Use Permit for Richard Gabrick requesting permission to have a manufactured home remain on his property located at 21300 Thames Street N.E. to house his son while helping to care for parents who are aging and who have health issues. Property Identification Number: R15-33-22-21-0001. Planning's recommendation is for approval. **A motion by Budde and seconded by Halliday to approve Application 2011-01 Interim Use Permit for Richard Gabrick requesting permission to have a manufactured home remain on his property located at 21300 Thames Street N.E. to house his son while helping to care for parents who are aging and who have health issues. Discussion. The permit is good only until the permitted use is no longer required. Vote. All ayes. Motion carried.**

Attorney's Report: Discussion on the list of property complaints generated in 2008. Jerry suggested the Building Inspector update this list by doing inspections, taking pictures and writing a summary on the condition of the property. Jerry did a follow-up on the 3 active properties stating they looked better and no items were seen within the road right-of-way. Weekly/monthly documentation is needed for the court records. **Supervisor Osterhus** stated he did a drive-by inspection on a property located in the 65XX block on 235th Avenue. All the vehicle's licenses were current. **Discussion** on the Data Collection Practices, Policies, and Public Access Procedures. Jerry handed out copies of the final draft and requested Judy and all Supervisors to review and prepare to adopt it at the next meeting. It will then be in effect and ready to publish.

Discussion from Fire Chief, Ken Minski regarding the second warning siren. **A motion by Osterhus and seconded by Halliday to approve the location of the second siren in the Fawn Lake area. Discussion. Ken will continue on with the process. The first siren is located on Cora Road. Vote. All ayes. Motion carried.**

Discussion from Supervisor Halliday regarding the repair of the Senior Center roof by Allweather Roof in the amount of \$14,787.00. 25% to be paid as the down payment (\$3,696.75) and the balance \$11,090.25 upon completion. Work will start either the 6th or 13th of June, and be completed within 3 days. Mike and Chris will be doing the inside repair work. The satellite dish on the Town Hall section will be taken down and the holes will be sealed by Allweather Roof at no charge.

Discussion from Supervisor Osterhus on requesting up to \$5,000 for the trimming of tree branches on township roads. **A motion by Osterhus and seconded by Millerbernd to approve up to \$5,000 from the Road and Bridge fund for the trimming of tree branches overhanging on township road-right-of ways.** Discussion. Osterhus will provide a list of roads for the trimming of the trees. **Vote. All ayes. Motion carried.** **Discussion** on the street sweeping. Philip stated Jeff's Outdoor Service started today. The fire department is providing water, as needed, and a township truck is following collecting the sweepings and dumping them back on township property. **Discussion** from the audience regarding sweeping roads that do not need it.

A motion by Osterhus and seconded by Budde to approve the payment of the May 24, 2011 bills in the amount of \$19,072.89 and check run #030487 to #030512. Discussion. **Vote. All ayes. Motion carried.**

A motion to approval the May 10, 2011 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the Recycling Enhancement Grant. Supervisors Osterhus and Budde suggested not to apply for the grant money. The deadline is May 31, 2011.

Chairman Parker stated the rest of the meeting is informational: Culvert repair on Thames Street north of Fawn Lake Drive (5-26-2011); Chad Hansen Memorial Fund; 2011 June Short Course Pre-Registration; Wyoming Dairy Queen 10% of total sales fundraiser Wednesday, May 25 from 6-9pm for senior transportation; e-mail regarding Linwood Township's willingness to own and have maintenance responsibilities for the rough fish barriers; Met Council newsletter; and Sunrise Watershed meeting minutes.

A motion by Budde and seconded by Halliday to adjourn at 7:10pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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**Minutes
Town Board
June 14, 2011
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, and Michael Parker and Mike Budde. Also present was Clerk, Judy Hanna and the Attorney Jerry Randall.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Chris Lord, Sunrise River Water Management Organization (SRWMO) District Manager, Mitch Haustein Water Resource Technician and several Martin Lake and Typo Lake residents were present for discussion on 1. Stormwater retrofitting around Martin Lake and 2. Martin and Typo Lake Carp barriers. **After 45 minutes of discussion a motion by Halliday and seconded by Millerbernd to table any decision until the SRWMO and the residents are agreeable to how the Township could help. Vote. All ayes. Motion carried.**

Chairman Parker suggested a 5 minute break.

Chairman Parker stated the May Building Permit Report was not available. Discussion on granting permission to install alternative septic system on property located at 6227-207th Avenue NE, Lot 3, Block 1, Grants Linwood Shores. A memo received from Building Inspector Barry Olson recommended approval of the request. His finding of fact included other properties located on the south shore of Linwood Lake are alternative type systems, and have been approved by the Board. No problems recorded associated with any of those systems. He has determined the septic design is in compliance with the Minnesota Subsurface Sewage Treatment Systems Program, Ch. 7080. It is in Linwood Town Code, Ch. IV, Section 401.02, subd. 2 (2), (C), any experimental or alternative septic systems are to be approved by the Town Board. Discussion concluded **with a motion by Parker and seconded by Budde to place this on the next Planning and Zoning agenda for discussion and recommendation. Vote. All ayes. Motion carried.**

Fire Department-Fire Chief Ken Minske was present and discussed May and June Fire Department Reports. **3 bids were received for painting** of the fire station. All 3 are being reviewed. Once reviewed they will be presented to the Town Board. **7 Class A uniforms** for the Honor Guard are being purchased from funds donated from the Stacy Lions and the Ladies

auxiliary. **Bids** are out for the number 2 emergency siren being located in the Pet or Fawn Lake area. **Discussion** on Resolution 2011-07 permitting the Stacy Lions to serve non-intoxicating malt liquor on Township property during the Fire Department's Dance on September 10, 2011. **Roll Call Vote-Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye, and Budde-aye. Resolution 2011-07 approved.**

Senior Center-Coordinator Judy Hanna provided the May bus trips and financial information. Senior Center activities are going well. Hall usage is less once school is out and summer begins. A new activity putting together jigsaw puzzles. **Discussion** on Linwood Family Fun Day fundraisers. The June 18 outdoor movie has been canceled by the organizer. Saturday, July 30 is the "The Elvis Experience". Another Dairy Queen event is being planned for some time in July. Planning meetings are going well. **Discussion** on the Dairy Queen fundraiser for our transportation program. The check will be made out to Howard Nessel, treasurer for the Senior Advisory Board for the cost of longer fun trips for the seniors. **Supervisor Halliday** informed the Board work has started on the repair of the senior roof. It should take up to 3 days. They will remove the satellite dish from the town hall section of the roof and repair that section at no charge.

Supervisor Osterhus provided the Board with Road and Bridge meeting minutes. Discussion on street sweeping is finished. Culverts were replaced on 233rd Avenue and North Thames Street. Discussion on the final payment for 226th Lane reconstruction project. **A motion by Osterhus and seconded by Millerbernd to approve final payment for the 226th Lane reconstruction project in the amount of \$1,123.84 to Dunaway Construction. Vote. All ayes. Motion carried.** **Discussion** on the July 8, 2011 opening bids for 2011 street maintenance. Craig will provide information at the July 26, 2011 Town Board meeting. **Discussion** on the follow-up letters sent to the developers from Craig. Craig will have a report for the July 26, 2011 Town Board meeting. **Discussion** on the funds being released to repair 205th Avenue. **Discussion** on using magnesium chloride on Fontana Street and 233rd.

Supervisor Millerbernd stated the next Sunrise Watershed meeting is August 4, 2011.

Chairman Parker stated the School Forest Committee will not meet until September. **Supervisor Halliday** stated the Park Board is mainly discussing and continuing the planning of the trail system, and the placement of bird houses within the township parks.

Discussion on the Linwood Cemetery Tour and Gravestone Preservation Workshop fundraiser for Linwood Family Fun Day. Judy stated the workshop was canceled because no one registered for it. The tour was more on the history of the cemetery instead because not much history was found on deceased Linwood fire or police men. **The annual Memorial Day Service** was well attended. Flags were placed by the graves of Linwood veterans and firemen. A police flag should be placed by the only verified constable for Linwood-George Bookwalter. Fire Chief Ken Minske stated he would find out where to order police flags. Somehow we need to have the history on our veterans, firemen and past constables.

Discussion from the Attorney, Jerry Randall on two dog complaints: Potential Dangerous Dog complaint 242nd Lane NE. **A motion by Osterhus and seconded by Budde directing the Attorney to send letter to the dog owner. Vote. All ayes. Motion carried.** Aggressive Dog Report- 22XXX Typo Creek Drive NE. **A motion by Halliday and seconded by Budde**

directing the Attorney to send a letter advising the property owner they are in violation of Town Code regarding a kennel license. Vote. All ayes. Motion carried. Discussion on Fire Relief Association Articles of Incorporation and Bylaws. Jerry's concerns are with the formatting being consistent and survivor's benefits. Ken will follow-up on clarifying the survivor's benefits. Jerry stated it should be ready for approving at the next meeting. **Discussion** on current property complaints. **Supervisor Millerbernd** provided pictures and comments on his tour of all the property complaints. Two properties he could not find. One of the properties was torn down. Office worker Rudi McCurdy went with the Building Inspector on inspections of properties and provided pictures as back-up. Jerry was given direction to proceed with total abatement proceedings on the West Martin Lake Drive property (1977). **Discussion** on the Policy and Procedures draft. Being consistent-using the word official or authority. **Discussion** on IV. Request for Data-C. Fees is in-complete. Discussion on IV. Request for Date B. Time Limit. Jerry will make correction and additions ready for the next meeting.

Chairman Parker stated the pet clinics are done for this year. All were very well attended. We have licensed over 150 dogs, so far this year. That is more than we have done in past years.

Discussion on Ordinance 503.02 Licensing Subd. 2. "Each license shall expire on the last day of December next following the date of issue".

A motion by Osterhus and Halliday to approve the bills and payment of the June 14, 2011 bills in the amount of \$59,042.64 (\$11,090.25 balance due on Senior Center roof repair and \$21,533.32 annual insurance premium) and check run #030529 to #030575. Vote. All ayes. Motion carried

A motion to approve and file for auditing the May Petty Cash Report and May financial information. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Osterhus to approve the May 24, 2011 Town Board meeting minutes as printed. Vote. All ayes. Motion carried.

Discussion on Osterhus and Millerbernd attending a meeting in East Bethel regarding Great River Energy power lines.

Chairman Parker stated the rest of the meeting was informational: Anoka County Historical Society newsletter; Quote from On Site Sanitation; Construction Weekly; External peer review report for HLB Tautges Redpath; and the Anoka County Sheriff's Office police activity report.

Discussion on receiving the quote from On Site Sanitation. Judy was directed to send a letter and a copy of the quote to Jimmy's Johnnys requesting a response back.

A motion by Osterhus and seconded by Budde to adjourn at 7:45pm. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
June 28, 2011
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to delete under the Attorney discussion on Policies and Procedures approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated Planning and Zoning held the public hearing for Variance Application 2011-02 from Mark McManus requesting permission to build a garage 15 feet closer to the road than the house instead of the required 55 feet from the road. The property is located at 6666 215th Avenue N.E., Wyoming, MN 55092. The Property Identification Number is: R 09-33-22-32-0011. Planning recommended approving the application, but not the variance. Commission members felt the Building Inspector had the discretion to issue the permit to build closer to the road than the house because this is lake property. Screened-it is not deemed an eyesore. Property owners were notified and stated no objection. The \$200.00 application fee will be returned. **A motion by Osterhus and seconded by Halliday to deny the application, but direct the Building Inspector to issue a building permit to build a garage closer to the road than the house and return the \$200.00 application fee. Property address is 6666 215th Avenue NE, Wyoming, MN. Discussion. This is lake property. Traditionally the lakeside is considered the front of the property. The 215th Avenue is the back of the lot. According to township code this request is at the building inspector's discretion. Vote. All ayes. Motion carried.**

Planning recommended approval for the Alternative Septic System for 6227-207th Avenue NE following the written recommendation by the Building Inspector. The property has no house. In 1982 an address was issued because the property owners were putting in a well. **A motion by Osterhus and seconded by Budde to approve the alternative septic system for 6227-207th Avenue NE. Discussion. Section 807.03 Subd. 2. Vote. All ayes. Motion carried.**

Discussion from the Attorney on the Fire Relief Association Articles of Incorporation and Bylaws. **A motion by Budde and seconded by Osterhus to approve the amended articles of**

incorporation and bylaws. Discussion. **Resolution 2011-09 is ready for adoption. Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker, aye, Budde-aye. Resolution 2011-09 adopted as of this date.** Discussion on the US Cable television franchise. US Cable wants to sell the franchise to Mid-Continental Communication. **A motion by Budde and seconded by Parker to hold a special meeting/public hearing July 20, 2011 at 7:00pm to allow for public input regarding the selling of the cable franchise or not.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Halliday and seconded by Budde to adopt Resolution 2011-08 by roll-call vote; Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker, aye, Budde-aye. Resolution 2011-08 adopted as of this date.** Discussion on the active property complaints. One letter was sent to the property owner at 69XX 226th Avenue NE. Building Inspector Barry Olson is working on the written documentation on a few others. After discussion a **motion by Budde and seconded by Osterhus to direct the attorney to start and follow the abatement procedure against the property owner for the 231XX West Martin Lake Drive property.** Discussion. This property has had neighbors complaining for many years. **Vote. All ayes. Motion carried.** Discussion on the letter to property owner regarding kennel license. No response from the owner of the house located at 222-3XX Typo Creek Drive NE. **A motion by Parker and seconded by Halliday that if no contact is made to either the Attorney or to office staff by July 5, 2011, a citation will be served by the Sheriff's Office. Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to approve the payment of the June 28, 2011 bills in the amount of \$115,305.10 (\$28,653.00 Assessor 2011 contract and \$59,280.50 Qtr. 2 Sheriff's Contract) and check run #030586 to #030629. Discussion. **Vote. All ayes. Motion carried.**

Supervisor Halliday stated he had met with the Township Insurance Agent, Chris Sauro for review of the 2011-2012 insurance policy. The policy was also reviewed by Mike Budde because he is employed by the Township, and Pam Palmer because she also is employed and does the coding and billing for the different funds. The fire department reviews their portion.

A motion by Halliday and seconded by Millerbernd to approve, as printed, the June 14, 2011, Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion from Supervisors Osterhus and Millerbernd on the meetings taking place at the East Bethel City Hall regarding the request from Great River Energy on the proposed routes for the power line through East Bethel to reach the Martin Lake substation on Typo Creek Drive NE.

Chairman Parker stated the rest of the meeting was informational: Wyoming Dairy Queen 10% of total sales fundraiser Monday, July 11 from 6-9pm for NACE and July 25 for Linwood Family Fun Day; 2010 Mediation Services Annual Report; Office of the State Auditors E-Update; Internal Revenue Service mileage increase to 55.5 cents per mile. **A motion by Osterhus and seconded by Budde to increase the Township mileage to .55 cents per mile. Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Halliday to adjourn at 7:10pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting July 12, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney Jerry Randall (6:25pm).

A motion by Halliday and seconded by Osterhus to include and add to the agenda discussion on damaged township sign located at the north end of the parking lot. Vote. All ayes. Motion carried.

Chairman Parker stated the May 2011 building permit report was provided, and the June 2011 will be ready for the next meeting. **Discussion** on repairing or purchasing a new sign. Discussion ended with direction given to maintenance worker Mike Budde to check into purchasing plex-glass to cover both sides and hinges.

Fire Department-Fire Chief Ken Minske was present and discussion was held on the July Department report. Total runs for the month of June: 4 medical and 11 fire. Bids for painting the station are being reviewed by the committee. **The second siren** will be located on 239th lane and Julliard Street. **\$1,550.00** was donated from the Relief Association to finish the office area. **New member** swearing in, pinning of the new EMT's and 4 members that have completed their Fire fighter 1 & 11 will be receiving their Black Helmets also be done during the ceremony August 3rd at 7pm. **A motion by Osterhus and seconded by Halliday to approve the appointed officers for the 2011-2012 year are : Assistant Chief-Cary Shepard, Captain 13-Jeff Willcocks, Captain 14 -Jim Stockinger, Lieutenant 23-Mike Chrisian, Lieutenant 24-Mike Rami, Secretary-Denny Young and Assistant Fire Marshal-Scott Smith. Vote. All ayes. Motion carried.**

Senior Center-Coordinator Judy Hanna provided the June bus trips and June financial information. **Discussion** on two Linwood Family Fun Day fundraisers: July 25, 2011 from 6-9pm Wyoming Dairy Queen Fundraiser and Saturday, July 30 "The Elvis Experience". **New** this year will be the Rosenbauer "Panther" fire truck being one of the stars in the Transformer 3 movie, "Sentinel Prime". It is an awesome sight to see!! **A motion by Osterhus and seconded by Budde to approve the spending of \$550.00 for the WDGY Cruiser from the LFFD account. Discussion. The "Cruiser" is located at the car show. Vote. All ayes. Motion carried. We will be in the August 6th, 2011 Stacy Day parade. The Senior Center's food service license**

has been received and will be posted. All others groups using the kitchen will still need to apply to Anoka County for their own food license.

Supervisor Osterhus stated the Road and Bridge meeting minutes are available. **Discussion** on the memo received from Craig Jochum regarding the opening of bids for 2011 Street Maintenance July 8, 2011. Four (4) bids were received ranging from \$270,532.90 to \$365,177.20. Budget for the project was \$318,000. The Engineer's estimate for construction was \$310,000. Craig recommended the contract be awarded to Rum River Contracting in the amount of \$270,532.90. **A motion by Osterhus and seconded by Halliday to award the 2011 Street Maintenance Project to Rum River Contracting in the amount of \$270,532.90.** Discussion. The project consists of overlaying 229th, 220th, 217th, and 216th Avenues and Volga, Williamette and Baylor Streets. **Vote. All ayes. Motion carried.**

Supervisor Millerbernd stated the Sunrise Watershed doesn't meet until August. Discussion approving and signing the Sunrise Watershed Management Plan amendments. **A motion by Millerbernd and seconded by Budde to direct the Chairman to sign the amended plan.** Discussion. The Clerk will fax the signature page to Jamie. **Vote. All ayes. Motion carried.**

Supervisor Halliday stated the Park Board is continuing working on the Windswept Prairie signage and Bluebird houses within the township. Work on the warming house and hockey rink is being done. Mike Pederson was appointed as the Chairman. **A motion by Millerbernd and seconded by Osterhus to approve the appointment of Mike Pederson to chair the Park Board meeting.** Discussion. Jim Garrison has been the Chairman for a long time, and felt it was time to step down. **Vote. All ayes. Motion carried.**

The Attorney Jerry Randal provided Resolution 2011-09 Fire Relief Association Articles of Incorporation and Bylaws to be signed. Resolution 2011-08 US Cable-Public Hearing changed from July 20, 2011 to July 27, 2011 to be signed. Both of the Resolutions were approved at the last meeting. **Jerry** is working with Barry (Building Inspector) on the current property complaints. Judy was directed to work with Jerry on sending a letter to the property owner on 68XX 226th Avenue for abatement/clean-up of his property. Pictures and written documentation is needed. Jerry will continue to work with the Building Inspector. **Jerry** has not had time to work on the Policies and Procedures. After reading it over he found he had omitted some important wordage. **Neither Jerry** or the office has had contact from the property owners regarding a conditional use permit for a kennel license.

A motion by Halliday and seconded by Millerbernd to approve the payment of the July 12, 2011 bills in the amount of \$22,883.61 and check run #030644 to #030678. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to approve for audit the June Petty Cash Report and financial information. Discussion. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Halliday to approve the June 24, 2011 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the Local Government Officials Meeting, attended by Philip and himself, mainly updated those in attendance on the Connect Anoka County program (Broadband), 2011 Anoka County Legislative update, and Census statistics.

Chairman Parker stated the rest of the meeting was informational: Connect Anoka County; June 2011 Police Activity Report; Have you seen a buckthorn tree with these symptoms?; E-Update-Office of the State Auditor; November 17-19 2011 MAT Annual Meeting (Arrowwood in Alexandria); Chev 1-ton in for repairs; and 2012 Linwood Township will celebrate 100 years during LFFD, 2012.

A motion by Halliday and seconded by Budde to adjourn at 7:15pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting July 26, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Clerk, Judy Hanna. The Attorney, Jerry Randall arrived at 6:20pm.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve the payment of the July 26, 2011 bills in the amount of \$12,307.24 and check run #030726 to #030747. Discussion. **Vote. All ayes. Motion carried**

A motion by Budde and seconded by Halliday to approve the July 12, 2011 Town Board meeting minutes as printed. Discussion. **Vote. All ayes. Motion carried.**

Supervisor Budde informed the Board the Plexiglas (\$400.00) to cover both sides of the sign, hinges and labor will cost around \$500.00. **Discussion** concluded with direction to install the anchors and order more letters. Direction was also given to check into the different kinds of signs and their costs.

Discussion on 2011 lighting retrofit rebate. Lighting within the senior center has been replaced using CDBG funds. The Town Hall building and the maintenance shop all have the fluorescent bulbs that will be phased out starting in January 1, 2012. Judy was directed to come back with a cost estimate for the two areas and what the Connexus Energy rebate could be.

Discussion from the Attorney regarding the Cable Television Franchise Special meeting on Wednesday, July 27, 2011 stating at 7:00pm. **Jerry** is still working on the Policies and Procedures manual. **Discussion** on the action to be taken on the active property complaints. Property located at 68XX 226th Avenue NE is due back in court August or September. Jerry suggested we keep our eyes on the property by continuing to take pictures and written documentation of it. **Discussion** on the letter received from property owner regarding the need for a kennel license and the Attorney's response. Jerry was directed to do a follow-up on the addresses. **Discussion** on Jerry's meeting with the Township Engineer for discussion on what

action could be taken against two developers for outstanding development items. A letter was sent in April, 2011 regarding Boettcher Farm Preserve. Letters were sent in June, 2008 regarding Lyons Street/Lyons Den, and in September 2007 regarding White Tail Ridge. Letters again in April 2011 regarding Lyons Street/Lyons Den and White Tail Ridge. **Discussion** from Supervisor Osterhus regarding a resident filling in a drainage easement that is affecting the flow of water off the adjoining neighbor's property. Jerry was directed to contact the property owner regarding the dumping and filling up of the drainage easement.

Chairman Parker stated the rest of the meeting was informational: Wyoming Dairy Queen 10% of total sales was Monday, July 25 for Linwood Family Fun Day (\$83.00); June 2011 Building Permit report; and E-Update.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:00pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

Public Hearing

Wednesday, July 27, 2011

7:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present were the Clerk, Judy Hanna and the Township Attorney, Jerry Randall.

Chairman Parker stated the purpose of this public hearing to allow for input from township residents regarding US Cable being acquired by Midcontinent Communications.

Adjourn



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Minutes Town Board Meeting August 23, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Discussion permitting Linwood Pizza to have a space at Linwood Family Day September 10, 2011. Neither Alan Hurtlely nor Larry Jacobson were present for discussion. Originally a verbal denial was given to Linda Hurtlely. Alan and Larry attended the last Town Board meeting and requested the Board to override the denial. The Board heard Alan's speech, but no action was taken. Alan requested to be on tonight's agenda for a motion and a vote on Linwood Pizza allowed to have a booth and sell pizza. **A motion by Osterhus and seconded by Budde to allow Linwood Pizza the opportunity to sell pizza at this year's event.** Discussion. Linwood Pizza still needs to fill out and submit an application, and pay the required fee. **Vote. All ayes. Motion carried.**

Discussion with the Attorney on having Linwood Family Fun Day written policies in place for the 2012 event. **Still** clarifying the Policies and Procedures Manual for approval. The complaint of blockage of drainage easement has been corrected. **Discussion** on as of 8/22/2011 the property located on South Linwood Drive has been mowed, but the basement opening has not been secured. **Discussion** on property located on 226th Avenue. Court date is September 27, 2011. The Building Inspector was directed to take pictures and ask Frank Kvidera to resurvey the abutting property to show encroachment, if any. **Discussion** on the cul-de-sacs' traffic from 225th Lane, 225th Avenue and 226th Avenue. **Discussion** on written complaint received regarding property being used for a used car lot located on 239th Lane. Supervisor Osterhus stated he has visited the site-all cars are licensed and he is unaware of any used car lot activity.

(Alan Hurtlely arrived at 6:12pm and Chairman Parker informed him of the Board's decision, and suggested he fill out the application and pay the fee.)

A motion by Budde and seconded by Osterhus to approve the August 9, 2011 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Millerbernd to approve the August 23, 2011 bills in the amount of \$24,837.84 and check run #030803 to #030841. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Osterhus to approve up to two Linwood Township representatives to attend the Annual MN Association of Cemeteries Annual Convention on September 21-23, at Grand Casino Hinckley Hotel for \$220.00 each. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting material was informational.

A motion by Budde and seconded by Osterhus to adjourn at 6:55pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org/>

Minutes Town Board Meeting August 9, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Michael Parker, and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney Jerry Randall.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the July Building Permit Report was available and posted.

Fire Department-Fire Chief Ken Minske was present and provided the monthly activity report. **Discussion** on the bids received and reviewed by the fire department committee for repainting the fire station. **A motion by Osterhus and seconded by Halliday to approve the bid received from JLC Finishing in the amount of \$9,991. Vote. All ayes. Motion carried.** Copies of the bids will be placed on file in the township office for auditing. **The second siren** has been ordered. **The 2007 FEMA** grant is completed and closed. **A motion by Osterhus and seconded by Budde to accept the resignation from volunteer firefighter Clint Peterson.** Discussion. He became a member in 2007. **Vote. All ayes. Discussion from Jim Stockinger** on the Fire Relief fund.

Senior Center-Coordinator Judy Hanna was present and provided Senior Advisory Board meeting minutes, the July bus runs and financial information. **Discussion** on the Linwood Family Fun Day upcoming fundraiser at the Wyoming Dairy Queen on August 22, 2011 from 6-9pm. The Elvis Experience on July 30 was not profitable. We attended the Stacy Parade on August 6, and handed out 200 recycling tote bags with LFFD information.

Road and Bridge-Supervisor Osterhus stated Road and Bridge meeting minutes were available and posted. Discussion on the memo received from Craig Jochum requesting the final payment for the 2010 street maintenance project in the amount \$4,354.76 to Rum River. **A motion by Osterhus and seconded by Millerbernd to approve the final payment for the 2010 street maintenance project in the amount of \$4,354.76 to Rum River.** Discussion. Ryan Lake Drive/Sunrise Road and West Martin Lake Drive overlay. **Vote. All ayes. Motion carried.** **Discussion** on delaying the use of calcium chloride because of the unusual amounts of rain so far this year.

Sunrise Watershed-Supervisor Millerbernd provided information on the September 8, 6:30pm meeting information between the Martin and Typo Lake residents regarding the carp barriers program, and a Public Hearing regarding the MN Pollution Control total maximum daily load study relating to Typo Lake. Another meeting is planned for a few Martin Lake residents regarding rain gardens. The 2012 SRWMO budget has been approved. SRWMO Members/Anoka County Conservation District representatives are having a booth at LFFD. The Township mailed out Landscaping on Lakeshores from a list received from ACD (households on Fawn Lake).

Park Board-Supervisor Holliday reported a new Chairman was elected. Mike Pederson is replacing Jim Garrison. **A motion by Halliday and seconded by Millerbernd approving Mike Pederson as the Chairman for the Park Board.**

Attorney Jerry Randall reported Resolution 2011-08 approving the sale/transfer of US Cable franchise to Midcontinent Communication was ready for Town Board action. **A motion by Millerbernd and seconded by Budde to approve Resolution 2011-08 by roll call vote. Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye, and Budde-aye. Resolution 2011-08 approved. Discussion** on the property located on South Linwood Drive. Jerry will do a follow-up letter regarding the un-kept lawn and securing the open basement hole. **Discussion** on the property located at 85XX 239th Lane. Supervisor Osterhus stated he has visited the property and it does have at least 9 current licensed vehicles. **Discussion** on the Policies and Procedures should be ready at the next meeting. **Discussion** on traffic using the cul-de-sacs on 225th Lane and 225thth Ave and 226th Avenue as an entrance and exit.

Discussion on the complaint regarding the property owners needing a conditional use permit for a kennel license. The owners own both properties side by side. It is unknown if each house has two dogs, or if one of the houses has all of them.

A motion by Halliday and seconded by Budde to approve payment of the August 9, 2011 bills in the amount of \$31,740.24 (\$10,910.40 warning siren) and check run #030764 to #030795. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Halliday to approve for filing and audit the July Petty Cash Report and July financial information. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to approve the July 26, 2011 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Osterhus to allow the Town Hall to be used February 7, 2012 for a precinct caucus meeting. Discussion. Vote. All ayes. Motion carried.

Chairman Parker read the Proclamation proclaiming September 17-23, 2011 as Constitution Week. **A motion by Osterhus and seconded by Budde to approve by Proclamation September 17-23 as Constitution Week. Discussion. Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational. Connect Anoka County; July 2011 Police Activity Report; E-Update-Office of the State Auditor; November 17-19, 2011 MAT Annual Meeting (Arrowwood in Alexandria); 2012 Linwood Township will be celebrating

100 years; last of this year's newsletter going out within the next two weeks; the community sign (Viking Blvd. and Typo Creek Drive) was split with Linwood School \$4,700 each-electrical was donated; thank you received from the Anoka County Historical Society-yearly donation; Chris and Mike completed 2 hours of chainsaw safety refresher training in July, 2011; Preconstruction meeting August 12, 2011 at 9am for the 2011 street maintenance project; Gypsy moth traps at work; and memo from Alan Hurlley. **Alan** was in the audience along with his partner Larry Jacobson owners of Linwood Pizza located in the City of Stacy, MN. Past unwritten policy has been to allow only 1 pizza vendor at this event. Linwood Township has had a pizza vendor with a business located within the Township for over 5 years. Chairman Parker stated originally the Committee supporting the request from its past owner to allow only 1 pizza vendor. When it came before the Committee in a verbal request it was denied because of past/present Committee support for the only food business in Linwood. Discussion concluded with no motion to reconsider the request.

A motion by Budde and seconded by Halliday to adjourn at 7:20pm. Discussion. Vote. All ayes. motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board Meeting

September 13, 2011

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to delete the August Building Report-not available and approve the rest of the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Fire Department-Fire Chief Ken Minske was present and reported totals runs for the month of August were 14 (9 medical and 5 fire). The emergency siren is in and should be in place by the next Town Board report. A training grant has been received in the amount of \$2851.80. The Booya served during the Linwood Family Fun Day event was sold out by noon, and the annual dance was again a great success. Over 950 people went through the pay gate. The burning permit books are no longer being produced, and residents can download an application off the internet. The office will have copies available. The staff will make copies and put the copy in the fire department's mailbox. At the present time, we are in a burning ban. **Andy Luedtke** was present to discuss the Township's payment of \$19,315 balance for 2010 Fire Relief contribution. **A motion by Halliday and seconded by Osterhus to pay the balance owed of \$19,315 out of the fire capital for the 2010 year.** Discussion. They would bond for the next truck/engine. **Vote. All ayes. Motion carried.** **Andy** provided the Supervisors with copies of the 2008 and 2009 years ended financial statements and required supplementary information received from Abdo Eick & Meyers LLP Certified Public Accountants & Consultants for the Fire Relief Association audit information. **Discussion** on Wednesday, October 26, 2011 Fire Relief Meeting. All Board members and the Clerk are invited to attend.

Senior Center-Coordinator Judy Hanna provided the August bus trips and financial information. Discussion on the replacement cost of the Senior Center north door-\$2,200 received from L.R. Tetrault to remove and replace north exit door with new commercial door, frame and components. The bill includes all labor, material, clean-up and disposal. **A motion by Halliday and seconded by Millerbernd to approve the amount of \$2,200 for replacing the Senior Center north end door.** Discussion. The amount is to come from capital funds. **Vote. All ayes. Motion carried.** Invited everyone to the senior's Annual Pork Dinner September 30, 2011 starting at 5pm. **Discussion** on Linwood Family Fun Day held September 10, 2011. Upcoming fundraisers for 2012: Wyoming Dairy Queen September 25, 2011 (2012 LFFD) from 6-9pm; Angie Senger and the Country Classics Saturday, October 15, 2011 from 2-4pm. Tickets sold at the door for \$15.00 includes beverages and desserts; Garage sale October 28, 29 and free on Sunday, October 30 from noon to 2pm. **Discussion** on the Annual Wind Down Party being held September 26, 5-6:30pm Linwood Country Store and Pizza. All volunteers, Supervisors and their families are invited. The Township pays \$100.00 and balance is a donation from the Linwood Country Store and Pizza. **Discussion** on the purchase of 10 Annual Anoka County Historical Society Sock Hop tickets for LFFD Volunteers. **A motion by Osterhus and seconded by Budde to purchase 10 tickets (\$20.00**

each). Discussion. This year's event is being held at Murzy Hall in Columbia Heights. **Vote. All ayes. Motion carried.**

Road and Bridge-Supervisor Osterhus stated the Road and Bridge meeting minutes are available. **Discussion** on the resignation letter received from Tim Peterson. **A motion by Budde and seconded by Halliday to accept Tim's resignation.** Discussion. Judy was directed to send a letter of thank you. **Vote. All ayes. Motion carried.** **Discussion** on the memo received from Craig Jochum regarding the letter sent to residents informing residents the construction crews would be pouring concrete driveways or pouring concrete curb in front of their driveways starting Monday, September 12, 2011 as part of the 2011 Street Maintenance Project. **Discussion** on the repair of the 1999, 100,000 mile Chevy 1-Ton fuel injection pump. Labor and reset timing \$2566.00. Tabled until next meeting. Judy was directed to have repair information from 2010 to current available for the next meeting. Supervisors Halliday and Osterhus stated they would check out other garages for written quotes.

Sunrise Watershed-Supervisor Millerbernd discussed the joint meeting September 8, 2011 in the Senior Center chaired by the Anoka County Conservation District and the Minnesota Pollution Control Agency. Lake residents from Martin and Typo were present for discussion on the carp barriers and the Total Maximum Daily Load study relating to Typo Lake. The Sunrise Watershed organization will host a booth at Linwood Family Day. Their next meeting is September 15, 2011. **Discussion** on three (3) residents working with the Conservation District on providing rain garden plantings to help with the rain runoff into Martin Lake.

Parks and Recreation-Supervisor Halliday stated they are basically still working on the trails and signage for the Wind Swept Prairie and School Forest. Discussion on changing the number of Park Board members from seven (7) to nine (9). **A motion by Halliday and seconded by Budde to change the members from 7 to 9.** Discussion. They have eight (8). It should be corrected so not to have an even number. **Vote. All ayes. Motion carried.** Judy was directed to have the change corrected on Park information. A letter of interest was received from Kris Millerbernd. **A motion by Halliday and seconded by Osterhus to appoint Kris to the Park Board.** Discussion. **Vote. Four ayes. Millerbernd abstained. Motion carried.** Discussion on the first annual photo contest winner Tammy Halliday. 10 entries were received and Tammy Halliday took the top three (3) places. The pictures are in the Senior Center and they will be moved to school next week. Tammy received a \$50.00 gift certificate from the Linwood Country Store and Pizza.

Attorney's Report: **Discussion** on property located at 5681 South Linwood Drive NE securement. The letter written to the property owners did not mention the open basement. The open basement needs to be covered. **Discussion** from residents for and against the property located at 85XX 239th Avenue. The renter of the property was present for discussion on the written complaint regarding the number of cars on the property, and the complaint he is running business of selling of cars from the property. The renter stated all vehicles were licensed, and he was not running a business from the property. Adjoining neighbors from each side of the property provided support for the renter. The neighbor across the street and neighbors from down the street spoke against the renter. The renter did state he has applied for a scrap metal license, but he has a location other than his house to do that. Supervisor's Osterhus and Parker stated they have checked on the complaint and found all vehicles were licensed. Discussion concluded with direction given to Supervisor's to do drive bys, have the building inspector do pictures, and written back-up. **Discussion** from property owners on legal daytime burning producing odor and smoke so bad it surrounds their home and they have to leave. The resident provided pictures showing their house engulfed in smoke and possibly code violations. Chapter VII Nuisances and Offenses Part 3 701.03 number 10 and Part 5 705.01 number 12. The police have been to the burn site as well as the fire department. No violations were found. **The attorney** is still working on the Policies and Procedures Manual. **Discussion** on the needed information for the property in violation located at 68XX 226th Avenue NE. If the Building Inspector is needed for the court proceedings the Township would pay the costs. **Discussion** on the complaint filed on property 69XX 226th Avenue. **Discussion** on filing a complaint on the property

located at 69XX 226th Avenue. This property needs the Building Inspector to do a follow-up on the complaint.

A motion by Halliday and seconded by Budde to approve Resolution 2011-11 certifying the 2012 levy of \$1,500,000.000. Discussion. Roll call vote. Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye and Budde-aye. Resolution 2011-11 approved.

A motion by Budde and seconded by Halliday to approve payment of the September 13, 2011 bills in the amount of \$36,179.94 (\$19,315 balance of Township's Fire Relief contribution for 2010) and check run #030866 to #030894. Discussion. Vote. All ayes. Motion carried.

Discussion on the donated laminator 6 or more years ago-it's dying **A motion by Osterhus and seconded by Millerbernd to allow up to \$1,000 to be spent on replacing the laminator. Discussion.** The cost is split between funds. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve and file for audit the August Petty Cash Report and all financial information. Discussion. Vote. All ayes. Motion carried.

No August 13, 2011 Town Board meeting minutes available. They will be available at the September 27, 2011 Town Board meeting.

Discussion on the suggestions received from L.R. Tetrault Construction, after repairing the Town Hall front door because of overextending itself during hard winds. Judy felt keeping the Senior Center's set of second doors closed during windy times buffers the suction created when the Center's front doors are opened, which opens the Town Hall's front door.

Chairman Parker stated the rest of the meeting material was informational: MAT Annual Meeting November 17-19, 2011 (Arrowwood in Alexandria); Connect Anoka County Kickoff; YES fundraiser September 30, 2011 Vannelli's by the Lake.

A motion by Halliday and seconded by Osterhus to adjourn at 7:25pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
September 27, 2011
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Clerk, Judy Hanna. Absent was the Attorney, Jerry Randal.

Joanne Yackel Director of NACE-Northern Anoka County Emergency Food Shelf and Clothing Closet was present for discussion on the need of 5 feet more of food shelf space from the Senior Center and determining if the total space is temperately or permanent. Discussion lasted 40 minutes before Chairman Parker called for a 5-10 minute recess allowing the Town Board Members to go into the food shelf area and the area where the 5 feet more could come from. Chairman Parker and the rest of the Supervises returned back to the meeting room. Two motions made to approve the extra footage failed. **A motion by Parker and seconded by Budde to approve up to 3 feet to be taken from Senior Center storage and given to NACE.** Discussion. If the up to three feet is approved by the NACE Board of Directors volunteers would do the planning and relocating of items from the storage area. They would not toss/throw away anything from the area. They would relocate it by working with Judy. The up to three feet will assist in the need of allowing two carts to be used by two families receiving assistants. Any more space would interfere with gaining safe access to the attic. **Vote. All ayes. Motion carried. A motion by Halliday and seconded by Budde to approve the site as permanent** Discussion. Supervisor Osterhus stated he will vote yes but believes the long range planning he was part of never meant for 500sq. feet already used by NACE to be forever. **Vote. All ayes. Motion carried.**

Discussion on the Building Inspectors contract is up November, 2011. Supervisor Osterhus stated he has been in contact with Barry Olson. He is retiring from Nowthen and will not be renewing his contract with us. Osterhus stated he has being working with a to be licensed Building Official. He would like to peruse contacting him and see what terms could be arranged to contract with him.

Discussion on Planning and Zoning's discussion on the plans for three residents on Martin Lake regarding rain gardens and the Typo and Martin Lake carp barriers.

Discussion on the repair costs for the 1-ton during 2010 until now. The 1-ton is a 1999. It is used everyday. Supervisor Osterhus was to check into a replacement Vic heal.

A motion by Halliday and seconded by Budde to approve the spending of \$50.00 for the November 17-19, 2011 MAT Annual Conference door prize drawing item(s). Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Millerbernd to approve the wording of 130 "America Recycles Day" t-shirts for November 15, 2011 for Linwood Elementary. Discussion. Recycling funds are used to pay for them. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to approve the approve the August 23, and September 13, 2011 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Budde to approve the payment of the September 27, 2011 bills in the amount of \$\$89,189.98 (\$59,280.50 3rd Quarter Sheriff's Contract) and check run #030895 to #030928. Discussion. Vote. All ayes. Motion carried.

Discussion on using Linwood Family Fun Day funds to invest in a storage trailer to use for LFFD donated items used for fundraising for the yearly event. **A motion by Osterhus and seconded by Millerbernd to allow up to \$2,000 for purchase of a storage unit. Discussion.** Judy was direct to contact rental/storage facilities to donate a unit. **Vote. Four ayes. Halliday nay. Motion passed.**

Chairman Parker stated the rest of the meeting was Informational: E-Update; Road and Bridge letter-requesting definite road and right-of-way on 244th; Road and Bridge Annual Fall Road Review this Saturday: Sunrise River Watershed Management Organization-Special meeting minutes from September 15, 2011; chipping of brush-this Thursday (September 29, 2011 starting at 8am)

A motion by Budde and seconded by Osterhus to adjourn at 7:20pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting October 11, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Clerk, Judy Hanna. Absent was the Attorney, Jerry Randal.

A motion by Halliday and seconded by Budde to approve the agenda with the addition of discussing the painting of the outside of the Town Hall and Maintenance building next spring. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the August and September Building Department Permit Reports were available and posted. Supervisor Osterhus provided the résumé from Kevin Tramm. Building Inspector Barry Olson is retiring. Kevin has been working with Barry for 5 weeks without pay. He is willing to work up to 20 morning hours a week at \$23.00 per hour with an increase until he has his Septic Installer Inspector License then Osterhus is suggesting a \$2.00 per hour increase. Supervisor Millerbernd will meet with Kevin later this week.

Fire Department: Fire Chief Ken-Minske was present and provided the September Fire Department Report. Discussion on the voucher for the remaining 2011 Township fire relief contribution \$24,615. Runs for the month of September were 5 medical and 6 fire. The second emergency siren located in the Fawn Lake area has been installed. The firemen have been up to Linwood School.

Discussion from Supervisor Millerbernd receiving a quote of \$3,600 for painting the Town Hall and Maintenance building. Supervisors agreed this would be a 2012 project, and 2 more quotes should be received.

Senior Center: Coordinator Judy-Hanna provided the September bus trips and financial information. Discussion on the Annual Halloween Party October 31, 2011 starting at 6:00pm. **A motion by Millerbernd to approve up to \$150.00 from Township funds for food and candy. Discussion. Judy informed the Board \$125.00 worth of candy has been donated. Vote. All ayes. Motion carried.** Discussion on the upcoming Linwood Family Fun Day fundraisers; Angie Senger this Saturday, October 15, 2011; and garage sale starting Friday, October 28, 29 and free on Sunday. **Discussion** on the Township's 2012 Centennial Celebration and the Township donating funds. **Discussion** on having 2 flagpoles added to the front of the building-one for the MIA/POW flag and one for the Minnesota flag. Millerbernd will check on the cost and report back.

Supervisor Osterhus stated the Road and Bridge Committee's Road Review minutes were available, and they had no October regular meeting.

Chairman Parker stated the School Forest Park and School Forest Committee is planning a night walk through the park October 28. They will be starting to plan their annual medallion hunt during the month of February. Hunting season is coming up and the kid's time is limited in the park because of hunters ignoring the "No Hunting" signs. Supervisor Halliday stated the Park Board is pleased to see the warming house and hockey rink repairs are being done. The lights, steps and marking of the hockey boards still need to be done. They are planning to do an "Open House" after the first of the year with a bonfire, and hot chocolate.

Attorney, Jerry Randall reported on the property complains, property located on 242 Avenue-garbage, and the repeated 241XX West Fawn Road: Jerry was directed to send the property owner of the open basement on property located on South Linwood Drive a letter to secure the open basement. **Policies and Procedures** not yet finalized. Ordinance amending Section 503.18.

Developer Agreements need to be researched and a current punch list on the developments from the Township Engineer, Craig Jochum. Ordinance amendment will be ready for adoption at the next meeting. Town Code

A motion by Halliday and seconded by Osterhus to approve the payment of the October 11, 2011 bills in the amount of \$115,311.61 and check run #030937 to #030969. Discussion. Township balance due for 2011 Fire Relief \$24,615.00 State Aid \$18,049; installing warning siren on pole \$12,169; Bjorklund Trucking Class 5 \$37,737.63. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Millerbernd to approve and file for audit the September Petty Cash Report and financial information. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve the September 27, 2011 Town Board meeting minutes as printed. Discussion **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to approve by Proclamation-November Homelessness Awareness Month. Discussion. **Vote. All ayes. Motion Carried.**

Discussion on the monthly Animal Control Report.

Chairman Parker stated the rest of the meeting was informational: MN Township News; The Anoka County Recorder: Records Retention and Filing System for Townships; Connect Anoka County; July 2011 Police Activity Report; E-Update-Office of the State Auditor; November 17-19 2011 MAT Annual Meeting (Arrowwood in Alexandria); 2012 Anoka County Law Enforcement Contract.

A motion by Millerbernd and seconded by Budde to adjourn at 7:45pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judy Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board Meeting October 11, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Clerk, Judy Hanna. Absent was the Attorney, Jerry Randal.

A motion by Halliday and seconded by Budde to approve the agenda with the addition of discussing the painting of the outside of the Town Hall and Maintenance building next spring. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the August and September Building Department Permit Reports were available and posted. Supervisor Osterhus provided the résumé from Kevin Tramm. Building Inspector Barry Olson is retiring. Kevin has been working with Barry for 5 weeks without pay. He is willing to work up to 20 morning hours a week at \$23.00 per hour with an increase until he has his Septic Installer Inspector License then Osterhus is suggesting a \$2.00 per hour increase. Supervisor Millerbernd will meet with Kevin later this week.

Fire Department: Fire Chief Ken-Minske was present and provided the September Fire Department Report. Discussion on the voucher for the remaining 2011 Township fire relief contribution \$24,615. Runs for the month of September were 5 medical and 6 fire. The second emergency siren located in the Fawn Lake area has been installed. The firemen have been up to Linwood School.

Discussion from Supervisor Millerbernd receiving a quote of \$3,600 for painting the Town Hall and Maintenance building. Supervisors agreed this would be a 2012 project, and 2 more quotes should be received.

Senior Center: Coordinator Judy-Hanna provided the September bus trips and financial information. Discussion on the Annual Halloween Party October 31, 2011 starting at 6:00pm. **A motion by Millerbernd to approve up to \$150.00 from Township funds for food and candy. Discussion. Judy informed the Board \$125.00 worth of candy has been donated. Vote. All ayes. Motion carried.** Discussion on the upcoming Linwood Family Fun Day fundraisers; Angie Senger this Saturday, October 15, 2011; and garage sale starting Friday, October 28, 29 and free on Sunday. **Discussion** on the Township's 2012 Centennial Celebration and the Township donating funds. **Discussion** on having 2 flagpoles added to the front of the building-one for the MIA/POW flag and one for the Minnesota flag. Millerbernd will check on the cost and report back.

Supervisor Osterhus stated the Road and Bridge Committee's Road Review minutes were available, and they had no October regular meeting.

Chairman Parker stated the School Forest Park and School Forest Committee is planning a night walk through the park October 28. They will be starting to plan their annual medallion hunt during the month of February. Hunting season is coming up and the kid's time is limited in the park because of hunters ignoring the "No Hunting" signs. Supervisor Halliday stated the Park Board is pleased to see the warming house and hockey rink repairs are being done. The lights, steps and marking of the hockey boards still need to be done. They are planning to do an "Open House" after the first of the year with a bonfire, and hot chocolate.

Attorney, Jerry Randall reported on the property complains, property located on 242 Avenue-garbage, and the repeated 241XX West Fawn Road: Jerry was directed to send the property owner of the open basement on property located on South Linwood Drive a letter to secure the open basement. **Policies and Procedures** not yet finalized. Ordinance amending Section 503.18.

Developer Agreements need to be researched and a current punch list on the developments from the Township Engineer, Craig Jochum. Ordinance amendment will be ready for adoption at the next meeting. Town Code

A motion by Halliday and seconded by Osterhus to approve the payment of the October 11, 2011 bills in the amount of \$115,311.61 and check run #030937 to #030969. Discussion. Township balance due for 2011 Fire Relief \$24,615.00 State Aid \$18,049; installing warning siren on pole \$12,169; Bjorklund Trucking Class 5 \$37,737.63. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Millerbernd to approve and file for audit the September Petty Cash Report and financial information. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve the September 27, 2011 Town Board meeting minutes as printed. Discussion **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to approve by Proclamation-November Homelessness Awareness Month. Discussion. **Vote. All ayes. Motion Carried.**

Discussion on the monthly Animal Control Report.

Chairman Parker stated the rest of the meeting was informational: MN Township News; The Anoka County Recorder: Records Retention and Filing System for Townships; Connect Anoka County; July 2011 Police Activity Report; E-Update-Office of the State Auditor; November 17-19 2011 MAT Annual Meeting (Arrowwood in Alexandria); 2012 Anoka County Law Enforcement Contract.

A motion by Millerbernd and seconded by Budde to adjourn at 7:45pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judy Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
November 8, 2011
6:00 p.m.**

Meeting Canceled due to school election



LINWOOD TOWNSHIP

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Stacy, Minnesota 55079

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Website: <http://linwoodtownship.org/>

Minutes Town Board Meeting December 13, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Clerk, Judy Hanna. Absent was the Attorney, Jerry Randal.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the November Building Permit Report was provided and posted. Discussion on the current property complaints' memos received from Kevin Tramm, Building Inspector. The memos were provided to the Attorney also. Discussion on requesting Kevin to check and report to the attorney on the property located at 218XX Typo Creek Drive.

Fire Chief Ken Minske was present, reported and provided meeting minutes for the department's November activities. Runs reported were for medical-15 and 7 for fire for a total of 15 runs for the month of November. Kevin Glazek is retiring after 12 years of service. The repair of the Engine 2 blown head gasket and warped head cost \$3,886.66. A truck committee has been formed to start the process of replacing Engine 2. Duracell Battery donated 2 cases of 9-volt batteries for replacing batteries in smoke detectors. They are offering to replace them on request. Scott Smith also went door to door in the Linwood trailer court replacing batteries.

Senior Center-Coordinator Judy Hanna provided the November bus trips and financial information. **Discussion** on the repairing of the dishwasher in the senior center kitchen in the amount of \$1,225.14. **Discussion** concluded with **a motion by Budde and seconded by Millerbernd to work with someone who will order and install a new dishwasher.** Discussion. The cost discussed was for the dishwasher and installation (\$5,000). The cost would be split between the Senior Center fund and Capital. **Vote. All ayes. Motion carried.** **Discussion** on Linwood Family Fun Day year-end financial information. **Discussion** on the 2012 Linwood's Centennial Celebration, and any Township dollar amount donation. **Discussion** concluded with waiting until the committee meets in January 2012 to decide what they would spend the money on.

Supervisor Osterhus stated the Road and Bridge Committee meeting minutes were available and posted. **A motion by Osterhus and seconded by Budde to approve and pay the Pay**

Estimate #2 for the 2011 Street Maintenance Project in the amount of \$10,132.24 to Rum River Contracting. Discussion. **Vote. All ayes. Motion carried.**

Supervisor Halliday stated the Park Board is meeting December 19, 2011 at 7:00pm to discuss and make plans for the first Annual Skating Party being planned for Sunday, January 21 starting at 2:00 pm and ending at 5:00pm. Hot chocolate and a bonfire are planned. The weather has not been cooperating for keeping good ice. The furnace has been inspected. The painting has not been done. **Chairman Parker** stated the School Forest Committee worked on projects for Eagle Scout project(s), the 2012 photo contest and the upcoming medallion hunt.

A motion by Halliday and seconded by Osterhus to hold the December 27, 2011 Town Board meeting. Discussion. **Vote. All ayes. Motion carried.**

Discussion on Cost of Living Adjustment (COLA) for 2012 for employees. **A motion by Osterhus failed because of receiving no second on a 3% COLA. A motion by Osterhus and seconded by Halliday for a 2½% COLA for 2012 for all employees.** Discussion. The employees have not had a COLA increase for 3 years. **Vote. All ayes. Motion carried. A motion by Osterhus and seconded by Budde to leave the monthly Supervisor pay as is.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Parker and seconded by Halliday to set January 11 and 25 starting at 6:00pm to start working on the 2013 budget. Discussion. December 2011 financials with year-end information will be available. **Vote. All ayes. Motion carried.**

A motion by Halliday and second by Millerbernd to direct the Chairman and the Clerk to sign the 2012 Recycling Program Agreement. Discussion. This is a yearly contract. The funding is based on 1,884 households, population of 5,123 and reaching the tonnage goal of 461 tons recycled. The amount of our funding is \$19,420.00. **Vote. All ayes. Motion carried.**

Chairman Parker summarized the City and Town Meeting on November 30, 2011 that was attended by the Clerk, Supervisors Halliday, Millerbernd, Osterhus and himself. Discussion was held on the 2012 Legislative Anoka County platform and the County's Districts; Keeping the Fiscal Disparities as it is currently; 2012 Election changes and redistricting dates; and on the Anoka County Public Safety Data System.

A motion by Budde and seconded by Millerbernd to approve the December 13, 2011 bills for payment in the amount of \$60,668.78 and check run #031168 to #031217 and check #030305. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Osterhus to approve and file for audit the November Petty Cash Report and financial information; and August, September and October Treasurer's Reports. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: MN Township News; The Anoka County Recorder: E-Update-Office of the State Auditor, and the Minnesota Township NEWS.

A motion by Budde and seconded by Halliday to adjourn at 6:55pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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Website: <http://linwoodtownship.org/>

Agenda Town Board Meeting December 13, 2011 6:00 p.m.

Call to Order
Pledge to the Flag
Roll Call

Business:

Approval of the agenda with changes and deletions

Department Reports:

Building Department- November Building Permit Report.
Two memo's from Kevin Tramm, Building Inspector

Fire Department-Fire Chief Ken Minske
November Fire Department Reports

Senior Center-Coordinator Judy Hanna
November bus trips and financial information
Repair of the dishwasher
Linwood Family Fun Day year-end financial information
2012 Linwood's Centennial Celebration
Township donation

Committee Reports:

Road and Bridge-Road Review minutes available
Pay Estimate #2 2011 Street Maintenance Project (\$10,132.24)

Park and School Forest-

No Attorney

December 27, 2011 Town Board meeting

Cost of living Adjustment (COLA) for 2012 for employees

2013 Budget meetings

2012 Recycling Program Agreement

City and Town Meeting November 30, 2011 update

Payment of the December 13, 2011 bills in the amount of \$60,668.78 and check run #031168 to #031217 and check #030305.

November Petty Cash Report and financial information. August, September and October Treasures Reports

Informational: MN Township News; The Anoka County Recorder: E-Update-Office of the State Auditor and the Minnesota Township NEWS;

Adjournment



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Minutes Town Board December 27, 2011 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna. The Attorney Jerry Randall arrived at 6:12pm.

A motion by Halliday and seconded by Budde to approve the agenda as presented. Vote. All ayes. Motion carries.

Discussion on the revised approximate cost of a new dishwasher for the senior center commercial kitchen. Judy followed up with requesting help from Kramer Mechanical to order and install a new dishwasher. Kramer's recommended repairing for \$1,300 instead of purchasing for \$10,000. **A motion by Halliday and seconded by Budde to approve the repairing of the dishwasher up to the amount of \$1,500.00. Discussion. Vote. All ayes. Motion carried.**

Oops memo from Todd Mahon, executive director of the Anoka County History Center sent documentation stating the Township was organized on September 5, 1871 not 1912.

Discussion with the Attorney, Jerry Randall on the renewing of the cell tower lease for the tower located on Broadbent Park. Supervisors agreed to table until the next meeting. **Discussion** on the License for use of digital ortho and oblique aerial photographs. Supervisors agreed to table until the next meeting. **Discussion** on Kevin Tramm, Building Inspector, doing a good job on keeping up the documentation needed for legal action on the property complaints. **Discussion** went back to the cell tower lease. Supervisors agreed to meet at 5:30pm on January 10, 2012 to discuss the Crown Castle lease and license for the aerial photographs. **Discussion** on re-visiting the vacant property located on Typo Creek Drive needing to be re-boarded up, and the cleaning up of a burned house located on 225th Lane. **Discussion** on the selling of cars/junk property complaint located on 239th Lane. Jerry stated Kevin is doing a good job on following up on all the complaints and providing him with documentation. **Discussion** on receiving affidavits from township workers/contractors on the maintaining of 217th Avenue. **Discussion** on the property owners located on Typo Creek Drive applying for an Interim Use Permit for a kennel license.

A motion by Halliday and seconded by Budde to approve the payment of the December 27, 2011 bills in the amount of \$83,530.49 (4th quarter Sheriff's \$48,070.50) and check run #031228 to #031262. Discussion. Vote. All ayes. Motion carried.

Discussion on the selling of the 1999 1-ton plow truck. Supervisor Osterhus stated Mike Dolan (owner of Linwood Auto Connections located here in Linwood) would be selling it once we know the new 2011 1-ton plow truck is ready to go. The 1999 1-ton truck is housed in the fire station.

Discussion on the FEMA meeting attended by Supervisor Osterhus and Building Inspector Kevin Tramm December 27, 2011.

Supervisor Millerbernd and Halliday held discussion on the upcoming first annual ice skating party being planned for January 21, 2012 stating at 1pm. Discussion on requesting township workers to move the brush pile, help with flooding of the rinks and paint the inside of the warming house.

A motion by Osterhus and seconded by Budde to approve the meeting minutes from December 13, 2011, as written. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting was informational. Amendments to Sunrise River WMO Plan; Thank-you from Marion Township (door prize winner); The Anoka County Recorder: E-Update-Office of the State Auditor; and letter for legal services from Press Publications.

A motion by Halliday and seconded by Millerbernd to adjourn at 6:45pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board January 10, 2012 5:30 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, and Michael Parker. Absent were Philip Osterhus, and Michael Budde. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Millerbern to approve the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the 5:30 p.m. meeting was to discuss the Crown Castle agreement, and the license for use of digital ortho and oblique aerial photographs. **Discussion** on the memo received from Ken Schmidt, President of Steel in the Air, Inc. regarding providing us guidance in the negotiating extension of our cell tower lease with Crown Castle. Judy was directed to contact him, find out his fees and an estimated cost of his service. **Discussion** on signing the license for use of digital ortho and oblique aerial photographs. Jerry has gone over the agreement, added clarification on the cost, and suggested it was ready for signing. **A motion by Halliday and seconded by Millerbernd to direct the Chairman and Clerk to sign the license agreement.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to adjourn at 5:55 p.m. Discussion. **Vote. All ayes. Motion carried.**

Agenda Town Board January 10, 2012 6:00 p.m.

Chairman Parker stated the pledge to the flag, and the approval of the agenda was done at the beginning of the 5:30 p.m. meeting. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, and Michael Parker. Absent was Michael Budde. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

Chairman Parker stated the December Building Permit Report was not available. It would be ready for the next meeting.

Fire Department-Fire, Chief Ken Minske was present for discussion on the fire department's December activities report. December meeting minutes are available. A total of 15 runs were

recorded: 12 medical and 3 fire. Three new members started January 1, 2011 making a total of 29 firefighters. Committee members are meeting to work on the bid package for the new truck and plans for painting the interior of the fire station.

Senior Center-Coordinator Judy Hanna provided the December Senior Advisory Board meeting minutes and the December trip and financial information. **Discussion** on re-visiting the .75¢ per mile charge for the non-essential trip charge.

Discussion on what/how are the hours being charged for two maintenance workers for 40 hours a week since there has been little snowplowing. Both workers do a time sheet, which shows (in summery) what they did and what time was spent in the different funds. **Discussion** on a position description for a Lead Maintenance Worker. Chairman Parker stated he would provide one that he has been working on by the next meeting. **Discussion** on purchasing an employee time clock to keep track of starting and quitting times, and also break times.

Supervisor Osterhus stated the Road and Bridge Committee meeting minutes are posted and available. The committee will be working on the 2013 budget January 17th, starting at 7:00 p.m. in the Town Hall.

Supervisor Millerbernd stated the Sunrise Watershed meeting is in two weeks.

Supervisor Halliday stated the first annual skating party is all planned out. The rinks should be in good condition with the onset of colder weather. The fire department is in charge of the bon fire. Volunteers and park board members will be providing hot chocolate and popcorn. Chairman Parker stated the School Forest Committee has scheduled its medallion hunt to start on Monday, February 20, 2012. Clues will be provided at Linwood School and the Linwood Town Hall. **Discussion** on who has a key to the north-end gate of the School Forest Park (access is allowed to the Barrott property). **Discussion** on the electrician finishing up the repair of lights on the warming house and rinks. **Discussion** from the audience on providing another portable toilet satellite for the 4-Seasons Park.

Attorney's Report: Jerry informed the Board that Resolutions #2012-1, 2, and 3 are done yearly, and he recommends the passing of all three. **A motion by Osterhus and seconded by Halliday to approve Resolution #2012-01 Authorizing Employment of Interested Officer (Supervisor Budde). Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, and Parker-aye. (Budde absent) Resolution #2012-01 passed. A motion by Osterhus and seconded by Millerbernd to approve Resolution #2012-02 Setting Park Dedication Fee (\$2,000 per buildable lot). Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, and Parker-aye. (Budde absent) Resolution #2012-02 passed. A motion by Osterhus and seconded by Halliday to approve Resolution #2012-03 Kiwi Club Snowmobile Trail. Discussion. Replacing the cement barriers with gates. The Kiwi Club has volunteered to put the gates in. Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, and Parker-aye. (Budde absent) Resolution #2012-03 passed. Jerry stated the Building Inspector has been doing a great job doing weekly checks, providing pictures and written backup on the list of property complaints. Discussion on the Typo Creek property securing the vacant house across the street from the Linwood School.**

A motion by Osterhus and seconded by Halliday directing the Chairman and the Clerk to sign the HLB Tautges Redpath, Ltd. 2011 audit agreement. Discussion. Cost for the 2011 audit is the same as 2010 (\$23,500). Vote. All ayes. Motion carries.

A motion by Millerbernd and seconded by Osterhus to approve the payment of the January 10, 2012 bills in the amount of \$19,810.02+ \$250.46 and check run #031283 to #31309. Discussion. All ayes. Motion carried.

A motion by Osterhus and seconded by Halliday to approve the payment of the December 20, 2011 end of year bills in the amount of \$6,747.43. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Millerbernd to approve and file for audit the December Petty Cash Report and December financial information. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Osterhus to approve the December 27, 2011 Town Board meeting minutes as submitted. Discussion. Vote. All ayes. Motion carried.

Discussion on Eye Witness News, Channel 5 appearance to interview the Clerk on the September 2012 Township celebration “oops” (no 100 or 150 year).

Discussion on the selling of the 1999 Chevy 1-ton.

Chairman Parker stated the rest of the meeting is informational: 2013 Budget meetings January 11 and January 25 at 6:00pm; Anoka County News; Anoka County Historical Society; Office of the State Auditor E-Update; Mike/Chris OSHA training refresher training on Fall Protection; Forest Lake Chamber newsletter; Minnesota Township News; 2013 budget worksheet; December 2011 Animal Control report; and the cost of 2011 Dodge 1-ton \$52,000.

A motion by Millerbernd and seconded by Halliday to adjourn at 7:10 p.m. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board January 24, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Michael Budde. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Budde and seconded by Millerbernd to approve the agenda as printed.

Discussion. **Vote. All ayes. Motion carried.**

Attorney's Report: Discussion on the Barrott easement and continuing access from the School Forest property to the Barrott family landlocked property. Glen Barrott passed away. The Recorded (1909381 March 25, 2004) easement agreement states: The grant of the easement by Linwood and the grant of the license by Barrott, Linwood, does hereby grant, sell and convey to Barrott, his heirs, successors and assigns, the full and free right and liberty, for him, his tenants, servants, visitors and licensees, in common with all other having the like right, at all times hereafter, to pass and repass along the following described easement and right-of-way, to-wit: 12 feet wide (6 feet on either side of the described lines). **Discussion** on reviewing the property complaint list and removing properties that have been cleaned up, or is improved enough. Kevin Tramm (contracted Building Official) has been doing monthly checks, taking pictures and does a written report. It was suggested the Supervisors do a follow-up check also before properties are taken off the list. **Discussion** on a police report regarding an aggressive dog on Martin Lake Road (no owner address). **Discussion** on a written complaint regarding another aggressive dog in the 61XX South Linwood Lake area. Judy was directed to follow-up with a code violation letter to the dog's owner (no lease, and up-to-date dog tag. **Discussion** on Crown Castle. The MN Association of Townships annual spring and urban short courses are coming up within the next 2-3 months and we can ask questions at those meetings. We are in no hurry. We need to do what is best for the Township.

Discussion on the Pay Equity report. The report is a job evaluation system used to measure skill, effort responsibility and working conditions. The report is filed electronically. It cannot be filed without Town Board approval. **A motion by Osterhus and seconded by Budde to approve and direct the Chairman and the Clerk to sign the Pay Equity form/report.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on Vacation Benefits-Personnel Policy: A buy-out for unused vacation earned vacation time has been allowed since the nineties. **A motion by Halliday and seconded by Millerbernd as of June 1, 2012 buy-out of unused vacation will not be allowed.** Discussion.

Continuing to allow a buy-out increases the budget for wages (senior center) by at least 4%.

Vote. Three ayes. Osterhus nay and Budde abstained. Motion carried.

Discussion on Insurance Benefits-Personnel Policy: The policy states the eligible employee must have proof of health insurance. **A motion by Halliday and seconded by Millerbernd to keep the policy as written.** Discussion. A copy of the proof of payment of insurance premium. Payment can be to the employee's insurance company or directly to the employee. **Vote. Four ayes. Budde abstained.** The Health Insurance policy excludes; the Fire Department, Senior Center Assistant, Van Drivers, and Township Casual Workers (less than 24 hours per week). If no proof of health insurance is provided the monthly payment would be considered taxable income.

A motion by Osterhus and seconded by Halliday to approve the 2012 OSHA Compliance training contract. Discussion. Maintenance worker Herring and Budde attend the monthly trainings. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to approve payment of the January 24, 2012 bills in the amount of \$18,843.77 and check run #031351 to #031384. Discussion. **Vote. All ayes. Motion carried.**

A letter of interest was received from Emily Rami for the School Forest Committee. **A motion by Osterhus and seconded by Budde to approve the appointment of Emily Rami.** Discussion. She would be representing Linwood Elementary School on the committee. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve the January 10, 2012 Town Board meeting minutes, and January 11, 2012 Town Board Budget meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Discussion on changing the Senior Center's swipe key access codes. Judy was directed to contact Altra Electric and direct them to follow through with the project (\$150.00).

Supervisor Millerbernd stated he has contacted Jamie Schurbon, Water Resource Specialist Anoka Conservation District. He will be attending our January 25, 2012 budget meeting.

Discussion on the Job Description-Lead Maintenance Worker. Chairman Parker requested to bring this back at the February 28 regular Town Board meeting for discussion.

Chairman Parker stated the rest of the meeting was informational: 2013 Budget meeting January 25 at 6:00pm; dates for 2012 Recycling meetings-attended by Philip; Job Description-Lead Maintenance Worker; Linwood Board of Appeal and Equalization meeting is Tuesday, April 10, 2012 at 5:00pm; Joe and Kathy Grafft-Linwood Township residents-authors of a textbook titled "Essentials for the Emergency Medical Responder"; Anoka County History Center News; Linwood Community Park and School Forest News

A motion by Budde and seconded by Osterhus to adjourn at 7:10pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board Meeting

Budget 2013

Wednesday, January 25, 2012

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Clerk, Judy Hanna.

Chairman Parker stated the purpose of this meeting was to discuss the proposed 2013 budgets for the Senior Center and Park Board funds.

Information provided: 2013 proposed budgets with 2011 final line item figures, worksheets, and the line definition sheets for each fund.

Supervisor Halliday is the Supervisor in charge of both of these departments

LINWOOD TOWNSHIP

2013 BUDGET WORKSHEET

Senior/Community Center Fund

EXPENDITURES

	2011	2011	2012	2013	
	Budget	Expenses as of 12/31/11	Budget	Proposed	Comments
Sr. Ctr. Transportation					
Wages - Drivers	\$9,500	\$6,642	\$6,000	\$7,500	
Operating Supplies	0	169	75	100	
Petroleum Products	5,500	3,329	3,000	3,700	
Mileage	1000	0	500	300	volunteer drivers
Education & Meetings	100	0	0	0	
Advertising/Promotion	100	0	100	100	
Vehicle Insurance	3,000	712	1,500	1,000	
Vehicle Maint. & Repairs	6,000	1,659	4,000	2,500	1997 bus & 2005 bus
Medical Exams/Testing	200	0	200	200	
Senior Center					
Wages - Coordinator & Asst	56,500	55,173	62,500	60,500	coordinator & assistant & maint workers; 4% wage reduction would be \$2,520
Employee Health Insurance	5,000	5,400	5,500	5,800	coordinator only

Unemployment Compensation	0	853	0	0	bus driver
Worker's Comp Expenses	1,000	983	1,200	1,200	
Operating Supplies	2,800	2,474	2,500	2,500	
Maint. & Repairs Supplies	1,500	484	1,500	1,000	
Professional Services	3,000	5,488	3,500	4,000	
Acctg/Auditor/Computr Svc	200	270	200	300	
Legal	200	485	1,000	500	
Telephone	1,100	1,048	1,000	1,100	
Mileage	50	170	0	200	
Education & Meetings	500	180	300	300	
Advertising/Promotion	300	182	200	200	Family Fun Day
Publishing Legal Notices	200	0	300	200	
Insurance	1,600	1,421	1,400	1,500	
Building Insurance	2,000	1,166	1,600	1,500	
Electricity	3,500	3,389	3,500	3,700	
Gas Utility	2,000	1,301	2,000	2,000	Fall 2011 - above normal temps
Trash Service	300	215	300	300	
Dues/Subscriptions	150	39	0	50	
Other Equipment	1,000	360	500	500	
Total Expenditures	\$108,300	\$93,592	\$104,375	\$102,750	

LINWOOD TOWNSHIP

2013 BUDGET WORKSHEET

Park and Recreation Fund

EXPENDITURES	2011 Budget	2011 Expenses as of 12/31/11	2012 Budget	2013 Proposed	Comments
Wages and Salaries	\$27,000	\$27,807	\$27,000	\$30,000	2012 wage increase 2.5% Suggest \$31,500 minimum for 2013
Employee Health Insurance	3,400	4,050	4,000	4,100	
Worker's Comp Expenses	1,500	1,405	1,500	1,500	
Petroleum Products	1,100	1,563	2,000	2,000	
Maint. & Repairs Supplies	3,000	3,786	2,500	2,500	
Legal	0	525	0	0	
Professional Services	6,000	3,969	5,000	4,500	

Telephone	600	421	450	450	Telephone is split between several codes
Postage	50	47	50	50	
Education & Meetings	200	208	180	210	
Insurance	2500	3318	2110	3350	agent added park items not previously on policy, & more split costs with R&B on additional items
Building Insurance	800	382	485	400	
Vehicle Insurance	350	190	300	300	New 2011 Dodge 1-ton insurance premium will increase
Electricity	4,000	3,668	4,100	3,750	
Gas Utility	700	520	400	550	Fall 2011 - below normal temps
Trash Service	0	0	0	100	Need to start charging Parks for trash service in 2013
Eqpmnt, Maint & Repairs	1,300	474	500	500	
Vehicle Maint. & Repairs	2,000	4,220	500	1,000	1999 Chev 1-ton repairs, tires
Equipment Rental	4,300	3,668	3,400	3,750	Jimmy's Johnnys portable toilet rental; air compressor irrigation sys.
Improvements/Construction	400	0	3,000	2,000	
Total Expenditures	\$ 59,200	\$ 60,221	\$ 57,475	\$ 61,010	

A change was made to the Capital Improvement Fund on the 2013 proposed expense line:

LINWOOD TOWNSHIP

2013 BUDGET WORKSHEET

Capital Improvement Fund

Revenues	2010 Budget	2011 Budget	2012 Budget	2013 Proposed	Comments
Property taxes	\$0	\$0	\$0	\$ 8,000	\$57,685 Cap balance 12-31-2011 Expenditures = \$63,798 in 2011
Interest income					
Special Assessments					
Grant revenue					
Total Revenues	\$0	\$0	\$0	\$8,000	

Expenditures	2011 Budget	2011 Expenses as of 12/31/11	2012 Budget	2013 Proposed	Comments
Cap. Improvements- General	\$18,000 warning siren	\$23,675	\$20,000	\$25,000	Warning Sirens 1 in '09 & 1 in '11 2011 siren cost = \$23,675
Cap. Improvements- R & B	\$0	\$2,969	\$0		SwingAway mailbox posts 1/3 cost rotary broom-JD720
Cap. Improvements- Fire	\$0	\$19,680	\$0		Fire Relief Payment
Cap. Improvements- Parks	\$0	\$2,687	\$0		2/3 cost rotary broom-JD720
Cap. Improvements- Senior	\$0	\$14,787	\$0		Sr Ctr roof repair
Other					
Totals	\$18,000	\$63,798	\$20,000	\$25,000	\$57,685 Cap balance 12-31-2011 Expenditures = \$63,798 in 2011

A motion by Budde and seconded by Osterhus to adjourn at 7:20pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes
Town Board Meeting
Budget 2013
Wednesday, February 8, 2012
6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Clerk, Judy Hanna.

Chairman Parker stated the purpose of this meeting was to discuss the proposed 2013 Budgets for the Road and Bridge, Fire Department, and Police funds, and revisit 3 of the line items in the General Fund.

Jamie Schurbon and Dan Babineau were present for discussion on the Sunrise River Watershed increased budget for 2013.

Information provided: 2013 proposed budgets with 2011 final expense line item figures, worksheets and the line definition sheets for each fund.

LINWOOD TOWNSHIP

2013 BUDGET WORKSHEET

General Fund

EXPENDITURES	2011 Budget	2011 Expenses as of 12/31/11	2012 Budget	2013 Proposed	Comments
General Government					
Wages and Salaries	\$135,000	\$136,936	\$135,000	\$140,000	2012 COLA increase 2.5%
Extra Meeting Pay-TB & Clerk	9,000	5,807	8,000	7,000	
Employee Health Insurance	5,600	6,210	8,000	7,000	
Worker's Comp. Expenses	2,500	1,124	2,000	2,000	
Office Supplies	2,500	2,104	3,000	2,500	
Operating Supplies	2,000	1,760	2,000	2,000	
Professional Services	4,500	4,031	6,000	5,000	security, cleaning, copier contract, emplymnt posters

Acctg/Auditor/Computer Svc	26,000	25,381	26,000	26,000	'11 auditor \$24,651; etc.
Engineering	500	0	500	500	
Legal	18,000	15,490	17,000	17,000	
Assessor	26,500	29,342	31,000	31,000	'11 assessor contract/Truth in Taxation
Telephone	2,000	1,725	2,000	2,000	
Postage	1,000	1,008	700	1,000	
Mileage	1,000	1,134	1,000	1,200	
Education & Meetings	1,700	1,771	2,000	2,000	
Publishing-Legal Notices	2,200	506	1,500	1,000	
Insurance	4,500	3,991	4,200	4,200	
Building Insurance	750	359	750	500	
Electricity	4,000	4,355	4,000	4,000	
Gas Utility	2,250	1,301	2,000	2,000	Fall 2011 - above normal temps
Trash Service	300	215	300	300	
Maintenance & Repairs	1,500	34	1,000	500	
Dues/Subscriptions	1,700	2,232	2,000	2,300	MAT dues; GIS database; employment posters
Property Tax Payment	750	104	500	500	
FL YSB - Payment	2,000	2,000	1,000	1,500	
Mediation Svc - Payment	1,000	1,000	1,500	1,000	
Anoka Historical Society Pmt	1,000	1,000	1,500	1,000	
Alexandra House - Payment	1,000	1,000	1,000	1,500	
Improvements/Construction	500	0	500	500	
Office Equip & Furnishings	2,000	1,966	2,000	2,000	
Recycling					
Wages and Salaries	3,500	4,452	4,600	4,600	SCORE funds help cover wages
Operating Supplies	500	122	350	250	
Professional Services	13,500	11,118	13,000	13,000	
Postage	300	275	200	250	
Mileage	300	215	300	300	
Advertising/Promotion	8,500	3,881	4,000	4,000	calendars 1/2 cost, newsletters 1/4 cost, ads, trees, tote bags
Building Insurance	20	3	20	20	
Improvements/Construction	250	0	250	250	
Surface Water					
Professional Services	16,000	10,898	16,000	28,000	

Planning and Zoning					
Wages and Salaries	2,000	0	1,500	800	
Professional Services	1,000	675	1,000	1,000	
Postage	50	50	50	50	
Mileage	200	42	200	100	
Education & Meetings	100	0	100	100	
Insurance	700	452	700	700	
Publishing-Legal Notices	500	42	400	200	
Comprehensive Plan	1,000	8,237	1,000	1,000	
Elections					
Office Supplies	100	0	100	50	Two elections even-numbered years
Professional Services	500	0	3,300	500	
Mileage	100	0	500	100	
Education & Meetings	50	0	350	50	
Advertising/Promotion	50	0	50	50	
Publishing-Legal Notices	50	0	250	50	
Insurance	50	0	50	50	
Building Inspection					
Wages and Salaries	15,000	6,288	14,000	7,000	Asst. Bldg Insp, office staff
Employee Health Insurance	1,500	1,350	1,500	1,500	
Office Supplies	500	178	500	300	
Petroleum Products	2,000	1,545	2,000	2,000	
Maint. & Repairs Supplies	400	0	300	300	
Professional Services	26,000	27,806	23,000	30,000	contracted bldg. inspector
Legal	1,000	1,035	1,000	1,000	
Mileage	350	0	350	350	
Telephone	750	740	750	750	
Education & Meetings	1,500	33	750	750	
Insurance	50	27	50	50	
Building Insurance	250	119	200	200	
Vehicle Insurance	700	310	600	500	
Vehicle Maint & Repair	500	601	500	500	
Building Permit Surcharge	2,500	1,370	2,500	2,000	
Office Equip & Furnishings	750	33	250	250	computer, printer, etc.
Animal Control					
Office Supplies	100	54	150	100	forms & tags

Professional Services	8,500	7,593	7,500	7,500	animal control contract \$6000, newspaper ads, vet services
Legal	0	1031	0	1000	dangerous dog/kennel license violation/town code amended
Linwood Family Fun Day					
Wages and Salaries	700	951	700	700	also covered by other LFFD \$
Operating Supplies	0	343	400	400	covered by other LFFD funds
Postage	0	228	0	200	covered by other LFFD funds
Professional Services	50	13,889	50	50	also covered by other LFFD \$
Advertising/Promotion	50	1,532	50	50	also covered by other LFFD \$
Insurance	750	781	650	800	
Cemetery					
Wages and Salaries	3,000	1,956	2,500	2,000	
Operating Supplies	0	39	200	100	
Professional Services	1,400	187	1,400	1,200	Cemetery Sexton @ \$1200/year
Education & Meetings	100	0	200	200	MN Assn Cemeteries Conf \$165 each person
Legal	200	0	200	100	
Insurance	50	251	50	300	increase: added headstones-replacement/fence
Electricity	150	153	150	150	
Maintenance & Repairs	400	0	200	200	
Dues/Subscriptions	100	60	100	100	MN Cemetery Assn. Dues
Total Expenditures	\$381,870	\$364,831	\$378,970	\$387,070	

2013 BUDGET WORKSHEET

LINWOOD TOWNSHIP

Road and Bridge Fund

EXPENDITURES	2011 Budget	2011 Expenses as of 12/31/2011	2012 Budget	2013 Proposed	Comments
Road & Bridge					
Wages and Salaries	\$40,000	\$42,836	\$42,000	\$44,200	2.5% COLA increase for 2012
Employee Health Insurance	4,200	4,590	4,600	4,600	
Workers' Comp Expenses	5,000	2,107	5,000	3,000	
Supplies-Road & Bridge	6,000	9,255	8,000	8,000	New street signs per new regs
Class 5	75,000	69,725	70,000	70,000	Includes \$24,487 for '11 Dodge
Professional Services	20,000	17,315	20,000	20,000	

Engineering	55,000	51,254	60,000	60,000	Includes \$12,000 for '11 Dodge
Legal	4,000	2,795	2,000	2,000	Includes \$2000 for '11 Dodge
Telephone	900	421	500	500	
Postage	400	372	200	300	
Mileage	850	184	500	400	
Education & Meetings	500	180	500	400	
Publishing-Legal Notices	2,000	379	1,000	600	
Insurance	2,500	1,996	2,500	2,500	
Building Insurance	1,000	591	1,000	1,000	
Electricity	3,000	2,007	3,000	3,000	
Gas Utility	1,200	828	1,200	1,200	
Lent Town Line Road	5,000	1,072	5,000	3,000	
Land	2,000	2,000	2,000	1,000	Includes \$ 2000 for '11 Dodge
Improvements/Construction	266,215	260,534	261,853	264,481	Includes \$6000 for '11 Dodge
Other Equipment	500	500	500	500	Includes \$500 for '11 Dodge
Grading					
Professional Services	20,000	11,369	18,000	15,000	
Ice & Snow Removal					
Wages and Salaries	15,000	18,296	15,000	15,000	
Salt & Sand	25,000	21,667	25,000	25,000	
Professional Services	20,000	6,611	15,000	10,000	
Road Equipment					
Petroleum Products	8,500	11,885	9,000	13,000	
Insurance	400	335	400	400	
Vehicle Insurance	2,000	879	2,000	1,500	
Eqpmnt, Maint & Repairs	2,000	855	5,000	3,000	
Vehicle Maint & Repairs	15,000	33,133	15,000	15,000	2 plow trks damaged-Mar'11
Equipment Rental	500	612	500	500	
Other Equipment	5,000	5,000	5,000	5,000	Purchase of trucks, grader, etc. Expense=\$5000 for '11 Dodge
Total Expenditures	\$ 608,665	\$581,583	\$ 601,253	\$ 594,081	New '11 Dodge Ram \$51,987

Fire Fund**EXPENDITURES**

	2011 Budget	2011 Expenses as of 12/31/11	2012 Budget	2013 Proposed	Comments
Operating					
Wages and Salaries	\$75,000	\$70,977	\$75,000	\$75,000	
Worker's Comp Expenses	9,000	8,429	9,000	9,000	
Petroleum Products	3,000	4,505	4,000	4,000	
Maint. & Repairs Supplies	5,500	4,950	5,000	5,000	
Professional Services	12,800	15,156	13,500	25,000	
Legal	1,000	877	1,000	1,000	
Telephone	3,000	3,020	3,000	3,000	
Postage	120	90	100	120	
Mileage	2,500	1,816	2,500	2,500	
Education & Meetings	12,000	18,105	12,000	12,000	
Insurance	3,000	3,355	3,000	3,500	
Building Insurance	2,000	1,476	2,000	2,000	
Vehicle Insurance	3,000	1,807	3,000	3,000	
Firemen Pro Liability Ins	3,000	2,445	3,000	3,000	
Electricity	5,000	4,357	5,000	5,000	
Gas Utility	7,500	5,601	7,000	7,000	
Eqpmnt, Maint & Repairs	4,000	3,586	3,000	4,000	
Vehicle Maint & Repairs	7,500	8,873	7,500	7,500	
Uniforms/Jackets/Clothing	1,500	5,358	1,500	2,000	
Property Tax Payment	300	234	300	300	
Medical Exams/Testing	4,000	183	3,000	2,500	
Other Equipment	14,000	17,454	14,000	17,500	
Fire Relief					
Acctg/Auditor/Computer Svc	3,400	0	3,000	3,400	
Fire Relief Assoc Payment	28,000	46,049	28,000	32,000	'10 & '11 paymts + State Aid '11
Fire Marshal					
Wages and Salaries	2,000	916	2,000	2,000	
Operating Supplies	100	0	100	100	
Mileage	250	26	250	250	
Education & Meetings	1,200	1,808	1,200	1,200	

Ice & Snow Removal/Mowing					
Wages and Salaries	1500	683	1500	1,500	
Fire Capital					
Other Equipment (<i>See Transfers</i>)	50,000	50,000	50,000	50,000	
Total Expenditures	\$ 265,170	\$ 282,136	\$ 263,450	\$ 284,370	Including \$50,000 Capital
	\$ 215,170	\$ 232,136	\$ 213,450	\$ 234,370	<u>Not</u> including \$50,000 Capital

LINWOOD TOWNSHIP

2013 BUDGET WORKSHEET

Police Fund

Revenues	2011 Budget	2012 Budget	2013 Proposed	Comments
Property taxes	\$251,700	\$251,700	\$	
Interest income				
Total Revenues	\$251,700	\$251,700	\$	

Expenditures	2011 Budget	2011 Expenses as of 12/31/11	2012 Budget	2013 Proposed	Comments
Contract police services	\$221,939	\$225,912	\$212,000	\$220,000	2011 Contract \$225.912
School police services*	29,718	includes January thru June only	0	0	No School Police Services starting with '11-'12 school year
Total Expenditures	\$251,657	\$225,912	\$212,000	\$220,000	

A motion by Budde and seconded by Halliday adjourn at 7:45pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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Minutes Town Board February 14, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to move the Attorney up and then follow the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Attorney's Report: Letters have not been sent to Developers. A copy of the proposed letter has been given to the Road and Bridge Committee members and to the Supervisors. **Discussion** on the Data Practicing Policies and Procedures. Jerry suggested the Supervisors review and approve for adopting at the next meeting. **Discussion** on Kevin continuing to monitor the property complaints. **Discussion** on a mobile home being moved onto a lot in Linwood. Jerry is referring this to Kevin to research. **Discussion** on Camp Ajawah. The owners of the property need to address this complaint. The camp is used by many groups. Kevin has responded to the user to contact the owners of the camp.

The January Building Permit Report will be provided at the next meeting.

Fire Chief Ken Minske was present and provided the Fire Department meeting minutes. Total runs for the month of January were 10 medical and 4 fire. Discussion on putting together the bid package for the new truck, and painting of the interior of the fire station. **Discussion** on the warning siren located at the south end of the mobile home park not working (6263 North Linwood Drive).

Cindy Reichert, Manager, Anoka County Elections and Voter Registration was present for discussion on the 2012 election changes that affect the Township election this year. Absentee ballot will be available by mail, or in-person during the 45 days prior to each election. New this year is voters who prefer to cast their absentee ballot in-person may vote at the polling place in which they reside during regular office hours. In person absentee balloting will be available also on the Saturday prior to each election from 10:00 a.m. until 3:00 p.m., and until 5 p.m. the day before each election. The absentee balloting period for the August 14 Primary Election runs from Friday, June 29 through Monday, August 13. For the November 6 General Election, absentee balloting will take place between Friday, September 21 and Monday, November 5. Because Judy is on the ballot this year she is not allowed to assist with the in-person absentee voting process. It would be costly for the Township to train office staff and/or pay election judges to cover all the

hours. The City of Columbus has agreed to do the in-person absentee voting for Linwood Township. Voters who want to vote absentee by mail can download the application anytime at www.anokacounty.us/absenteevoting. Voters can also call 763-323-5275 to have an application sent to them. Anoka County will continue to offer both in-person and mail absentee balloting services to any Anoka County resident during the absentee balloting periods. The office is open weekdays from 8 a.m.-4:30 p.m.; from 10:00 a.m.-3:00 p.m. the Saturday before the election; and until 5:00 a.m. the day before the election. **A motion by Osterhus and seconded by Budde to approve the absentee voting for the Primary and General 2012 election to be done at the City of Columbus.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the purchase of new voting equipment in 2013. The cost not picked up by the County would be split between the cities and one (1) Township calculated by population, not registered voters. The Township purchased equipment in 1999 at around \$5,000. The annual cost to the Township at this time is projected at around \$600.

Deputy Matt Nolan stopped in and introduced himself as the Township Deputy. Discussion included the Board's interest in having Deputy Nolan having the option of rotating his shift time. Chairman Parker will contact the Township's liaison. A 2011 crime map is being done and will be ready for the Annual Meeting. Deputy Nolan and Laura Landes, Crime Prevention Coordinator will be attending the senior's luncheon, and meeting tomorrow to discuss "scams".

Coordinator Judy Hanna reported for the Senior Center- Senior Advisory Board January meeting minutes and the January bus trip and financial information was provided. Supervisor Halliday stated the Advisory Board is recommending a new member Cathy Hereau. **A motion by Osterhus and seconded by Halliday appointing Cathy Hereau to the Senior Advisory Board.** Discussion. **Vote. All ayes. Motion carried.** The Board is also considering changing the meeting time from 9:00 a.m. to 5:30 p.m. They are also considering uses for the space vacated by NACE for a craft/lounge area. The stained glass materials donated to the seniors has been moved from the senior center to the northwest vacated area for the time being. The storage areas and the senior center office are being "house cleaned". Pictures have been put up in the bathrooms and hallway.

Supervisor Osterhus reported for the Road and Bridge Committee. The committee's meeting minutes are posted and available. **Discussion** on purchasing "pallet forks" for the J.D. tractor to be used for road and park projects. The cost is \$1,175.63. A list of uses was provided. Road and Bridge recommended approval and it needs to go before the Park Board. **Discussion** on a man cage OSHA approved attachment to allow for a higher reach for tree trimming and changing light bulbs, etc. **Discussion** on hand-delivering letters of the Township's intent to upgrade 227th Lane. Letters were sent out last year (2011) before the surveying was done (2012) to identify the road right-of-way.

Supervisor Millerbernd reported for the Sunrise River Watershed that Township Supervisor's e-mails and addresses have been updated for mailing and getting information directly to them.

Supervisor Halliday reported the Park Board worked on their purposed 2013 budget. They are not planning to meet in February. **Chairman Parker** stated the School Forest Committee announced the 2012 medallion hunt is ready to start February 20 with clues being posted at the school and Town Hall at 7:45 a.m. every morning until it is found.

Discussion on the group dental insurance information provided from Township Benefit Program. The information is for both elected officers and Township employees working 20 or more hours

per week (1000 hours per year). Chris Sauro is working on other health insurance plans. Each officer and employee has to check out this information for which plan is best for them.

A motion by Budde and seconded by Halliday to approve payment of the February 14, 2012 bills in the amount of \$23,049.18 and check run #031412 to #031455. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Osterhus to approve for audit the January Petty Cash Report and January 2012 financial information. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to approve the January 24, 2012 Town Board meeting minutes, and January 25 and February 8, 2012 budget meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting was informational: LAYSB seeks nominees for 2011 "On Behalf of Youth" Awards; YSB 2011 statistics report; Police Report/Activity Report; Anoka County Recorder February 2012; January 2012 Pension Division; Anoka County Historical Society; Office of the State Auditor E-Update; and Mike/Chris OSHA training refresher training on RTK/BBP/AWAIR.

A motion by Millerbernd and seconded by Halliday to adjourn at 7:10 p.m.. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

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**Minutes
Town Board
February 22, 2012
5:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present were the Clerk, Judy Hanna and the Township Auditor, David Mol.

Chairman Parker stated the meeting purpose was to hear from David Mol of HLB Tautges Redpath, Ltd. regarding the 2013 proposed budget and levy of \$1,500,000. A levy/budget scenario for approving the same levy as 2011 was provided and approved by the Town Board in the amount of \$1,500,000. David thanked the Board and staff for all the help given to him throughout the year. He will be at the 7:00pm Annual Meeting on March 13, 2012. **A motion by Osterhus and seconded by Budde to approve the levy amount for 2013 at \$1,500,000.** Discussion. This is the same levy as the last 3 years. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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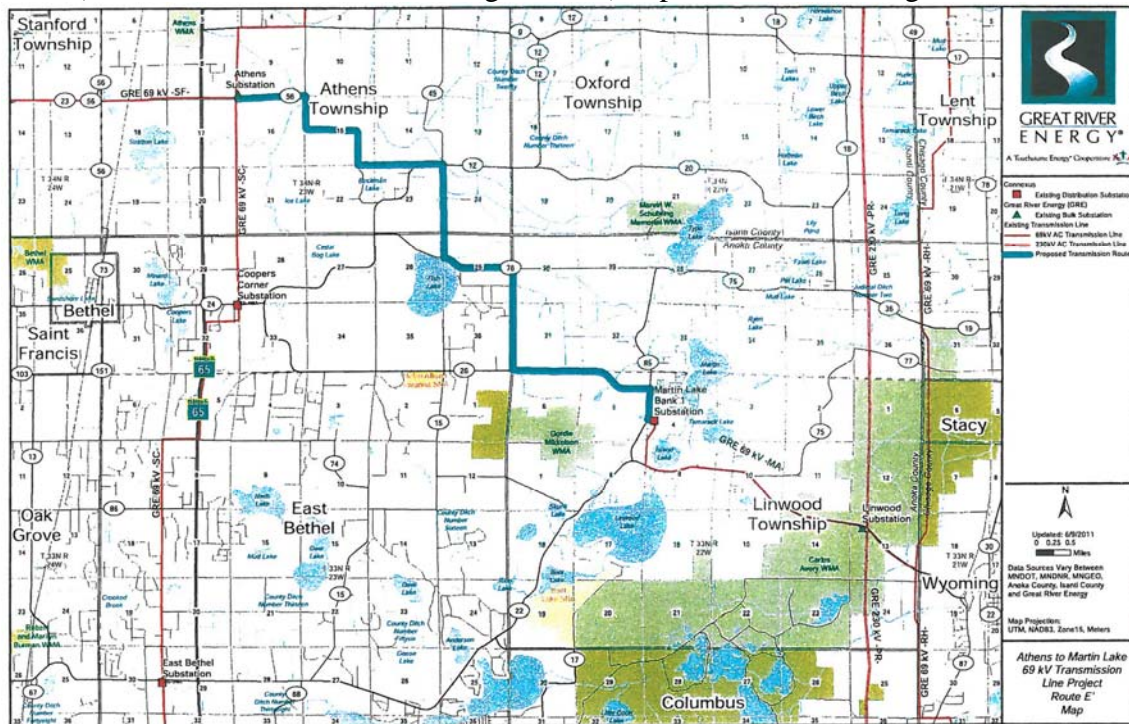
Minutes Town Board February 28, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Jerry Randall and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Discussion from Minnesota Association of Township District 7 Director Don Sherper.

Discussion from Supervisor Osterhus-Great River Energy: Athens to Martin Lake 69kV Transmission Line Project. Also included in the discussion were Jack Davis, Administrator, and Councilman Bob DeRoche from East Bethel A colored route map was provided showing the route (it is included with these meeting minutes). Option "A" is the original route.



Discussion on East Bethel's ordinance for 4-wheelers.

Planning and Zoning: Application 2012-01 Conditional Use Permit received from Marlys Ostlund 22261 Typo Creek Drive NE (dog kennel license). **Chairman Parker** stated Planning and Zoning held the public hearing and recommended approval for up to five (5) dogs. Marlys was present for discussion. Marlys has two dogs and another person living at the same address also has a dog. 503.18. Dog Kennel Regulations from the Town Code reads: any person or family unit within the Town of Linwood owning or having under his or its control, or boarding or keeping on his or its property, more than two dogs shall apply to the Town Clerk for a kennel license. **A motion by Osterhus and seconded by Budde to approve Application 2012-01 Conditional Use Permit allowing up to 5 (five) dogs to Marlys Ostlund living at 22261 Typo Creek Drive NE.** Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the Building Department- January Building Permit Report was provided.

Discussion on the Data Collection Practices, Policies, and Public Access Procedures. **Chairman Parker** stated the final draft was provided for the Board at the February 14, 2012 meeting. He has reviewed and is asking for a motion to adopt. **A motion by Osterhus and seconded by Halliday to adopt by resolution this policy as printed and provided.** **Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye and Budde-aye.** Policy adopted. **A motion by Budde and seconded by Halliday to approve payment of the February 28, 2012 bills in the amount of \$7,951.36 and check run #031465 to #031485.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to approve the February 14, 2012 Town Board meeting minutes, and February 22, 2012 meeting minutes with the Township's Auditor. Discussion. **Vote. All ayes. Motion carried.**

Board of Audit:

Chairman Parker stated the Supervisors approve the bills and the amount twice a month. A complete listing of all the checks and receipts are provided twice a month. The bank statements were reconciled for January 2011 through December 2011. The complete list of disbursements and receipts has been made available for public review. A complete professional audit is done each year. **A motion by Halliday and seconded by Osterhus to sign the Board of Audit certifying the financial records of the Clerk and Treasurer for the Year 2011.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on the Lead Maintenance Position. Supervisor Osterhus stated he did not feel this position was needed for two maintenance persons. **Supervisors Halliday and Millerbernd** stated one of the two need to be accountable for work to be prioritized, when, and how things need to get done. **A motion by Millerbernd and seconded by Halliday to give the lead position to 22-year employee to Mike Budde with no pay increase.** Discussion. Budde stated he would not relish the position. Please re-consider this vote and position. **Vote. Millerbernd-aye. Halliday-nay, Osterhus-nay, Parker-nay. Budde abstained. Motion failed.** **Supervisor Halliday** stated that they have many bosses, but do not really report to anyone. We do no evaluations on performances. **Supervisor Budde** stated time sheets are filled out for every paycheck received. Direction for work to be done is discussed every morning with Judy. Things

are prioritized and we do what we can. **Supervisor Osterhus** stated he is here or out in the area they are working almost every day. He is not seeing work not being done by any employee. **Chairman Parker** doesn't see this position as a "boss" position, but as a lead position. The lead position person would be the one we would go to for questions and answers. Judy should not have to answer or be accountable when work doesn't get done. **Supervisor Halliday** questioned being accountable when employees come into work late or leave early. Who knows? How is it recorded? **Discussion** on a time clock would solve that problem. **Chairman Parker** stated the lead maintenance position would be kept on file.

Discussion on the agreement with Northern Lighter Pyrotechnics for this year's Linwood Family Fun Day fireworks on September 8, 2012. **A motion by Osterhus and seconded by Millerbernd to approve the agreement in the amount of \$3,500.** Discussion. **This is the same cost as in the past. Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational. Police Activity Report; Thank you from the Anoka County Historical Society-\$750.00 donation; Local Government Officials meeting February 29, 2012; E-Update Office of the State Auditor; and Road and Bridge meeting changed from March 6, 2012 at 7:00 p.m. to March 12, 2012 at 7:00 p.m.

A motion by Budde and seconded by Halliday to adjourn at 6:55 p.m. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
March 13, 2012
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday (6:03), Philip Osterhus, Michael Budde and Michael Parker. Also present was the Clerk, Judy Hanna.

A motion by Millerbernd and seconded by Osterhus to approve the agenda with the addition of discussion on the purchase of a STIHL Pole Saw (approximately \$600.00).

A motion by Budde and seconded by Halliday to approve the March 13, 2012 bills and in the amount of \$23,357.91; and check run from #031501 to #031544. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Millerbernd to approve the purchase of a STIHL pole saw in the amount of \$600.00. Discussion. The request/recommendation is from the Road and Bridge Committee. The cost would come out of the Road and Bridge fund. It would be used for tree trimming. From on the ground, cutting could reach 10 ft. From inside the "man cage" 10 to 15 ft. higher. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Halliday to adjourn at 6:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org>

**Minutes
Town Board
March 27, 2012
5:30 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus (5:55pm), Michael Budde and Michael Parker. Also present were the Clerk, Judy Hanna and the Township Auditor, David Mol. The Attorney arrived at 6:10pm.

A motion by Budde and seconded by Halliday to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the start time of the Town Board meeting was changed from 6:00pm to 5:30pm to hear from David Mol of HLB Tautges Redpath, Ltd. reporting on the 2011 Annual Financial Report. David provided copies of the draft report to each of the Supervisors. Discussion concluded with David stating the final copies would be sent within the next month with no changes in the dollar amounts or the line items.

A motion by Budde and seconded by Halliday to adjourn at 5:55pm. Discussion. Vote. All ayes. Motion carried.

**Minutes
Town Board
March 27, 2012
6:00 p.m.**

Chairman Parker stated the roll call remains the same and the pledge to the flag was recited at the start of the 5:30pm meeting.

A motion by Halliday and seconded by Budde to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Peter Schaub of Great River Energy was present to update the Town Board on the Athens to Martin Lake 69kV Transmission Line Project. The plans discussed are the same as the original route, and to follow the existing Connexus route as much as they can. Discussion concluded with Peter stating the negotiations with East Bethel should be finalized within the next few months, and he would return back with more future planning information.

Chairman Parker stated the January and February Building Permit Report is available and posted.

Fire Department: In the Fire Chief Ken Minske's absence assistant Chief Darryl Ballman was present and reported for the month of February a total of 10 runs-7 medicals and 3 grass fires. The department is working on the bid packets for the new fire truck, painting the inside of the station, and a siren maintenance program. No burning permits are allowed until the grass greens up.

Senior Center-Coordinator Judy Hanna provided the February meeting minutes and the February bus trip and financial information. Discussion on the increase of participants in the UCare exercise class held on Mondays and Tuesdays at 8:45am. Movie time and date may be returning to Friday afternoon starting at 5:00pm. The bus use has slowed down, and the senior center weekly use will too when the scouting activities stop for the summer. Judy and the seniors are continuing to do "housecleaning".

Supervisor Osterhus stated the Road and Bridge Committee meeting minutes were posted and available. A letter of Interest was received from resident Steve Strandlund. **A motion by Budde and seconded by Osterhus to approve and appoint Steve Strandlund to the Road and Bridge Committee.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the upgrading of 227th Lane NE. **Discussion** on the Township Engineer advertising for the 2012 overlay project. The bids will be opened May 7 and presented to the Town Board at the May 8, 2012 Town Board meeting. Tree trimming has been being done by maintenance workers.

Supervisor Millerbernd reported on the Sunrise River Watershed. The budget has been approved at about \$14,000 less. The Senior Center is being used for another informational carp barrier meeting. Date to be set.

Chairman Parker stated the winners of over \$1,000 in cash and prizes for finding the medallion hidden in the School Forest were Justin Kleidosty and Ally Deshong. The annual photo contest is being advertised, and the winner(s) will be announced at Linwood Family Fun Day on September 8, 2012. The school is doing a logo contest for the park to identify it on its own.

Supervisor Halliday reported for the Park Board. They will be doing their annual park tour during their next meeting with Bob Millerbernd driving the bus. **Discussion** on recent vandalism, mainly garbage at the 4-Season Park and the busted door on the recycling shed. **A motion by Halliday and seconded by Millerbernd to investigate a security system for that area.** Discussion. Judy will contact Wright Hennepin Security for a proposal. **Vote. All ayes. Motion carried.** Discussion on the Park Board approving up to \$750.00 towards the purchase of the "fork" attachment for the tractor. **A motion by Halliday and seconded by Budde to approve the spending of up to \$750.00 of park funds (Road and Bridge funds would pay half) towards the purchase of a fork attachment.** Discussion. **Vote. All ayes. Motion carried.** 30 yards of lime rock (T-Ball field) are being ordered and the spreading will be done by volunteers.

Chairman Parker stated **Planning and Zoning** finished their project of clarifying, correcting, and maybe deleting codebook issues. A letter of resignation was received from Carol LaFontaine. **A motion by Millerbernd and seconded by Osterhus to accept the resignation and send a letter thanking Carol for her time and commitment to the Township.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the Letter of Interest received from Ed Kramer. **A motion by Budde and seconded by Osterhus to approve the appointment of Ed Kramer to the Planning and Zoning Commission.** Discussion. **Vote. All ayes. Motion carried.**

Attorney's Report: Discussion on the request received from Arthur and Joanne Thyen to vacate the eight-foot portion of the sixteen-foot easement next to their property located at 22718 East Martin Lake Drive NE. Discussion concluded with **a motion by Parker and seconded by Budde to deny the request.** Discussion. The Township has never given up easements going to any lake in Linwood Township. **Vote. All ayes. Motion carried. The corrected** request form to be attached to the Data Collection Practices, Policies, and Public Access Procedures policy. Copies will be provided for the public. **The easements** are ready for the final proofing for 237th/Beta Street to Fontana Street upgrading project. **Discussion** on the property located on the corner of Fawn Lake Drive and Julliard Street (Northeast corner). Judy was directed to follow-up on the complaint.

A motion by Osterhus and seconded by Budde to approve by roll call vote Resolution # 2012-04 Reestablishing Precincts and Polling Places. Discussion. The Township and the polling place had to be redistricted and reestablished after the legislature was redistricted. **By roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye, and Budde-aye. Resolution 2012-04 Reestablishing Precincts and Polling Places passed.**

A motion by Osterhus and seconded by Budde to approve the following 2012 Election Judges: Ilene Hudak-Head Judge, Sheila Bien-Assistant Head Judge, Julie Bernston, Shirley Doberstein, Bonnie Freeland, Anita Johnson, Craig Kasl, Barb Lendway, Jan McDonough, Suzanne Slavik, Ruth Smallage, Sanda Staub, Valerie Strub, Sharon Townsend, Mike Voligny, Jill Weimer and Brenda Willard. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to approve the payment of the March 27, 2012 bills in the amount of \$76,454.45 (Qtr. 1, 2012 Sheriff Contract \$53,197.75) and check run #031566 to #031589. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to approve the February Petty Cash report, February financial information and file for audit. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to approve the February 14, 22, 28, and March 13, 2012 Town Board meeting minutes as printed. Discussion. **Vote. All ayes. Motion carried.**

March Short Course Training update. Judy was the only elected official that attended the training.

Discussion on sending e-mails to surrounding cities regarding the number of cellular towers, number of antennas and the lease amounts collected. The attorney would use the information to negotiate rates for the Township.

Discussion on losing 25 "Attend Your Annual Meeting" signs. They were removed from County Road 22.

Discussion on the purchasing of a time clock. A motion by Parker and seconded by Halliday to purchase a time clock. Discussion. Location and policy needs to be addressed. **Vote. Budde abstained. Osterhus-aye. Parker, Halliday and Millerbernd aye. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: LAYSB yearly report/statistics report; Police Report/Activity Report; Anoka County Recorder March 2012; February 2012 Pension Division; Well Water Wise week is May 7th-11th; Commute News; Metrocouncil.org; Maintenance worker Budde completed 2 hours of CSA review training March 8; Anoka County Historical Society; Office of the State Auditor E-Update; and 2012 Urban Short Course-April 19 (Otsego).

Questions from the audience regarding the relocation of the food shelf; the clerk's job description; non-profit donation receipt and the Annual Meet the Candidate meeting.

A motion by Budde and seconded by Osterhus to adjourn at 7:45pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board April 10, 2012 5:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Anoka County Assessors, Randy Dejong, Residential Appraiser and John Leone, Commercial Appraiser.

Chairman Parker stated –The Board of Review (**Local Board of Appeal and Equalization**) is the first opportunity for persons to have their concerns regarding their home valuation heard. If a person fails to appear in person, by counsel, or in writing to the Board of Review, that person is prohibited from raising the issue before the County Board of Equalization. Names are taken from the sign-in sheet. Chairman Parker introduced the County Assessors Randy Dejong, Residential Appraiser and John Leone, Commercial Appraiser. Randy presented a brief overview of the property tax process and a recap of the current assessment. No one was in the audience signed in for the Board of Review. **A motion by Halliday and seconded by Budde at 5:25pm to recess until 5:30pm on May 8, 2012.** Discussion. Judy stated the reason for the meeting to recess is because she did not meet the public notice requirements for tonight's meeting. All notices done by the County did have tonight's time and date. **Vote. All ayes. Motion carried.**

Minutes Town Board April 10, 2012 6:00 p.m.

Chairman Parker called the meeting to order and stated the pledge to the flag was recited at the beginning of the Local Board of Appeal and Equalization, and roll call remains the same.

A motion by Budde and seconded by Osterhus to approve the agenda with the addition of a letter of resignation from Annabelle Budde. Discussion. **Vote. All ayes. Motion carried.**

The March Building Department Report is being done by Kevin Tramm and will be available at the next meeting.

Fire Department report and Fire Chief Ken Minske will be available at the next meeting.

Chairman Parker addressed the resignation letter received from Annabelle Budde effective April 27, 2012 from both jobs for the Township: Senior Center Assistant and cleaning of the Town Hall. **A motion by Osterhus and seconded by Halliday to accept the resignation.** Discussion. **Vote. Four ayes. Budde abstained. Motion carried.**

Senior Center Coordinator Judy Hanna stated the Senior Advisory Board meeting minutes and the March trip and financial information would be available at the next meeting. The bus trip and financial information can be available before the Senior Advisory Board meeting. **Discussion** on Linwood Family Fun Day fundraisers. Copies of the March Garage Sale financial were provided (\$1,240.87). Two Wyoming DQ Fundraisers (LFFD) April 18 and May 9, 2012, 6-9pm. Discussion on doing an every Saturday Flea Market Fundraiser. Cathy Hereau, a Linwood Family Fun Day volunteer was in the audience and talked about the new fundraiser event. **A motion by Halliday and seconded by Budde to approve the ongoing flea market fundraiser for LFFD.** Discussion. Judy was directed to notify the volunteers willing to do this event and give them the go ahead to start planning. They will need to provide rules and regulations on how the event will be run. Copies need to be posted and provided to the Supervisors. More discussion about the plans would be discussed at the next LFFD planning meeting. **Vote. All ayes. Motion carried.** **Discussion** on the repair bill for the 2005 bus lift in the amount of \$864.71.

Supervisor Osterhus stated the Road and Bridge Committee minutes are posted and available. They will be doing their annual spring road review April 21, 2012 (8:00am). Discussion on the upcoming paved street improvement projects. Street Sweeping will start tomorrow morning (Wednesday). We will follow to collect the sweepings, as needed, and piled out in the back area. The fire department will be providing the water. Advertisements for bids is being done by Township Engineer Craig Jochum and will be open May 7, 2012 and provided at the May 8, 2012 Town Board meeting. The improvements would start as soon as possible. **Discussion** on plans from the Anoka County Highway Department to grind and repave Typo Creek Drive and a portion of County Road 22 this spring. Notification needs to be provided to the Fire Department. **Discussion** on road complaints: They are referred to the Road and Bridge Supervisor Philip Osterhus. Philip follows up on them, and may work with the Road and Bridge Committee and the attorney on resolving them.

Supervisor Millerbernd reported Sunrise River Watershed is holding an informational meeting on April 30, 2012 starting at 6:00pm in the Senior Center.

Chairman Parker stated the School Forest Committee is winding down for the summer. They are working on a School Forest logo. May 25, 2012, Chris Cold, Wisconsin DNR Wildlife Educator, will be a Lyceum speaker at the school. The photo contest is ongoing. They are discussing a covered structure for outside teaching. **Supervisor Halliday** stated the ball field rock for the T-Ball field has been laid, and the balance is being used on other ball fields. The Annual Park Tour will take place during their next meeting, and they will be using one of the buses. They will discuss the location of another portable bathroom for the back ball field area.

Discussion on a letter of interest received from Mark Olson to be a Planning and Zoning member. This letter could be addressed by the Planning Commission next week. The Town Board approves all committee members. Because of receiving this request before this Town Board first instead of a Planning meeting, the Board felt a motion to approve was in line. **A motion by Osterhus and seconded by Budde to appoint Mark Olson to Planning and Zoning and direct Judy to contact him and provide Planning information.** **Vote. All ayes. Motion carried.** Ed Kramer attended the Planning and Zoning meeting and submitted his letter of interest. Planning recommended to the Town Board approval. Both Mark and Ed will be at the next meeting. Both ways of submitting a letter of interest are okay.

Attorney's Report: Easement documents for 237th Street/Beta and Fontana Streets are in the hands of the Township Engineer. **Discussion** on the memo received addressing the receipt used for donations received for LFFD. They are not a 501(c)3. **Discussion** on the Senior Center filing for its own 501(c)3.

Discussion on information on two Dental Insurance programs available to eligible employees.

A motion by Halliday and seconded by Budde to approve payment of the April 10, 2012 bills in the amount of \$14,642.81 and check run #031590 to #031619. Discussion. Vote. All ayes. Motion carried.

Discussion on the March 27, 2012 Town Board meeting minutes not including a motion allowing all questions be asked at the 2012 "Meet the Candidates" night. Direction was given by **Chairman Parker** to have the addition to these minutes reflect **a motion was made and seconded to allow all questions asked by the audience be answered by the candidates at this year's Meet the Candidate night. A motion by Osterhus and seconded by Budde to approve the March 27, 2012 meeting minutes with the addition of the motion.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on purchasing a Time Clock. Chairman Parker will work on a policy before a time clock is purchased.

Discussion from the audience: Residents from 242nd Lane requested information from the Attorney regarding what action needs to be taken to have a dog that has killed their cat, and they are afraid to let their children out to play. Jerry requested the police reports, and from there he would start the legal action declaring the dog as "potentially dangerous". Discussion on holding a special meeting and notifying the dog's owner. **A motion by Halliday and seconded by Millerbernd directing the Attorney to review, research and act on this complaint as soon as the law allows.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to approve the March 2012 Petty Cash and the March 2012 financial information (no bus financial). Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting is informational: Pet Clinic April 14- Chairman Parker will attend from 9:00 to 11:00am; Annual Recycling Day April 28, 2012 8:00am to noon- volunteers are needed; Police Report/Activity Report; Anoka County Recorder March 2012; January 2012 Pension Division; Anoka County Historical Society; Office of the State Auditor E-Update; memo from Midcontinent; and The Minnesota Township NEWS.

A motion by Budde and seconded by Millerbernd to adjourn at 7:25pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board April 24, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Michael Budde. Also present was the Attorney Michael Haag from the Law Office Haag Law Offices, P.A. and the Clerk, Judy Hanna.

A motion by Budde and seconded by Millerbernd to approve the agenda with the additions of Resolution 2012-05 Stacy Lions serving non-intoxicating malt liquor, Fire Department Chief, Ken Minski and a memo from the Attorney. Discussion. Vote. All ayes. Motion carried.

Fire Department report from Fire Chief Ken Minske. **Discussion** on the Township acting on the maintenance for the two sirens instead of paying a monthly fee the department has not budgeted for. Town Board approved Judy to handle the action needed. **Burning restrictions** will be lifted Friday, April 27, 2012. **A motion by Osterhus and seconded by Budde to approve the recommendation from the Fire Department to award the bid for painting the inside of the station to Smith Brothers in the amount of \$6,570.00. Discussion. Vote. All ayes. Motion carried.** Runs reported for the month of March were four calls for medical and two calls for fire. **A motion by Halliday and seconded by Millerbernd to approve Resolution 2012-05 by Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-nay, Parker-aye, and Budde-aye. Resolution 2012-05 approved.**

Chairman Parker stated Planning and Zoning at their April meeting approved Application 2012-02 for the Jerome Stendahl property split plan "B" without a variance. The property lacks the required road frontage. **A motion by Parker and seconded Budde to approve the Stendahl 30-acre property split. Discussion. Vote. All ayes. Motion carried.** Dan Rhode was in the audience and discussion was held on the upgrading of 205th Avenue. Support funding would come from Anoka County, DNR and Minnesota Department of Transportation. MNDOT wants the road to be a total upgrade. The County and the DNR want a general upgrade. Dan will Follow-up on what is going on.

Chairman Parker stated the March Building Permit Report was available and posted.

Senior Center-Coordinator Judy Hanna provided the April meeting minutes, and the March trip and financial information. **Discussion** on the DQ Fundraiser (LFFD) May 9, 2012 6-9pm, and

Flea Market Fundraiser (LFFD) starting April 28, 6:00am to as long as the vendors want to stay and the people keep coming. The Flea Market will be using Broadbent Park. Not out on the ball field. A layout map has not been seen yet or anything on the rules. The trucks/trailers will be lined up west from the pavilion along the hill and along the white pole fence. A money collection form, bank money bag with key, clip board and miscellaneous flyers will be provided to Hank. Because this is ongoing and is located outside of any township building, Chairman Parker will arrange for the locked money bag to be collected every Saturday. He will take care of the collection for the first event. **Discussion** on staying off the irrigation area of the ball field.

Supervisor Osterhus reported for Road and Bridge-Their Annual Road Review was April 21, 2012 leaving the Town Hall at 8:00am and returning around 10:00am. Chris Herring drove the bus allowing for the members to look at and discuss the roads. The Township Engineer will be here to open the 2012 Street Maintenance Project bids at 10:00am May 7, 2012. A summary of the bids will be provided at the May 8, 2012 Town Board meeting.

Chairman Parker stated copies of the Sunrise River Watershed Management Organization's 2011 Annual Report is available. Supervisor Millerbernd provided information on the Martin Lake's Annual dinner and meeting. Reminded everyone of the Monday, April 30, 2012 6:00pm meeting in the Senior Center regarding the carp barriers.

Supervisor Halliday reported the Park and Recreation members did their Annual Tour on Monday, April 23, 2012. Discussion on and follow-up will take place at their next meeting.

Attorney Michael Haag's Report: A memo received from Township Attorney Jerry Randall recommended returning Ordinance No. 14 Amending Section 503.18 back to Planning for their approval. Judy was directed to put it on Planning's next meeting agenda. Mike Haag will double-check with Jerry regarding what was added and or deleted. **Resolution No. 2012-06 Potentially Dangerous Dog- Mike Haag stated the resolution needs to be done first. A motion by Halliday and seconded by Millerbernd to adopt Resolution 2012-06 declaring the owner and dog residing at 7960 242nd Lane NE as a "Potentially Dangerous Dog". Discussion. Roll call vote: Millerbernd-aye, Halliday-aye, Osterhus-aye, Parker-aye, and Budde-aye. Resolution 2012-06 adopted.** The notice and resolution will be delivered by an Anoka County Deputy tomorrow (April 25, 2012). **Discussion** on giving direction to the Attorney to proceed with court action against the property owner located at 68XX 226th Avenue NE. The Building Inspector has been doing monthly checks, and monthly written documentation along with pictures.

A motion by Halliday and seconded by Budde to approve the payment of the April 24, 2012 bills in the amount of \$18,156.64 and check run #031667 to #031700. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Halliday to approve the April 10, 2012 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

Discussion on purchasing a time clock, where will it be placed and a policy.

Discussion on the annual Recycling Day, April 28, 2012, 8:00am to noon.

Chairman Parker stated the rest of the meeting was informational: Pet Clinic May 5 from 9:00 to 11:00am; April 2012 Anoka County Recorder; Office of the State Auditors E-Update;

Legal service advertisement and invite to their Township Legal Seminar; and letter from Larry Dalien to Elizabeth Mursko, City of Columbus Administrator, regarding in-person absentee balloting services to residents of both the City of Columbus and Linwood for the 2012 Primary and State General Elections. Town Board Supervisors approved this option instead of hiring or training staff as election judges to do this for the 46 days of absentee voting requirement. The Clerk is on the ballot and would not be allowed to participate in the process.

Reorganizational Meeting

A motion by Budde and seconded by Osterhus to keep the present Town Board Chairman Michael Parker. Discussion. Parker thanked the Board for their confidence. **Vote. Four ayes, Parker abstained. A motion by Parker and seconded by Budde to keep the present Vice-Chairman, Philip Osterhus.** Discussion. Osterhus thanked the Board for their continuing confidence. **Vote. Four ayes. Osterhus abstained. Discussion** on no Supervisor leaving office-No transfer of Town Records. **A motion by Budde and seconded by Millerbernd to adopt the present schedule of the Board's regular meeting. The second and fourth Tuesdays of each month starting at 6:00pm.** Discussion. **Vote. All ayes. Motion carried. Discussion** on changing the Township official paper. **A motion by Osterhus and seconded by Millerbernd to designate the Forest Lake Times as our official paper.** Discussion. **Vote. Four ayes. Parker-nay.** Designating one or more posting places in the Township. **Osterhus** stated to keep the Country Store and the Town Hall as the posting places. **Budde** suggested to keep the Wyoming Bank as the Town Depository. **Osterhus** stated to keep the Treasurer, Chairman, Clerk and Deputy Treasurer as the designated officials to sign checks. Chairman Parker stated potential conflict of interest issues are done by resolution in January every year. The Town Board reviews and amends board policies as needed. Inventory of training and reference material is located on the west wall in the office. Upcoming training opportunities are meeting information. Signing the list of officers to be sent to the MN Association of Townships is done yearly. Federal rate for mileage will remain the same 55¢ per mile; we are currently paying 55¢ per mile. **Discussion on updating the AWARE policy at another meeting. Township Services:**

Attorney Gerald Randall; Auditor David Mol; Building Inspector Kevin Tramm (contracted); Engineer Hakanson Anderson; Health Authority Kevin Tramm; Road Foreman Frank Kvidera (Osterhus will confirm); S.R.W.M.O. Robert Millerbernd; Tree Inspector Kevin Tramm/Mike Budde; Weed inspector Kevin Tramm/Mike Budde. **A motion by Halliday and seconded by Budde to leave the Township Service representatives the same.** Discussion. **Vote. All ayes. Motion carried. Office Fees: (effective 6/10/2008) Planning & Zoning:** Conditional Use Permit \$200.00, Interim Use Permit \$200.00, Development Rezoning \$200.00, Development Final Plat \$100.00, Development Prelim. Plat \$200.00, Conform. Land Div. \$100.00, Land Use Application (other) \$100.00, Platting Packet \$10.00; Platting of Land \$100.00, Platting Fee (per lot - escrow deposit) \$200.00, Property Combination \$100.00, Sketch Plan \$100.00; Variance Application \$200.00, Wetland Mitigation Fee \$200.00 (*All applications requiring a Public Hearing have a \$200.00 fee*). **A motion by Osterhus and seconded by Budde to leave the Office Fees the same as 2011.** Discussion. **Vote. All ayes. Motion carried. Licenses;** Dog License Annual Fees \$2.00; Kennel License Annual Fee \$25.00; Sign Permit Application \$25.00; Sign Permit Annual Fee \$25.00; Building Permit 1997 UBC code chart; Mobile Home Permit \$100.00; Temporary Habitation Permit-annual fee \$60.00. **A motion by Osterhus and seconded by Budde to leave the License fees the same as 2011.** Discussion. **Vote. All ayes. Motion carried. Services:** Assessment Search \$10.00; Bad Check Fee \$35.00; Faxes (send or receive, per page) \$2.00; Notary Fee (residents no charge) \$2.00; **Photocopies (minimum fee 1.00) per side .25-no charge until we receive direction from the Attorney;** Town Codebook \$75.00 (they can print it off the website); Township Maps \$1.00 to

\$10.00. A motion by Halliday and seconded by Millerbernd to leave the Service fees the same as 2011 except the photocopies fee. Discussion. Vote. All ayes. Motion carried. Designate Supervisor to fill duties/positions created by the Town Board. (Supervisor(s) to oversee the new committees). **Michael Parker** Chairman, Linwood Family Fun Day, Planning and Zoning Commission, School Forest Committee, and Personnel. **Philip Osterhus**-Vice Chairman, Fire Department, Road and Bridge Committee, and Recycling. **Michael Budde**- Cemetery, and Recycling. **Michael Halliday**- Park and Recreation Commission, Insurance and Senior Center. **Robert Millerbernd**- Sunrise River Watershed Management Organization (SRWMO) and Building Maintenance.

Discussion on the May 4, 2012 pet clinic and dog license fee. Supervisor Budde will attend the May clinic. The Township license is good from January 1 thru December 31 of each year.

A motion by Budde and seconded by Halliday to adjourn at 7:20pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
May 22, 2012
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday (6:03), Michael Budde and Michael Parker. Absent was Philip Osterhus. Also present was the Clerk, Judy Hanna and Attorney Mike Hagg.

A motion by Millerbernd and seconded by Osterhus to delete the April Building Report and approve the agenda. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated Planning and Zoning addressed Application 2012-03 received from Edward Hulsman for a property split. Ed was not present. Planning recommended denial stating allowing this property split would leave the original property a non-conforming lot because of inadequate road frontage. Finding of Fact: Application 97-14 was approved by the Town Board April 22, 1997, allowing a conforming land split. An agreement dated June 4, 1997 allowed Ed Hulsman to build one home on their property addressed off of 220th Avenue. **A motion by Parker and seconded by Budde to deny application 2013-03 received from Ed Hulsman for a conforming land split. Vote. All ayes. Motion carried.**

Discussion on the DQ Fundraiser (LFFD) June 13, 2012 6-9pm.

Chairman Parker will attend the Pet Clinic June 2, from 9:00 to 11:00am.

Attorney's Report: Mike Haag: Discussion on **Ordinance No. 141 amending section 503.18 Dog Kennel Regulations of Part 3 Dogs of Chapter V. Regulations and Licensing of the Linwood Town Code.** Wordage changed was "entitled", to "up to 10 dogs per license". **A motion by Parker and seconded by Halliday to approve Ordinance No. 141. Vote. All ayes. Motion carried.** Discussion on **Ordinance No. 142 amending section 402.1. Water Well Construction Code. Of Part 2 Water Well Construction Code. Of Chapter IV. Water and Sewer of the Linwood Town Code.** was provided and adopts the state codes governing wells and borings for the Township. **A motion by Osterhus and seconded by Budde to approve Ordinance No. 142. Discussion.** The Minnesota Department of Health Water Well Construction Code; Chapter 1031. **Vote. All ayes. Motion carried.** Both ordinances will be published their entirety.

A motion by Budde and seconded by Halliday to approve the payment of the May 22, 2012 bills in the amount of \$33,370.15 (\$23,500-2011Audit) and check run #031764 to #031790. Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Budde to approve the May 8, 2012 Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Millerbernd to accept the resignation letter from Brian McCullough resigning from the Park Board. Discussion. A letter of thank you will be sent. Vote. All ayes. Motion carried.

Discussion from the floor regarding flood insurance. The Township will work with the Township Engineer, the Building Inspector and FEMA on how to update the flood zone map used for delineating flood zone risks.

Chairman Parker stated the rest of the meeting was informational: Office of the State Auditors E-Update; Memo from Peter Schaub-Great River Energy (attending the June 26, 2012 Town Board meeting); flyer from the City of Columbus Recycling & Clean Up Day a weeklong event; April 2012 Police Report; metrocouncil.org NEWS; City and Town meeting May 30, 2012 TPC in Blaine; Anoka County Historical Society News; Crown Castle-notice of Sprint Modification; reminder-FREE Legal Seminar June 7, 2012; and Time Clock policy.

A motion by Budde and seconded by Osterhus to adjourn at 6:55pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

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Minutes Town Board June 12, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Mike Haag and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to approve the agenda with the addition of discussion on insurance for 2012-2013, and sharing our contracted building inspector with East Bethel. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the May Building Permit Report was available and posted. 10 miscellaneous and 2 new home permits were issued. **Supervisor Osterhus** requested discussion to work with East Bethel and allow our contracted Building Inspector to do inspections for them (up to 180 days) until they hire a building inspector. Osterhus provided a draft of the contract suggested for signatures. Discussion concluded with a **motion by Osterhus and seconded by Budde to have East Bethel and the Township attorney work on the wordage used in the contract as amended, or have our contracted building inspector work with East Bethel directly.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the letter sent by the Building Inspector regarding the removal of the mobile home on the property located at 217XX Sunrise Road by July 13, 2012.

Retiring Fire Chief Ken Minske was present and introduced the recommendation by the fire department to appoint **new Fire Chief Darryl Ballman.** **A motion by Osterhus and seconded by Millerbernd to approve the Fire Department's recommendation and appoint Darryl Ballman as the new Linwood Fire Department Fire Chief.** Discussion. **Vote. All ayes. Motion carried.** **Smith Brothers** have completed the interior painting. The Truck Committee is looking at a bid packet, and/or applying for a special contract to be allowed to choose which company a purchase could be made from. The savings of 5-6% with the contract. Discussion on a mutual/auto aid request from Isanti Fire District for coverage in Oxford Township. Dolphy's Automotive is storing Engine 2 and Tanker until Typo Creek Drive construction is completed to provide coverage to the north end area of the Township. The new list of recommended appointed officers are for 3 years and will be available at the next meeting. The appointments will be effective July 1, 2012. Chairman Parker, on behalf of the Township residents, thanked Ken for his years of dedication and service.

Senior Center Coordinator Judy Hanna provided the May trip and financial information. The center's monthly summertime usage is normal. Table and chairs are being rented every weekend. The exercise and the foot care program are doing really well. Thursday coffee time is staying strong. Friday (Thursday after coffee) movie time is kind of struggling. Reminded everyone of the upcoming June 13, 2012 6-9pm DQ Fundraiser (LFFD). The May 9 event raised \$133.00 for LFFD September 8, 2012.

Supervisor Osterhus stated the Road and Bridge Committee meeting minutes and Road Review minutes are posted and available. **Discussion** on the request from the Road and Bridge Committee to have the Town Board override a decision made by Supervisor Osterhus on the removal of a tree for the upgrading of 227th Lane. Osterhus reminded the Board of the memo sent by the Township Engineer dated May 1, 2012 regarding clearing of the road right-of-way on sub-standard roads. The Town Board Supervisors will all go to the site for review. The memo from Craig Jochum regarding Boettcher Farm Preserve 1-2 and 3 states after reviewing the completion of outstanding construction items he is recommending the Township accept the improvements. **A motion by Osterhus and seconded by Budde to accept the improvements and allow building permits be granted on Boettcher Farm Preserve, Boettcher Farm Preserve Second Addition and Boettcher Farm Preserve Third Addition, following the memo received from Township Engineer, Craig Jochum dated May 22, 2012 to accept the final improvements.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on Whitetail Ridge 2 (2005) and Lyons Den (2006). The Township Engineer will provide the cost to complete those developments. It is up to the developers to contact the Engineer in regards to the completion of the items, and/or ask for a re-inspection. Discussion on ordering 500 tons of recycled gravel to be stockpiled. **A motion by Budde and seconded by Millerbernd to approve the purchase of 500 tons of recycled gravel to be stockpiled.** Discussion. This is used mainly to fill road washouts and shouldering. **Vote. All ayes. Motion carried.** **Discussion** on the Road and Bridge Committee meeting minutes page 5 “concerns of the bumps that occur when overlays are completed. The transition should be smoother and it was recommended that the maintenance workers go out to the areas where the transition is poor and fill in with blacktop and smooth the area out”. Discussion concluded these are old overlay projects-not current. The engineer would/should be called with concerns on current projects. The engineer does a visual checklist before he recommends final payment on all Township engineered projects. **Discussion** on the 2012 street maintenance projects (201st Place, 202nd Lane and Sunrise Road NE).

Supervisor Halliday stated the annual park tour was done during the last meeting. Chairman Parker stated the School Forest logo should be done, and the second annual photo contest is being promoted. They will meet again in the fall.

Discussion on the Cemetery’s “Original” section book being rebound for \$60.00 without removing the original pages and papers. The Clerk and Sexton are using the books until a disk is provided to the Clerk to use and enter burial information on the computer. Supervisor Osterhus stated about 50 people attended the Memorial Day Service at the Linwood Cemetery. The same day service at Linwood’s other cemetery (Victor Hill) was also well attended.

Attorney Mike Haag reported the codebook “housecleaning” should be ready for Planning and Zoning by the next meeting. The Office/Service Fees Ordinance will need to be amended to reflect the photocopy charge in the Data Collection Policy of 25¢ per copy. The minimum fee of \$1.00 is no longer allowed. **Discussion on Kevin** staying on top of the property complaints with dated pictures and written documentation.

A motion by Halliday and seconded by Millerbernd to approve the payment of the June 12, 2012 bills in the amount of \$53,459.59 (\$28,563.00 Assessor’s 2012 Contract) and check run #031816 to #031863. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve the May 2012 financial information. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to approve the May 22, 2012 Town Board meeting minutes. Discussion. Vote. All ayes, Motion carried.

Discussion on the memo received from WH-Security regarding the remote access question about the camera system and having people view it on the phones and computers. That cannot be done because we have no high speed internet in the building where we are planning to place a security camera.

Discussion from Supervisor Osterhus on a Recycling Grant to improve our recycling program.

Discussion on doing the Annual Road Review in September, 2012.

Chairman Parker stated the City and Town meeting attended May 30, 2012 was held at TPC-Twin Cities Club in Blaine. Discussion from Cindy Reichert included the 2012 elections and redistricting informational update; Kathy Tingelstad, Legislative wrap up; and Karen Skepper, on Economic Gardening.

Discussion from Supervisor Osterhus and the Clerk attending the free Legal Seminar on June 7 by Couri & Ruppe, P.L.L.P. Information was received regarding why you don't always clear sub-standard roads to the 66 feet, and tree and brush removal, cell towers, roles and duties of township officials, and townships are non-profit entities.

Chairman Parker stated all three Pet Clinic's held this year were well attended.

Discussion on the State Partisan Primary Election on Tuesday, August 14, 2012, Town Board meeting night.

Discussion on the 2012-2013 insurance coverage from Supervisor Halliday.

Chairman Parker stated the rest of the meeting was informational: Flea Market Fundraiser (LFFD) meeting notes, expense and revenue report; memo from Peter Schaub-Great River Energy; Anoka County Recorder May 2012; Office of the State Auditor E-Update; Maintenance workers-two hours of Disaster Response training; memo regarding cleaning the Town Hall and Senior Center; MAT membership cards; Assessment Contract; both maintenance workers attended 2 hours of Flagging and Work Zone Safety training; Anoka County Sheriff's Office update (5/18 to 5/25/12); informational-letter to resident on Sunrise Road; copy of release/ownership Township/Senior Center freezer information to the fire department; and information received from the City of Columbus-no dog licensing.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:20pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board June 26, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Mike Haag and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to approve the agenda with the addition of discussion on accepting the bid and ordering 5,000 tons of gravel, and discussion on the Sunrise watershed. Discussion. Vote. All ayes. Motion carried.

Peter Schaub, Sr. Field Representative for Great River Energy was present to provide an update to the Athens-Martin Lake 60 kV line project. Peter stated Great River Energy has been working on the initial permitting phase since 2008. They have received the requisite permits from Athens Township and the City of East Bethel approving the route. The connecting Martin Lake substation is in Linwood Township. Two public meetings were held in Linwood regarding the project in 2008. No public hearing meetings were required to be held by Linwood Township or Great River Energy regarding the route within Linwood. The route information provided in 2008 and being shown to you tonight are the same. The line will run south from the intersection of Fawn Lake Drive and Sunset Road (some of the line will be in Linwood and some in East Bethel), and then it will proceed east along CSAH 26 (227th Avenue) to Typo Creek Drive. The line will then run south on Typo Creek Drive (CSAH 85) into the Martin Lake substation. The final phase includes easement acquisition, and construction is underway. They have also begun to contact property owners and arrange for plant surveys, soil testing, and line surveys. They will acquire needed roadway, DNR and SHPO permits as needed. Questions from the audience were heard and answered by Peter. **Chairman Parker** responded to, "Why isn't Linwood willing to sue?" Can't we adopt an ordinance or a moratorium? The questions regarding adopting an ordinance or putting a moratorium in place will be given to the Planning and Zoning Commission for their input. Parker believes the Public Utilities Commission would side with Great River Energy. The electrical substation is in Linwood Township and no matter which route is used it would affect our residents. Town Board Supervisors do not like this route or any route either, but to spend taxpayers' dollars on something we have no control over is not in the best interest of the Township. Discussion lasted 40 minutes.

Chairman Parker stated Planning and Zoning met, and held the public hearing for Application 2012-04 received from Earl Kimsey for a variance to build a detached garage closer to the road than the house (lakeshore property), and closer to the road setback than allowed. Planning recommends the proposed garage to be attached to the front of the house. Depth of the garage is

no more than 22' deep. Existing south side yard setback of 5' will be allowed on proposed attached garage. 24' front yard setback variance will make property appearance consistent with some neighboring properties, and look better than others. **A motion by Budde and seconded by Osterhus for following Planning's recommendation for approving an attached garage.**

Discussion. Mr. Kimsey asked if he would meet Planning's footage requirements would the Board approve that request. Chairman Parker stated no, they have to act on what went before Planning and what was recommended by the Planning Commission. The county permit may need to be readdressed if the plans were changed. He could go back to Planning with that option. The Township \$200.00 Application fee would be waived. **Vote. All ayes. Motion carried.**

Discussion from Supervisor Osterhus on purchasing 5,000 tons of recycled Class 5 at the lowest quote he has received for \$12.00 a ton received from Dresel Trucking to be delivered and spread on the roads to be determined. **A motion by Budde and seconded by Halliday to order 5,000 ton of recycle Class 5 from Dresel to be used as directed by Supervisor Osterhus. Vote. All ayes. Motion carried.**

Attorney's Report: Mike Haag reported he has been doing follow-up on the complaints and checking over paperwork on current projects.

A motion by Osterhus and seconded by Budde to approve payment of the June 26, 2012 bills in the amount of \$102,131.08 (\$53,197.75-2nd Qtr. Sheriff Contract); \$22,658.06-Annual Insurance Premium; and \$12,098.94-SRWMO), and check run #031874 to #031898 and #031713. Discussion. Vote. All ayes. Motion carried.

Discussion on the tree removal on 227th Lane. Osterhus has taken pictures of the road, Township Engineer Craig Jochum has written a memo regarding the upgrading of the substandard road, and the Town Board Supervisors were requested to visit the road site. The tree is in the road right-of-way. Two septic systems are also in the road right-of-way.

Discussion from the Clerk and Supervisor Osterhus on the summer short course sessions each attended. Judy attended the Clerk's course on the upcoming elections and 2012 election changes. Osterhus attended courses on road maintenance (grading) and Supervisor's responsibilities.

Discussion from Supervisor Osterhus on the Recycling Program in Linwood, and how Anoka County would like to see it improved.

A motion by Budde and seconded by Halliday to accept and file for audit the May 2012 Petty Cash Report. Discussion. Vote. All ayes. Motion carried.

Discussion from Gary Wettschreck on the road policies used. Ditch mowing and the follow vehicle. Who gives direction to the road grader? Supervisor Osterhus stated he is in charge of the road grader-no contract (\$53.00 per hour). Ditch mowing and the follow vehicle for the safety of the person doing the ditch mowing while driving on the road and working the levers. Judy was directed to contact surrounding cities for information on how their costs compare to Linwood.

Discussion from Sandy Lathrop from the Cemetery Committee regarding enforcing the use of uprights planters, cemetery information on the Township computer since 2011, and cemetery books (both sets, the field and the Clerks) given to the Anoka County History center (January 2010). **Chairman Parker** stated we could send reminder letters to those that aren't following the rules. The rules and regulation were done by Resolution in 2009. A summery is posted at the

cemetery. Information is handed several times a year. Sandy will provide another disk with the cemetery records, and Judy/Ray will enter the burial information (April 2011) on the computer and in the 3-ring binder book. The death certificate will be attached to the burial application and included with the 3-ring binder Clerk's book. The 6 cemetery books will be donated to the Anoka County History Center. **Discussion** on mowing of the cemetery is more time consuming then in the past. The upright stones, planted plants and all the memorabilia make for more weed whipping and mowing harder. **Discussion** on having a larger lot and block cemetery burial map made. The Township Engineer did one set, but the committee would like the lot sizes larger to enter burial information. Judy will work with Craig on doing another set and attending a meeting with the committee, or the Town Board.

Discussion from Tom Searing regarding the Linwood Family Fun Day application he received on behalf of the Linwood Golden Club. Chairman Parker stated the same application is sent to all past participants. The required fee is waived for the Linwood Golden Club, the Senior Advisory Board, Helping Hand, churches, fire department, scouts, etc. The filled out applications are needed to know who is doing what and where they will be located. 90 or more applications are sent out. 15 or more applicants have the \$30.00 fee waived.

A motion by Osterhus and seconded by Millerbernd to adjourn at 7:45pm. Discussion.
Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board July 10, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Clerk, Judy Hanna and the Attorney Mike Haag.

A motion by Millerbernd and seconded by Osterhus to approve the agenda with the addition of discussion on the Sunrise Watershed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the June Building Permit Report was posted and available. **Supervisor Osterhus** stated Kevin Tramm is working out the shared duties with East Bethel very nicely.

Fire Chief: Darryl Ballman was present and stated the June run activities report would be available at the next meeting. Discussion on the officer election (3-year terms) and appointed (1-year term) recommendation from the fire department membership. **A motion by Budde and seconded by Halliday to approve the recommendations received from the fire department members to approve the following Elected Officers: Chief-Darryl Ballman, 1st Assistant Chief-Jim Stockinger, Captain 11-Steve Erickson, Captain 12-Mike Raml, Secretary-Denny Young. The following appointed officers: 2nd Assistant Chief-Cary Shepard, Captain 13-Mike Christian, Lieutenant 23-Jeff Willcox, Captain 14-Tom Bever, Lieutenant 24-Shawn McLane.** Discussion. The new officer appointments are effective after the Board's approval (tonight's meeting). **Vote. All ayes. Motion carried. Discussion** on the Isanti area joint operating fire district automatic mutual aid agreement. **Discussion** on firemen taking Engine 1 to participate in the Forest Lake parade, and will be in the East Bethel and Stacy parades.

Senior Center: Coordinator Judy Hanna stated the June trip and financial information was provided. Senior Center activity has slowed down because of summer. Movie night has been canceled until fall. It will pick back up when school begins. **From the audience:** Requesting information on the Senior Center/Advisory Board. Judy stated as the Coordinator, she oversees the use of the Center/Transportation program. She reports to both the Town Board and Advisory Board. The Advisory Board works on programs and she makes them available. She also works with the seniors in many other ways. The bus trip and financial information provided tells you ridership for personal trips stays about the same. Paid activity use has also stayed about the same. **Discussion** on the upcoming LFFD fundraisers: July 18, 2012 6-9pm DQ, and Garage Sale on July 27 and 28. The ongoing flea market continues to struggle drawing more vendors/shoppers with the area road construction and weather. Discussion on Deb Parker and Stacy Wienke interested in becoming members. **A motion by Halliday and seconded by Budde to welcome**

Deb and Stacy to the Senior Advisory Board. Discussion. All committees have odd number of members. Terms are usually set by their by-laws. Each Committee has its own by-laws. Both Deb and Stacy have been attending their meetings. **Vote. Parker abstained. Four ayes. Motion carried.**

Road and Bridge: Supervisor Osterhus provided and stated the July meeting minutes are posted and available. They had no quorum. **Discussion** on the Sunrise Road project being started.

Discussion on contracting out the township's ditch mowing. Osterhus stated he is waiting for information from the surrounding cities. **Discussion** from residents regarding the upgrading being done on 227th Lane-removal of tree(s). The Attorney stated it is up to the Board to decide if the tree is a safety issue or not. If they deem it not to be a safety issue and allow it to stay it needs to be stated in the meeting minutes. The Township Engineer stated this is a low volume road, an old established road and neighborhood. Bringing this road up to township gravel standards without plans or a contract, is not in the best interest of the surrounding streets. Would the property owner(s) of the tree in question take on the liability? **The property owner stated no.** This tree has been there for years. If an accident were to happen the driver would be held responsible. **If the tree stayed the Township would be liable.** The other obstructions (septic system) would be too costly for the Township to remove. They would stay, but would not be allowed to be rebuilt. No new trees could be planted, septic and wells would require "other" systems. **Osterhus** stated it was his error and the project got out of hand. Osterhus was directed to contact the engineer and work with him on straightening the road, put ditches where needed, and put Class 5 on it. Repair the ditches and the landscaping. Per the residents the speed limit on the road has been signed at 20 miles an hour. **A motion by Parker and seconded by Budde to give direction to the Engineer to draw up plans and contract out the finishing of 227th Lane.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Halliday and seconded by Millerbernd to allow the tree discussed to stay until such time the plans are done.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on a written road improvement policy. **Discussion** on the memo received from Township Engineer, Craig Jochum regarding the 2012 Street Maintenance project.

Park: Supervisor Halliday provided a letter of interest to adopt Allquist Park from Eileen Reinke. Eileen was present for discussion. **A motion by Halliday and seconded by Millerbernd to approve Eileen Reinke to "Adopt Allquist Park".** Discussion. Eileen's intentions are to clean-up and maintain the flower bed around the park signage, keep the litter picked up, keep the weeds down in the ball field area, and just keep an eye on the park. **Vote. All ayes. Motion carried.** **Discussion** on park improvements being planned for Boettcher Farm Preserve. **From the floor: Discussion** on "Why the sprinklers are on at Broadbent Park all the time? Nobody uses it!" Supervisors all answered-the soils are sandy, the system is on a timer, little top soil, a lot of time and equipment are used to maintain this field/all our fields. Broadbent Park is a very heavily used facility all year around.

Supervisor Millerbernd stated he has been in contact with Jamie Schurbon (Water Resource Specialist Anoka Conservation District) and found out the final designs for the Carp Barriers are in the works. Contractors should be given plans by the first of August and we should be ready to go with the project. Permits have been pulled for bog removal in Martin Lake. Linwood Lake's annual meeting is July 14.

Attorney Mike Haag stated the final easements documents are ready for signatures for the "Collova" property from the residents on 217th Avenue.

A motion by Budde and seconded by Halliday to approve for audit the payment of the July 10, 2012 bills in the amount of \$33,724.78 and check run #031912 to #031947. Discussion. **Vote. All ayes. Motion carried**

A motion by Budde and seconded by Halliday to approve for audit the June Petty Cash Report and June 2012 financial information. Discussion. Gas cans/weed whippers were filled- no credit card. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve the June 12, 2012 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Security system: A motion by Parker and seconded by Halliday directing Judy to contact Wright and proceed with installing the security system for 4 Seasons Park. Discussion. Mike and Chris will work on the placement of the cameras. **Vote. All ayes. Motion carried.**

Supervisor Osterhus discussed the Recycling Grant. The Board members felt we did not have the staff, nor staff time to enter into the grant program at this time. Osterhus stated he would try and work with the County on what they could help us do for future grant money.

Supervisor Halliday stated he has been in touch with Chris Sauro, Township Insurance Agent, and Mike Budde on the insurance coverage for the Township. Unless the Board wants Chris to attend the next Town Board meeting, he is in approval with Mike that the policy covers the Township very well except for the fire station.

Discussion on the State Partisan Primary Election Tuesday, August 14, 2012. Supervisors will consider to reschedule, or cancel the next Town Board meeting.

Discussion on the lines being run under the parking lot for electricity for the flagpole, and a water line to water the flower beds in front of the Town Hall.

Chairman Parker stated the rest of the meeting is informational: Office of the State Auditor E-Update; Anoka County Sheriff's Office update; Clerk will take appointments for filing for the 2012 Township Election; Anoka County Sheriff's Office report; July 4, 2012 Mpls. Star and Tribune article on Linwood Helping Hand.

A motion by Budde and seconded by Millerbernd to adjourn at 7:07pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes Town Board July 24, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney Michael Haag.

A motion by Budde and seconded by Halliday to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated Planning and Zoning held the public hearing for Application 2012-05 from Earl Kimsey for a Variance to build a detached garage closer to the road setback than allowed. Address: 22772 East Martin Lake Drive NE. Property Identification Number: R04-33-22-11-0004. Published in the Forest Lake Times, July 5, 2012. Planning recommended approval. Finding of facts: Mr. Kimsey was present for discussion. Mr. Kimsey provided another sketch plan showing the garage meeting all the requirements. Planning's recommendation was for a detached garage no more than 22' deep, approving/allowing the existing south side yard setback of 5' (codebook is 6') and 24' front yard setback variance will allow the property appearance consistent with some neighboring properties, and may look better than others. This is the second time Mr. Kimsey submitted plans for a detached garage. The original plan doesn't vary from the second plan except for the entrance to the garage is from the side-not the road side. If the garage roof-pitch matches the house roof-pitch that would help for a more aesthetic look. A revised plan was also submitted to Anoka County and reapproved. **A motion by Osterhus and seconded by Millerbernd to approve Application 2012-05 following Planning's recommendation and direction. Vote. 1 nay. 4 ayes. Motion carried.**

Andy Luedtke, Treasurer for the Linwood Fire Relief Association was present to update the Board on the past and present payments to the Fire Relief Association.

Supervisor Halliday reported it was brought to the Park Board's attention by the maintenance worker the needing of ADA wood chips for Playful Shadows Park in the amount of \$2,000.00. The Park budget does not have the \$2,000. Halliday suggested taking the funds from Capital. **A motion by Parker and seconded by Budde to approve the purchase of ADA wood chips for the Playful Shadow Park. Discussion. This is an ADA requirement to help make the playground handicapped accessible. Vote. All ayes. Motion carried.**

Attorney's Report: Copies of the Data Collection Practices, Policies, and Public Access Procedures. Mike Haag's name is added replacing Gerald Randall as the Town Attorney, Compliance Official. **Clarification** on charging for copies. We cannot charge \$1.00 minimum for copies just 25¢ per copy. **Discussion** on the court trial for the property owner on 68XX 226th Avenue. Because of backup documentation received from Building Inspector Kevin Tramm the charges were dropped because of being in compliance with our code. Osterhus stated they need to keep checking on this property to keep it in compliance.

A motion by Halliday and seconded by Budde to approve and file for audit the payment of the July 24, 2012 bills in the amount of \$16,040.68 and check run #031988 to #032018. Discussion. Vote. All ayes. Motion carried.

A motion by Millerbernd and seconded by Osterhus to approve as printed the June 26, 2012 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Halliday to accept the letter of resignation received from Vern Poff from the Senior Advisory Board. Discussion. Judy was directed to send a letter of thank you for his many years of dedication. Vote. All ayes. Motion carried.

Discussion on the 2013 Police Contract in the amount of \$205,893. Budget for 2013 is \$220,000. A motion by Osterhus and seconded by Budde to approve the 2013 police contract in the amount of \$205,893. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Millerbernd to approve up to \$50.00 for the MN Association of Townships Annual Conference on November 15-17, 2012.

2012 MN A motion by Budde and seconded by Halliday to allow up to two Cemetery committee members to attend the Annual MN Association of Cemetery meeting September 26-28, 2012. Discussion. Judy stated she would not be attending because of a senior center event. Vote. All ayes. Motion carried.

Discussion on holding the August 14, 2012 Town Board meeting at 8:15pm. A motion by Budde and seconded by Millerbernd to hold a short meeting to approve the bills. Vote. All ayes. Motion carried.

Question from the floor: If a new clerk is hired (elected) what would the starting pay be? Before a person can decide to run they should know what the wage will be. **A motion by Parker and seconded by Halliday to set the minimum pay at \$15.00 per hour for a new elected clerk. Vote. All ayes. Motion carried.**

Question from the floor: On using township employees for the Linwood Family Fun Day event. The LFFD fund does budget \$800.00 for Mike and Chris to do miscellaneous work before the event. Chairman Parker stated because of citizens' concerns it was stopped. Volunteers do a lot all year around for this event. Chris and Mike have been picking up donated items for garage sales and putting them into storage. The garage sales are what raises the most money to help defray the costs of this Township event.

Chairman Parker stated the rest of the meeting was informational: Information from the Wednesday, May 30 Local City and Town meeting; Anoka County Recorder; and Anoka County Historical Society thank you.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

E-Mail: linwoodtownship@citlink.net

Website: <http://linwoodtownship.org>

**Minutes
Town Board
August 14, 2012
8:15 p.m.
(Primary Election)**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Absent were the Clerk, Judy Hanna (Primary Election), and Attorney Mike Haag (late meeting start).

Chairman Parker stated the meeting agenda was kept short because of the late start.

Supervisor Osterhus provided the memo received from Township Engineer, Craig Jochum on the two quotes received to complete the construction on 227th Lane NE. The quotes were from Dirtworks, Inc. \$19,800.00 and County Line Excavating \$22,870. **A motion by Osterhus and seconded by Budde to award the project to the lowest bidder Dirtworks, Inc. in amount of \$19,800.00.** Discussion. The memo also provided a summary of the work: final excavation of the subgrade, removal of excess soil, placement of Class 5 surface material and topsoil, and restoration of the disturbed areas. Discussion concluded with the project offer given to Bob Beckman. He was given 3 days (Friday, August 17, 2012 by 4:00pm) to review the plans, and agree to follow the process given to the other contractors. Current bills paid for the work done is approximately \$16,000.00. **Vote. Four ayes. Osterhus-nay. Motion carried. A motion by Parker and seconded by Halliday to allow Bob Beckman 3 days (Friday, August 17, 2012 by 4:00pm) to review the plans, and agree to follow the contract given to the other contractors.** Discussion. If Beckman turns down the project, the lowest bidder Dirtworks, Inc. will be awarded the project. **Vote. Four ayes. Osterhus-nay. Motion carried.**

Discussion on re-construction on 205th Avenue being done.

A motion by Budde and seconded by Halliday to approve payment of the July 24, 2012 bills in the amount of \$23,217.94 and check run #032032 to #032087. Discussion. **Vote. All ayes. Motion carried.**

Discussion on "Meet the Candidates". Chairman Parker stated this is an opportunity for the residents to meet the Township candidates before they go to the polls on November 8, 2012. But, it is not a Town Board meeting-it is sponsored by the Senior Center. President of the Senior Advisory Board, Carol Searing was in the audience and agreed to talk with Judy about the event.

A motion by Budde and seconded by Halliday to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
August 14, 2012
8:15 p.m.
(Primary Election)**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Absent were the Attorney and the Clerk, Judy Hanna.

Supervisor Osterhus

227th Lane

205th Avenue

Payment of the July 24, 2012 bills in the amount of \$23,217.94 and check run #032032 to #032087.

Adjourn



MLINWOOD TOWNSHIP

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Minutes

Town Board

August 28, 2012

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Philip Osterhus (6:11pm), Mike Budde and Michael Parker. Also present were the Clerk, Judy Hanna and Attorney, Michael Haag. Absent was Mike Halliday.

A motion by Budde and seconded by Millerbernd to approve the agenda as printed.

Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated Planning and Zoning unapproved meeting minutes are available. Tim Sether was not present for discussion. Parker stated this is a request from the Attorney to approve revised easement on Tim's property on 217th Avenue. Planning recommended approval after Tim works with the Attorney and Engineer on the correction needed (recommend) to the legal description presented at the meeting. The Attorney had not spoken to Tim before this meeting. **A motion by Parker and seconded by Millerbernd to approve the request contingent on the legal description being correct(ed) on the easement between the Sether's and the Larson's.** Discussion. Parker provided some history going back to the original plat known as the Collova development. The original idea was to cut 150' into his property. This was in anticipation of providing street access to the neighboring property. Since the project was completed several things have happened that make it no longer necessary to cut that far into the property. A land swap between Sether's and Larson's was done allowing for the necessary access. The cul-de-sac they are on is pretty much completed. **Vote. All ayes. Motion carried. Application 2012-06** received for a Sign Permit for Kramer Mechanical Inc. 7860 Fawn Lake Drive NE. Ed Kramer was present for discussion. Parker stated Planning recommended approval for a 4'x8' sign, V-shaped, 10' high, sign and 65' from the road's center line. Ed stated since the Planning meeting it has to be verified that the road right-of-way in front of 7860 Fawn Lake Drive is 66'. Placement of the sign would be 33' from the center line plus 15' to meet Town code requirements allows placement to be 55' from the enter line. **A motion by Budde and seconded by Millerbernd to approve Application 2012-06 at 55' from the center line of Fawn Lake Drive.** Discussion. **Vote. All ayes. Motion carried. Application 2012-07** received from Rick Kramer 5640 Fawn Lake Drive NE for correction to his property line. Rick's 30-acre property was split into two parcels. His intentions were to have the house on the first 10 acres, and the back parcel the remaining 20 acres. The house is recorded on the 20-acre front property. Both parcels have their own property identification number. **A motion by Budde and seconded by Millerbernd to approve Application 2012-07 to move the property line dividing the middle 9.7 acres and back 10.22 acres to the front 10 acres, allowing for the house and 10 acres to be combined. The property still will be divided into two parcels.** Discussion. **Vote. All ayes. Motion**

carried. Application 2012-08 received from Ed Hulsman on 220th Avenue be extended or have additional footage added to meet the amount needed to the existing home? Planning recommended the platting process. Discussion on the property division request received from Betty Spence. Chairman Parker stated the Attorney will be at Planning's September 18, 2012 7:00pm meeting to answer questions they have regarding Ed Hulsman and Betty Spence's request.

Chairman Parker stated the July Building Permit Report is available and posted.

Fire Department, Fire Chief Darryl Ballman was present for discussion on the July 2012 fire department activities.

Senior Center Coordinator Judy Hanna was present for discussion. July trip and financial information was discussed. Judy reminded everyone about the August 29, 2012, 6-9pm DQ Fundraiser. Linwood Family Fun Day on September 8, 2012-volunteers are still needed. Starting September 5, 2012 two exercise classes will be held (8:45am and 10:00am).

Road and Bridge, Supervisor Osterhus the meeting minutes are available and posted. Striping on Martin Lake Road is being done in conjunction with the stripping of Viking Boulevard by the Anoka County Highway Department in the amount of \$1,611.20. **Discussion** on Dirtworks, Inc. completing the 227th Lane street upgrading project in the amount of \$19,800. Work would start after September 10, 2012.

Park and Recreation, Supervisor Millerbernd attended the meeting, and requested the support from the Town Board to approve the quote received from McCullough & Sons to drill a new well at Broadbent Park in the amount of \$6,825. Discussion concluded with Supervisor Budde contacting at least 2 (two) more well drilling companies for quotes. If none are received by Friday, Judy will contact McCullough & Sons to do the well. They will have a table at LFFD-providing information on the parks, and they are hoping to have area residents "Adopt a Park". **A motion by Budde and seconded by Osterhus to allow the car show volunteers to use a 4-wheeler on Broadbent Park during LFFD.** Discussion. **Vote. All ayes. Motion carried.**

Sunrise Watershed, Supervisor Millerbernd provided information on the Martin Lake Carp Barrier project.

Discussion on the Cemetery original books that are being scanned, and they are not in use. The 3-ring binder books are the cemetery books. Once they are scanned and put on cd's they will go to the Anoka County History Center.

Attorney Mike Haag stated Resolution 2012-07 certifying 2013 Levy in the amount of \$1.5 million was ready for the Board approval. **A motion by Budde and seconded by Millerbernd to approve Resolution 2012-07 certifying the 2013 Levy in the amount of \$1.5 million.** Discussion. **Roll call vote-Millerbernd-aye, Osterhus-aye, Parker-aye, and Budde aye. Resolution 2012-07 approved. The Proclamation** approving September 17-23, 2012 as Constitution Week was also ready for approval. **A motion by Osterhus and seconded by Budde to approve by proclamation September 17-23, 2012 as Constitution Week.** Discussion. **Vote. All ayes. Proclamation approved.**

Payment of the August 28, 2012 bills in the amount of \$19,694.55 and check run #032096 to #032143.

A motion by Millerbernd and seconded by Osterhus to approve the August 14, 2012, Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the rest of the meeting was informational: September 11, 2012-special meeting in East Bethel; November 15-17, 2012 Annual Conference MN Association of Townships; and a memo from NACE verifying they received the refrigerator/freezer from Linwood January 14, 2012.

A motion by Budde and seconded by Millerbernd to adjourn at 6:66pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

September 11, 2012

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present were the Clerk, Judy Hanna and Attorney, Michael Haag.

A motion by Budde and seconded by Millerbernd to approve the agenda with the addition for discussion on Sunrise Watershed. Discussion. Vote. All ayes. Motion carried.

Chairman Parked stated the August Building Permit Report was posted and available.

Fire Chief Darryl Ballman was present and reported the two cars used for extrication training have been removed. We are still waiting to hear back from the Isanti Fire District regarding the Mutual/Auto aid agreement request for coverage to Oxford Township. Linwood Family Fun Day Booya, waterball and the dance were all a great success!

Senior Center Coordinator Judy Hanna provided the August bus trip and financial information. The UCare exercise classes starting September 5, 2012 will have two (8:45am and 10:00am) classes because of the size. Weekly use of the building is picking up. The annual Pork Dinner is Friday, September 28 from 5:00 to 7:00pm. Linwood Family Fun Day was a success. The 2012 Hall of Fame winner was Helen Erickson. The 2012-School Forest Photo Contest 1st Place Winners were in 12 and under, Jenna Stockinger (9 years old), and 13 and up-Emma Stockinger (14 years old). The 5-K run registered 112 runners-doubled from last year. 87 cars registered-the same as last year. 13 motorcycles registered-down from last year. The pie eating contest had 13 contestants. The Village Inn Restaurant in Wyoming supplied the pies and the "MC". One of the canopies purchased for the event was damaged/ruined because of the high gusts of wind during the day. Another canopy was purchased from a garage sale. Vandalism was done to the portable bathrooms (\$185.00), and garbage strewn all over in the 4-Seasons Park. The Boy Scouts returned on Sunday and did a great job on cleaning up this area. Community Service workers also came in on Sunday and cleaned up in the Town Hall/Senior Center.

Supervisor Osterhus stated the Road and Bridge Committee's September meeting minutes are posted and available. Dirtworks Inc. is completing the 227th Lane project. It should be completed by the next Town Board meeting. The 205th road improvement project is at a stand still. Striping of Martin Lake Road will be done by the Anoka County Highway Department.

Supervisor Halliday informed the Board the new well for watering Broadbent Park is in and working. The proposal received from McCullough & Sons Well Drilling Inc. in the amount of \$6,825.00 was signed. "Adopt a Park" and general park information was well attended at Linwood Family Fun Day.

Supervisor Millerbernd reported the carp barrier project of Martin and Typo Lakes is still being worked on. More grant money is being applied for.

Attorney Mike Haag reported he is working on several Planning and Zoning agenda items. He will be attending their September 18, 2012 meeting.

A motion by Osterhus and seconded by Millerbernd to approve for audit the payment of the September 11, 2012 bills in the amount of \$7,237.37 and check run #032152 to #032174. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Osterhus to approve the August, 2012 Petty Cash; Bus mileage/financial information; Statement of Receipts, Disbursements, Balances and Interim Financial Report by Object Code (YTD) for audit. Discussion. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Millerbernd to approve the August 28, 2012, Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

Supervisor Osterhus attended the Local Government Officials meeting August 29, 2012 at Greenhaven Golf Course. Updates were provided on the Broadband project, Legislative information, and a new project on Data Centers. The next meeting is November 28, 2012 Harvest Grill.

Discussion on the Annual Road Review September 12, 2012 leaving the Town Hall at 5:00pm. Supervisor Parker or Budde will be driving the Township bus.

Chairman Parker stated the rest of the meeting was informational: September 11, (tonight) 2012-special meeting in East Bethel; November 15-17, 2012 Annual Conference MN Association of Townships; Anoka County Recorder, and 2012 street maintenance project punch list.

A motion by Budde and seconded by Halliday to adjourn at 6:35pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

September 25, 2012

6:00 p.m.

Vice-Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, and Mike Budde. Also present was the Clerk, Judith K. Hanna and the Attorney Mike Haag. Absent was Michael Parker.

A motion by Budde and seconded by Halliday to approve the agenda with the addition of discussion from the Attorney on the cooperative buying agreement for the fire department, a separate motion to approve the \$214,695.70 pay estimate #1 to Knife River for 2012 Street Maintenance and Sunrise Watershed. Vote. All ayes. Motion carried.

Osterhus stated the September 18, 2012, Planning and Zoning-meeting minutes are available. Application 2012-09 received from Joanne Peterson requesting approval to split 10 acres from their 40-acre parcel. Planning and Zoning recommended approval-stating the split meets all Township requirements. Joanne Peterson was present for discussion. **A motion by Budde and seconded by Millerbernd to approve Application 2012-09 from Joanne Peterson allowing her to split off 10 acres from their 40-acre parcel. Discussion. The property split meets all of the Township requirements. Vote. All ayes. Motion carried.**

Attorney Mike Haag stated he attended the last Planning and Zoning meeting. **Discussion** was held on the final steps needed before publishing the changes approved within the codebook (housekeeping). Property sale for Betty Spence-does not need township approval. Defining conduit deed as a way for them to require that contiguous lots be tied together permanently as part of the legal description.

A motion by Osterhus and seconded by Budde to approve the payment of the September 25, 2012, bills in the amount of \$293,441.60 minus the \$6,755 McCullough payment (\$214,695.70 pay estimate #1 to Knife River for 2012 Street Maintenance) and check run #032191 to #032225. Discussion. Judy was directed to ask for written clarification on the McCullough bill. Vote. All ayes. Motion carried. A motion by Millerbernd and seconded by Halliday to hold the McCullough bill until an itemized bill is received. Vote. All ayes. Motion carried.

A motion by Budde and seconded by Millerbernd to approve the September 11, 2012, Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

Supervisor Millerbernd informed the Board the Martin Lake/Typo Lake carp barrier plans are moving forward. Jamie should be back before this Board in October to finalize everything.

Supervisor Millerbernd will provide the notes taken during the Board's Annual Road Review done on Wednesday, September 12, 2012.

Discussion on Judy attending the "Buster Talbot" Recognition Dinner Thursday, September 20 on behalf of the Township, and as an Anoka County Historical Society Board member.

Discussion from the audience: Residents from 205th Avenue were present to discuss the dust and the road grader's equipment. Osterhus stated he would check with Wyoming to see if they would work with Linwood on doing the maintenance on 205th Avenue and Hornsby.

Informational: November 15-17, 2012 Annual Conference MN Association of Townships; Memorandum received from County Engineer regarding Political Signs in Anoka County Highway Rights-of-Way; School Forest Park and School Forest newsletter and meeting update (October 1 at 5:00pm); Office of the State Auditor E-Update; Linwood Fire Relief Association Board Meeting September 26, 2012 at 6:00pm; no burning permits are allowed; weekly Police activity report; Invoice summary for street maintenance project; Animal Control Report; Minnesota Township News; Linwood Family Fun Day Wind Down Party (LCS&P, 10/8/2012, at 5pm); memo from Rosenbauer General Safety; Meet the 2012 Township Candidates-10/15/2012 starting at 7pm; Alexandra House memo; Linwood Lake Fall newsletter; Fall Pork Dinner this Friday 5 to 7pm; and current 2012 Data Privacy Requests.

A motion by Budde and seconded by Millerbernd to adjourn at 6:35pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Philip Osterhus, Vice-Chairman



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Minutes Town Board October 09, 2012 6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Parker and Mike Budde. Also present was the Attorney Michael Haag. Absent was the Clerk, Judith K. Hanna

A motion by Budde and seconded by Halliday to approve the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker stated the September Building Permit Report was posted and available.

Fire Department-Fire Chief Darryl Ballman was present and provided run information (2 medical and 4 fire) and monthly activity. No new information on the mutual/auto aid agreement from the Isanti Fire District request for coverage for Oxford Township. Today, October 9th the “safe house” was at Linwood Elementary School for Fire Prevention Day. Thursday, October 11 is the department’s Open House. **Discussion** on the Houston-Galveston Area Council- HGAC program for new fire apparatus (Engine 1). This is a cooperative buying program. Signing the contract does not mean a commitment to use the program. **A motion by Parker and seconded by Osterhus to sign the cooperative purchasing contract.** Discussion. Steven Harris, from Rosenbauer General Safety Fire Trucks, Wyoming, MN spoke of the great relationship with Linwood, and wants to be included in the bidding process. **Vote. All ayes. Motion carried.**

Senior Center- the September trip and financial information was provided. **Discussion** on the Annual Linwood Family Fun Day Wind Down party. Chairman Parker stated 2012 financial information was provided. He thanked all the volunteers for making this Township Celebration another success. Ending balance for 2012 and the beginning balance for 2013 is \$7,000+.

Supervisor Osterhus stated the Road and Bridge Committee meeting minutes are not provided. The 227th Lane project is completed. **The engineer** is working on another punch list for the Lyons Den Plat. The Attorney and the Engineer will work together on finalizing this project. **The City of Wyoming** is in agreement to road grade and snow plow 205th Avenue and Hornsby Street. Ordering gravel is still in the works. **A motion**

by Parker and seconded by Budde to direct Osterhus to work with other companies for gravel. Discussion. **Vote. All ayes. Motion carried.** Supervisor Millerbernd questioned the road grader out blading without insurance (?) and uncertified equipment. **A motion by Millerbernd and Budde to have Osterhus direct the road grader off Linwood Township roads until his insurance is validated and what is needed to be road worthy.** Discussion. **Vote. All ayes. Motion carried.**

Supervisor Halliday stated the **Park Board** is working on the Boettcher Park project. Discussion has leaned towards having an exercise equipment park, a pavilion and setting up the area for soccer games/practices. The parking lot has been weeded. **Supervisor Millerbernd** attended the School Forest meeting. Discussion was mainly on the fundraiser, the Eagle Scout signage project, and the second annual Moonlite Walk Friday, October 26. New trails are being worked on.

Attorney Mike Haag: Discussion on the removal of a trailer on property located on 217th Avenue and Sunrise Road. **Easements** for 217th Avenue are completed, and we are waiting on property owners' signatures. **2012 Data Privacy** requests are also public information. Discussion on people being singled out and put on this list that was handed out at the last meeting. Discussion on conflicting information being provided. On the bottom they are now putting time spent on researching the information. Chairman Parker stated he will discuss this with Judy.

A motion by Parker and seconded by Osterhus to pay the bills minus \$1,500.00 to McCullough. Discussion. Ed Kramer was asked to contact Jim McCullough. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Halliday to approve the payment of the October 9, 2012 bills in the amount of \$23,987.28 (included the McCullough \$6,755.00) and check run #032234 to #032262 and #032208. Discussion. Supervisor Millerbernd stated he was in touch with Jim McCullough, and Jim stated between Chris, Mike and the lady in the office he was given the go ahead to continue on with the well and keep the cost no higher than the proposal. If it didn't, the project would stop and go back to the Town Board. The work that was done was needed. The invoice description states 6" well drilled. Pitless unit, MN well permit, pull the 5HP pump from the existing well and re-installed it, water test, and abandonment of the old well. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve the September 2012 Petty Cash report; Bus mileage/financial information; Statement of Receipts, Disbursements, Balances; and Interim Financial Report by Object Code (YTD). Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to approve the September 25, 2012, Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

Informational: "Meet the Candidates" Monday, October 15, starting at 7:00pm; November 15-17, 2012 Annual Conference MN Association of Townships; Anoka County Recorder; the Annual Road Review is set for October 27, 2012 at 8:00am; CVS Flu Shots in the Senior Center October 11, 2012 from 9:00-10:00am.

**A motion by Budde and seconded by Halliday to adjourn at 7:35pm. Discussion.
Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board Meeting
October 23, 2012
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Clerk, Judy Hanna.

A motion by Budde and seconded by Halliday to delete Lyons Den discussion until the Attorney is present and approve the agenda with that deletion. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated Planning and Zoning meeting minutes are available. Judy was directed to notify the Attorney the Codebook “housecleaning” is done, and to e-mail their October meeting minutes when they are approved. **Kevin Tramm**, Township’s Building Inspector attended their meeting to answer questions and explain how permit fees are determined.

A motion by Osterhus and seconded by Budde to approve the final payment for the 2011 Street Maintenance Project-\$9,949.36 (Rum River Contracting). Discussion. Vote. All ayes. Motion carried.

A motion by Osterhus and seconded by Halliday to approve Pay Estimate #2 for the 2012 Street Maintenance Project-\$15,474.50 (Knife River Corporation). Discussion. The “dip” on Ryan Lake Drive and Sunrise Road. Osterhus stated before the final payment is approved a repair will be attempted. When you connect two pieces of asphalt you will always have somewhat of a “dip”. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to approve the payment of the October 23, 2012 bills in the amount of \$54,606.65 (McCullough-\$6,555.00)and check run #032319 to #032351. Discussion. Judy will enter the check numbers and verify the bill amount. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Budde to approve the 2014-2018 Anoka County Assessment Contract. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Budde to approve and appoint Laura Hermann to the Senior Advisory Board. Discussion. Vote. All ayes. Motion carried.

Discussion on the Township General Fund providing up to \$50.00 for the Annual Halloween Party on October 31, 2012. **A motion by Halliday and seconded by Osterhus to have Supervisor Millerbernd spend up to \$50.00 for the 2012 October 31 Annual Halloween Party.** Discussion. 2011-\$50.00 was funded out of the General Fund. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to approve to the October 9, 2012, Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to approve the July 10 and July 24, 2012, Town Board meeting minute. Discussion. No meeting minutes approving them. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve the HLB-2012 Contract for Auditing and Related Services in the amount of \$23,500. Discussion. This is the same as the 2011 contract. **Vote. All ayes. Motion carried.**

Discussion on the letter of resignation received from Pam Palmer effective November 30, 2012. **A motion by Parker and seconded by Budde directing the Clerk to advertise as soon as possible for a full time Township Accountant/Secretary.** Discussion. Pam has been with the Township 14 years. **Vote. All ayes. Motion carried.**

Chairman Parker stated the rest of the meeting was informational: January-September 2012 Police Report; starting at 7:00pm; November 15-17, 2012 Annual Conference MN Association of Township; Anoka County Recorder; School Forest Moonlight Hike-10/26 from 6:30 to 8:30pm; Certificate of Insurance-D. Brown; information on our maintenance workers attending 2 hours of rigging/hoist and sling training; and memo from Kevin Tramm.

Supervisor Osterhus stated a road grader is considered an off the road vehicle, and does not require a DOT inspection. Lights and backup beeper have been requested.

Supervisor Halliday is in charge of insurance and question the minimum requirement needed from our contractors. He was directed to work with our insurance agent for answers to his questions.

A motion by Millerbernd and seconded by Halliday to adjourn at 6:35pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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**Minutes
Town Board
November 13, 2012
6:00 p.m.**

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Mike Haag and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to approve the agenda with the addition of discussion on the Sunrise Watershed, the Township insurance and a memo regarding the 2012 gravel. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the October Building Permit Report was available and posted.

Fire Department: Fire Chief Darryl Ballman was absent. The monthly report will be provided at the next meeting. Discussion on approving the Statement of Interest in All-Hazard Mitigation Planning with the County of Anoka. Chairman Parker stated the agreement would state our interest in participating in the multi-jurisdictional Anoka County All-Hazard Mitigation Plan. This program is voluntary and our participation may benefit our jurisdiction by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards. **A motion by Parker and seconded by Halliday to approve and sign the Statement of Interest. Discussion. Vote. All ayes. Motion carried.**

Senior Center: Coordinator Judy Hanna was present and provided the October bus trip and financial information. Discussion on the October 31, Halloween Party (90 bags of treats were handed out and 140 hotdogs served). Nine entries were entered for the Annual Pumpkin Carving contest. The \$100.00 first place prize was again donated by the Wyoming Bank. All other entries received \$5.00. Discussion on the last LFFD garage sale for this year, November 16 and 17 and free on Sunday, November 18. Discussion on the Annual Free Thanksgiving Day Dinner. Question from the audience regarding the “Roxy” garage sale and LFFD donation of \$500.00. The sale brought in around \$1,000.00.

Road and Bridge: Supervisor Osterhus stated a memo received from Craig J. Jochum, Township Engineer regarding 227th Lane NE Gravel Surface Project requesting payment in the amount of \$23,599.32: \$19,800.00 for completion of the street project and \$3,799.32 to deliver and spread the gravel at the project site. The original delivering and spreading of the gravel was to be done by Dresel Contracting. **A motion by Osterhus and seconded by Budde to pay Dirtworks \$23,599.32 for the completion of the 227th Lane project.**

Discussion. **Vote. All ayes. Motion carried.** Discussion on paying Bjorklund for gravel to be delivered in the spring of 2013, and spread on township roads identified by the Road and Bridge Committee. A letter was received from Bjorklund stating they would hold 4,000 tons of gravel until the spring of 2013. The amount they are requesting for payment this year is \$22,000. Discussion concluded with a **motion by Osterhus and seconded by Budde to approve payment for 4,000 tons of gravel in the amount of \$22,000 (\$12.00 per ton).** Discussion. The Township attorney and the Township auditor agreed this is legal and the balance of the unspent money for the gravel (\$60,000) could be reserved and used in 2013. The surrounding Township would not spread gravel this late in the season. **Vote. Budde and Osterhus aye; Parker, Millerbernd and Halliday-nay. Motion failed.** A **motion by Osterhus and seconded by Budde to approve the transfer of \$60,000 from the Road and Bridge 2012 budget into the 2013 Road and Bridge budget for gravel.** Discussion. **Vote. All ayes. Motion carried.**

Supervisor Halliday stated there was no October Park Board meeting. Supervisor Millerbernd questioned whether the rinks are ready for winter flooding and has all the lighting been repaired? Judy was directed to work with Mike and Chris to have the required work done and report back to the Park Board.

Supervisor Millerbernd provided the final revised plans for the carp barriers for between Typo and Martin Lakes. **A motion is needed showing approval of the modifications. A motion by Halliday and seconded by Budde to approve the revised plans.** Discussion. **Vote. All ayes. Motion carried.**

Supervisor Halliday has been in touch with the MN Association of Townships and the Township's insurance agent regarding is the Township covered adequately by the contractors we use. He will be going over the certificates of insurance we have on file.

Attorney Mike Haag updated the Board on the status of the burned house on Lyons Street. He feels the best route is to do an order of removal. **A motion by Parker and seconded by Budde to direct the Attorney to continue on with the clean-up/removal process.** Discussion. **Vote. All ayes. Motion carried.** Discussion on contacting the Township Engineer for completion of work within the Lyons Den development. Supervisor Osterhus will contact the Engineer. Discussion on the use for Township lake access. On the property in question it is recorded for access by the Township.

A motion by Halliday and seconded by Millerbernd to approve the bills in the amount of \$83,405.59 and check run #032366 to #032431. Discussion. The payment for the siren and the installation. Review of the Altra Electric bill for work done. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Budde to approve the October financial information. Discussion. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Osterhus to approve the October 23, 2012, Town Board meeting minutes. Discussion. **Vote. All yes. Motion carried.**

Chairman Parker stated the Board of Supervisors need to Canvass the November 6, 2012 Election. A spreadsheet was provided showing the election results for the whole county. A

motion by Budde and seconded by Halliday to approve and direct the Chairman to sign the approval form. Discussion. Vote. All ayes. Motion carried.

Discussion on setting the wage for discussion to hire a Township accountant/secretary. **A motion by Osterhus and seconded by Halliday to approve the wage based on experience between \$17.00 and \$20.00 per hour.** Discussion. Currently our accountant/secretary makes \$23.30 per hour and has been here for 14 years. **Vote. All ayes. Motion carried.** Question from the audience on employee job descriptions, Chairman Parker stated all employees have job descriptions, and the Township does not have a wage scale.

Discussion on the memo received from HLB Tautges Redpath regarding the scheduling of a meeting in 2013 for the 2014 budgeting process.

Chairman Parker stated the rest of the meeting was informational: The January-October 2012 Police Report; November 15-17, 2012 Annual Conference MN Association of Townships; Anoka County Recorder; Local Government Officials meeting November 28, 2012.

A motion by Budde and seconded by Halliday to adjourn at 6:35pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



LINWOOD TOWNSHIP

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Minutes

Town Board

November 27, 2012

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Robert Millerbernd, Michael Halliday, Philip Osterhus, Michael Budde and Michael Parker. Also present was the Attorney, Mike Haag (6:25pm) and the Clerk, Judy Hanna.

A motion by Halliday and seconded by Osterhus to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated Planning and Zoning recommended approving Application 2012-10 Conforming Land Division received from Sandy Navin to split 5 acres from his 10 acre parcel and to be combined with the abutting parcel which belongs to his daughter (Lisa Navin). Both Sandy and Lisa were present for discussion. This request was approved in 2008. The subdivision agreement and the filling of the documents were never completed. **A motion by Parker and seconded by Budde to approve the property division contingent on the subdivision agreement stating the division has to be combined with the abutting property.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the letter of resignation from received Frank Kvidera. **A motion by Parker and seconded by Osterhus to approve the resignation received from Frank Kvidera.** Discussion. Judy was directed to send a letter thanking Frank for his years of dedication to the Township. **Vote. All ayes. Motion carried.**

Supervisor Osterhus stated he has been in contact with the Township Engineer regarding the completion of the "punch list" for Lyons Den may not be done until the spring of 2013

Supervisor Halliday updated the Board on increasing the insurance requirements for liability coverage for our contractors to \$1 million per occurrence and \$2 million aggregate. **A motion by Millerbernd and seconded by Budde to increase liability coverage for our Township contractors to \$1 million per occurrence and \$2 million aggregate. Change the Commercial Auto insurance coverage from \$300,000 to \$500,000.** Discussion. The increase is needed to adequately cover the contractors for accidents. The Township and its insurance could be liable if it were left as is. Personal auto use and homeowners insurance used for senior center rentals would stay the same. **Vote. All ayes. Motion carried.**

Supervisor Millerbernd updated the Board on the Martin and Typo Lake carp barriers. A meeting is being held at the Martin Lake boat landing with contractors in the process of bidding and a tour of the barrier locations. Millerbernd invited the Township workers, the new 2013 Township officers and the presents officers to the meeting and tour.

Discussion from the Clerk and Supervisor Osterhus on attending the 2012 Annual Conference MN Association of Township in St. Cloud November 15-17, 2012. Judy stated the 2012 Education Conference and Annual Meeting are well attended. U.S. Senator Al Franken stopped in Friday evening and visited

with us. He returned and attended the Saturday morning meeting speaking on supporting Minnesota Townships at the Federal Level. The 2013 conference will be held in Morton, Minnesota the week before Thanksgiving.

A motion by Halliday and seconded by Budde to approve the payment of the November 27, 2012 bills in the amount of \$22,739.20 and check run #032443 to #032466. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Budde to approve and file for audit the October Petty Cash and all October 2012 financial reports. Discussion. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Millerbernd to approve the 2013 Township Holiday Schedule. Discussion. The Township office will be closed for eleven and half holidays. Eligible employees would be paid for these days. **Vote. Four ayes. Budde abstained. Motion carried.** Judy will work with getting these dates on the 2013 Township/Fire Department calendar.

Discussion on having the second Annual Skating party date of Sunday, January 13 from 2-5pm on the calendar also.

Discussion on the Senior Center Dinner dates not on the 2012 calendar. The seniors have requested they not be placed on the past calendars because they may not do them. If they want them on the 2013 calendar put the time and dates in writing and give it to Judy.

Discussion on the Accounting/Secretary position. Applications closed Monday November 19 at 4:30pm and 34 applications have been reviewed and interviews will be started Friday November 30, 2012. Friday is also Pam's last day and everyone is invited to stop by and say good-bye, enjoy pizza and desserts.

Discussion on the final hiring would not be done until the December 11, 2012 Town Board meeting. **A motion by Halliday and seconded by Osterhus to allow Judy to hire the person selected on a temporary basis at \$17.00 per hour until the official hiring at the December 11, 2012 Town Board meeting.** Discussion. Payroll and Accounts Payable are both before the next meeting. **Vote. All ayes. Motion carried.**

Discussion on the 2013 Saturday April 27, 8-noon Annual Recycle Day information also to be on the calendar.

A motion by Osterhus and seconded by Halliday to approve the November 13, 2012, Town Board meeting minutes with the correction on page 2 to read "The amount they are requesting for payment this year is \$22,000 for the processing of the gravel-not for the gravel". Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to cancel the December 25, 2012 Town Board meeting because of Christmas. Discussion. **Vote. All ayes. Motion carried.**

Discussion with the Attorney on the Town Board approving Application 2012-10 Conforming Land Division, the Joint Powers Agreement between Anoka County, and its other cities and Linwood Township, and the Board approving increasing the contractors liability and commercial auto insurance amounts.

Chairman Parker stated the rest of the meeting was informational: Anoka County Record; Join Us! Elected Officials Public Safety Academy invitation; reminder- November 28-Local Government Officials meeting at Harvest Grill Restaurant at Bunker Hills; Joint Powers Agreement-purchase of Election equipment; "LOWDOWN"-Forest Lake Press

A motion by Budde and seconded by Millerbernd to adjourn at 6:35pm. Discussion. Vote. All ayes. Motion carried.

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Minutes

Town Board

December 11, 2012

6:00 p.m.

Chairman Parker called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Bob Millerbernd, Mike Halliday, Philip Osterhus, Mike Budde and Michael Parker. Also present was the Clerk, Judy Hanna.

A motion by Budde and seconded by Halliday to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Parker stated the November Building Permit Report was posted and available.

Fire Chief Darryl Ballman was present for approval to purchase a new fire truck. The new truck will replace the 1984 truck. The Truck Committee has been meeting for the past year and a half. At their meetings discussion was held on the future needs of the department. The committee consulted with many vendors and the preferred truck is through HGAC Buying Consortium. It takes about seven months to build the truck. Once received a radio would be added and it would be put to work. The plan being considered is a lease option 5-10 years, with a \$1.00 final payment. \$120,000 would come from Fire Capital as the down payment to be sent with the proposal. The committee may suggest additional dollars from capital. **A motion by Osterhus and seconded by Budde to approve the \$120,000 down payment and the signing of the proposal by the Chairman. Discussion. The cost is \$450,000. The Town Board would consider/decide the term (5-10 years) and the payment at their January 8, 2013 regular meeting. Vote. All ayes. Motion carried.** Discussion on returning to the traditional "Fire Engine Red". **A motion by Osterhus and seconded by Parker to approve the new truck color as red and approve the rotation of the other fire equipment vehicles' to be painted red. Discussion. Current studies have shown they are easier to be seen than the yellow. Vote. All ayes. Motion carried.**

Senior Center-Coordinator Judy Hanna stated the November reports are not available. The senior center building uses are about the same as last year. The Santa Party went well and Santa arrived by fire truck. From the audience Deb Parker stated the attendance was about the same as last year and a good time was had by all. The free Thanksgiving Dinner was again well received (33 families + volunteers) enjoyed a traditional Thanksgiving Dinner.

Supervisor Osterhus stated the Road and Bridge-Meeting minutes are posted and available. Discussion on the memo received from Craig J. Jochum, Township Engineer regarding the cost of paving 242nd Lane and Amazon Street. It would be included in the budget planning for 2014. Discussion on approving Pay Estimate #3 for the 2012 Street Maintenance Project in the amount of \$14,175.48 (payable with the December 25th, 2012 bills). **A motion by Budde and seconded by Halliday to approve for payment Pay Estimate #3 for the 2012 Street Maintenance Project in the amount of \$14,175.48. Discussion. Vote. All ayes. Motion carried.**

Supervisor Parker stated the School Forest Committee is winding down from two fundraisers (\$5,000) the trails in the park have been groomed for skiing, Eagle Scout, Brandon Summer has made trail signs

and the Annual Medallion Hunt is in the works. **Supervisor Halliday** stated the Park Board is planning the second annual Family Skating Party for Sunday, January 13 from 2-5pm.

Supervisor Millerbernd stated he did not attend the carp barrier project meeting starting at the Martin Lake Boat Landing held on December 5. Both of our maintenance workers and Ed Kramer did. The meeting was to work on the engineering plans.

Attorney Mike Haag had reviewed the agreement with Anoka County/Elections and recommended the Board to approve for signing. **A motion by Osterhus and seconded by Budde to direct the Chairman and the Clerk to sign the joint Powers Agreement for the purchase, maintenance and use of election equipment, including conducting elections, by the County on behalf of the County and the Governments Entities.** Discussion. The joint Powers Agreement is in effect for a four year term beginning January, 2013 until December 31, 2016. **Vote. All ayes. Motion carried.**

A motion by Budde and seconded by Millerbernd to approve the payment of the December 11, 2012 bills in the amount of \$57,285.54 and check run #032480 to #032515. Discussion. **Vote. All ayes. Motion carried.** Discussion on approving the bills to be paid at the end of the year, with having no meeting. **A motion by Halliday and seconded by Millerbernd to approve the payment of the December 25, 2012 bills and provide the information at the January 8, 2013 meeting.** Discussion. We have done this in past years. **Vote. All ayes. Motion carried.**

A motion by Osterhus and seconded by Halliday to approve the November 27, 2012, Town Board meeting minutes as printed. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the hiring of the Township accountant/secretary Janet Haapoja. **A motion by Halliday and seconded by Millerbernd to hire Janet starting December 3, 2012 at the pay rate of \$19.00 per hour.** Discussion. Benefits start 90 calendar days after December 3, 2012. Mary Ann Hoyt was in the audience and stated with the support of past resident/Town Board Supervisor, Marie Holm, Supervisor Osterhus and the Clerk their recommendation is to hire Janet. **Vote. All ayes. Motion carried.**

Discussion on the letter received from Jim Garrison requesting to be appointed to the Planning and Zoning Commission and resigning from the Park Board. **A motion by Halliday and seconded by Parker to appoint Jim Garrison to the Planning Commission and accept his resignation from the Park Board.** Discussion. Judy was directed to send two letters: one his appointment to the Planning Commission and the other thanking him for his time and support while being on the Park Board. Discussion. **Vote. All ayes. Motion carried.**

Chairman Parker, Supervisors Millerbernd, Halliday, Osterhus and the Clerk attended the Local Government Officials meeting November 28, 2012. All agree attending this kind of meetings are beneficial.

Chairman Parker stated the rest of the meeting was informational: No financials for the month of November, 2012; Anoka County Recorder; Thank-you from Dillon Titterud Halloween Pumpkin Carving contest winner; Office of the State Auditor E-Update; Homeowner Education-Septic Systems (February 12, 2012 Bunker Hills Activities Center); Anoka County RECORDER interested in submitting a proposal to publish our legal notices; Forest Lake Times proposal to publish our legal notices; Pension Division Newsletter; DNR permit application (carp barriers?); Thank-You from the MAT (door prize for Annual Conference); Website makeover offer (GovOffice); YSB newsletter; and the Police Activity report.

Both Chairman Parker and Supervisor Budde thanked the residents in the audience for attending the meeting and getting out to vote.

A motion by Budde and seconded by Halliday to adjourn at 6:35pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, corrections and or additions _____

Judith K. Hanna, Clerk

Michael Parker, Chairman



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Attorney Mike Haag was present and read the-Elected/Appointed Official Oath of Office to Supervisors Carol Searing, Edward Kramer, Philip Osterhus and Deputy Clerk Michael Parker

Minutes Organizational Meeting January 8, 2013 6:00 p.m.

Vice Chairman Philip Osterhus called the meeting to order and the pledge to the flag was recited and roll call was taken with the following present: Supervisor Searing, Kramer, Halliday, Osterhus and Millerbernd. The Clerk Judy Hanna and the Attorney Mike Haag were also present.

Vice Chairman Osterhus asked for approval of the agenda with changes and deletions. Discussion. Setting of 2014 Budget meetings dates and times. A motion by Kramer and seconded by Halliday to approve the agenda with the addition of adding setting 2014 budget meetings. **Vote. All ayes. Motion carried.**

Osterhus stated a motion is in order to appoint a new Chairman. A motion by Halliday and seconded by Millerbernd to appoint Supervisor Osterhus as Board Chairman. A motion by Kramer to appoint Millerbernd. Motion failed hearing no second. Hearing no other nominations, a vote on the motion to appoint Osterhus as Chairman is in order. Discussion. Vote. Four ayes, Osterhus abstained. A motion by Millerbernd and seconded by Searing to appoint Halliday as Vice-Chair. Discussion. Vote. Four ayes. Halliday abstained.

Discussion on no transfer of Town Records. No Supervisor has/had originals of Town Records-have copies of Township business. Keys were retuned by Parker. Budde will keep his because of his employment with the Township. **A motion by Halliday and seconded by Millerbernd to adopt the present schedule of the Board's regular meeting. The second and fourth Tuesdays of each month starting at 6:00pm. Discussion. Vote. All ayes. Motion carried.**

Discussion on approving the Township official paper. Three legal papers have submitted letters of interest for being the Township Legal paper. The Forest Lake Times, the Lowdown and the Anoka Recorder. **A motion by Searing and seconded by Halliday to designate the Forest Lake Times as our official paper. Discussion. The Township website should include a "link" to these newspapers and we should post Township legal on the website. Vote. All ayes. Discussion** on designating one or more posting places in the Township. The posting box at Dolphy's Automotive has not been up since the building was re-sided (5years). Joe Dolphy was present and stated he would put it back up if it was kept current with legal notices. **A motion by Searing and seconded by Kramer to keep the Linwood Country Pumper Store, the Town Hall and include Dolphy's as the posting places and use the Township website for legal notices.**

Discussion. Vote. All ayes. Motion carried. A motion by Searing and seconded by Halliday to keep the Wyoming Bank as the Town Depository and keep the Treasurer (Vicki

Ericson), Chairman (Philip Osterhus), Clerk (Judy Hanna) and Deputy Treasurer (Linda Anderson) as the designated officials to sign checks. Discussion. **Vote. All ayes. Motion carried.** **Chairman Osterhus** stated if we have potential conflict of interest issues they are done by resolution in January every year. We have none at this time. **The Town Board** reviews and amends board policies as needed. **Inventory** of training and reference material is located on the west wall in the office. **Upcoming** training opportunities are meeting information. Signing the list of officers to be sent to the MN Association of Townships is done yearly. Federal rate for mileage will remain the same for the Township at 55¢ per mile. **Discussion** on reviewing the draft AWARE policy at another meeting. The Attorney will review the policy. **Township Services: Chairman Osterhus** stated Attorney Gerald Randall has passed away. The Law Firm is now Randall, Goodrich & Haag, PLC. Michael Haag has been the Attorney working with the Township. Auditor David Mol; is contracted for the 2012 audit and attends our Annual Meeting this year. Building Inspector Kevin Tramm is contracted; Engineer Hakanson Anderson; Health Authority Kevin Tramm; Road Foreman Frank Kvidera (Osterhus will confirm); S.R.W.M.O. Robert Millerbernd; Tree Inspector Kevin Tramm/Ed Kramer; Weed inspector Kevin Tramm/Ed Kramer. **A motion by Halliday and seconded by Millerbernd to approve the Township Service representatives as presented.** Discussion. **Vote. All ayes. Motion carried.** **Office Fees: (effective 6/10/2008) Planning & Zoning:** Conditional Use Permit \$200.00, Interim Use Permit \$200.00, Development Rezoning \$200.00, Development Final Plat \$100.00, Development Prelim. Plat \$200.00, Conform. Land Div. \$100.00, Land Use Application (other) \$100.00, Platting Packet \$10.00; Platting of Land \$100.00, Platting Fee (per lot - escrow deposit) \$200.00, Property Combination \$100.00, Sketch Plan \$100.00; Variance Application \$200.00, Wetland Mitigation Fee \$200.00 *(All applications requiring a Public Hearing have a \$200.00 fee).* **A motion by Kramer and seconded by Searing to leave the Office Fees the same as 2011.** Discussion. **Vote. All ayes. Motion carried.** **Licenses; Dog License** Annual Fees \$2.00; **Kennel License** Annual Fee \$25.00; **Sign Permit** Application \$25.00; **Sign Permit** Annual Fee \$25.00-discussion on the fee, enforcing etc. Sending to Planning; **Building Permit** 1997 UBC code chart; **Mobile Home** Permit \$100.00; **Temporary Habitation** Permit-annual fee \$60.00. **A motion by Millerbernd and seconded by Halliday to leave the License fees the same as 2012.** Discussion. **Vote. All ayes. Motion carried.** **Services: Assessment Search \$10.00-charge** for written verification; **Bad Check Fee** \$35.00; **Faxes** (send or receive, per page) \$2.00; **Notary Fee** (residents no charge) \$2.00; **Photocopies per side .25¢**; **Town Codebook** \$75.00 (they can print it off the website); **Township Maps** \$1.00 to \$10.00. **A motion by Halliday and seconded by Millerbernd to leave the Service fees the same as 2012.** Discussion. **Vote. All ayes. Motion carried.** **Designate Supervisor** to fill duties/positions created by the Town Board. (Supervisor(s) to oversee the committees). **Supervisor Carol Searing-** Cemetery; Newsletter/Website/Cable and the Senior Center. **Ed Kramer** Planning and Zoning Commission, Recycling, and back-up Fire Department/Road and Bridge; **Chairman Osterhus-** Personnel, Fire Department/Police, Road and Bridge Committee; **Vice-Chair Michael Halliday-** Park and Recreation Commission, Insurance; and back-up for the Senior Center; **Supervisor Robert Millerbernd-** Sunrise River Watershed Management Organization (SRWMO), Linwood Family Fun Day, School Forest Committee, Employee Safety and Building Maintenance.

Regular Town Board Meeting

Discussion on setting the 2014 budget meetings. **A motion by Halliday and seconded by Millerbernd to start the General Budget planning on Wednesday January 16, 2013 at 6:00p.m. Wednesday January 30, 2013 at 6:00p.m. Wednesday, February 6, 2013 at 6:00p.m. Discussion Vote. All ayes. Motion carried.**

Chairman Osterhus stated the December Building Permit Report was not available.

Fire Chief Darryl Ballman was present for discussion on Fire Department activity. **Discussion** on adding \$75,000 more from Capital to increase down payment to \$195,000 (\$120,000) on new fire truck. The Fire Department had \$208,000 in Capital. No action taken. **Discussion** from the audience on the purchase of the new fire truck was tabled until the next Town Board meeting.

Senior Center-Coordinator Judy Hanna provided the December meeting minutes and the November and December trip/financial information. **Discussion** on the Anoka County yearly Health Department Inspection and having a certified food manager. Judy is waiting for follow-up phone call regarding licensing of a food manager. Planning will be starting for the Annual Corned Beef and Cabbage Diner held on Sunday, March 17, 2013 starting to serve at 5p.m and ending at 7:00p.m. Senior Center use is the same as in the past. **Discussion** on Linwood Family Fun Day meetings starting. **Garage sales** are being planned for February and March. **Discussion** on splitting the cost for the summer use portable bathroom between Parks and Linwood Family Fun Day.

Road and Bridge-Chairman Osterhus stated the committee is working on their 2014 budget. A recommendation from the committee is to pay Bjorklund \$18,000 (\$22,000) for gravel prepared for us to use 2012. We did not use it and Bjorklund would like some payment towards the original cost of the grinding. **A motion by Osterhus and seconded by Millerbernd to approve the prepayment of \$18,000 for gravel prepared and not delivered as scheduled in 2012.** Discussion. We will use it in the spring of 2013. **Vote. Four ayes, Halliday nay. Motion carried.**

Sunrise River Watershed-Supervisor Millerbernd Memo from Kathy Berkness updating what the ACD is currently working on in Linwood Township and throughout Anoka County. A bill from the Sunrise River WMO for 50% of our 2013 budget. Linwood portion-Non-operating (46.40% \$19,972.88) Operating (25% \$1,212.50)=Total do \$10,592.69. Discussion on the carp barrier bids coming in \$140,000 over the projected cost. The DNR will not allow less than 4 barriers. They can rebid or not do the project. **Discussion** on reviewing the bills coded to Sunrise River WMO another bill was paid by Linwood that is an East Bethel bill. The next SRWMO meeting is this Thursday at 6:30p.m in the East Bethel Senior Center.

Park and Recreation-Supervisor Halliday invited the public to the Second Annual Skating Party Sunday January 13, starting at 2p.m ending at 5p.m. Mike Pederson, was present to request approval of spending \$825 for 2 hockey nets and repair of the original nets. Would the nets be tax exempt? Ask for donation. **A motion by Halliday and seconded by Millerbernd to approve up to \$825.00 for regulation hockey nets.** Discussion. **Vote. All ayes. Motion carried.** The rinks have been in good shape and the tiny mites have reserved the hockey rink for Friday nights. **Supervisor Millerbernd** stated the School Forest is busy collecting prizes for its 5th Annual medallion Hunt. The first clue would be posted on the Townships front door February 18, 2013 at 7:45a.m.

Attorney's Report: Discussion on the cleanup process for the burned down house on Lyons Street in 2012. No probate has been filed. An attorney has been hired by the family. **A motion by Halliday and seconded by Kramer to direct the Attorney to file with the courts the "Demand for Notice" (notice of probate directs the courts to notify the Township/Attorney).** Discussion. **Vote. All ayes. Motion carried.**

Discussion ordering trees/shrubs for our Annual Recycling day Saturday, April 28, 2013 starting at 8:00a.m and ending at noon. Judy was directed to work with Melvin Pfaffendorf with ordering the trees again. **A motion by Halliday and seconded by Millerbernd to approve up to \$250 for the purchase of trees.** The cost would come out of Recycling Funds. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to approve the payment of the December 27, 2012 bills in the amount of \$140,553.43 and check run #032527 to #032563 Check #032468 voided and replaced with check #032139 (Walton Farms \$1,018.00) Handwritten checks to the Linwood Fire Relief Association 032175 \$18,221.44 and 032467 \$6,178.00 both due and payable in 2012. Discussion. **Vote All ayes. Motion carried.**

A motion by Millerbernd and seconded by Halliday to approve the payment of the January 8, 2013 bills in the amount of \$46,335.78 and check run #032590 to #032616. Discussion. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Halliday to approve the December 11, 2012 Town Board meeting minutes with the correction on "12 days the office is closed to 11½" days approved by the Town Board 11-27-2012. Discussion. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Millerbernd to approve the November 2012 and December 2012 monthly financials and petty cash report for audit. Discussion. **Vote. All ayes. Motion Carried.**

Chairman Osterhus stated the rest of meeting is informational: Gerald Randall memorial information; HLB Tautges Redpath tax update; MN Pollution Control Agency meeting; notice; Anoka County Sheriff's Office update; Office of the State Auditor E-Update; Sunrise River WMO invoice; Local Government Official Meeting 2013 memo; First State Bank of Wyoming memo; thank you card from Pam; Reimbursement of employees for accident or health plan premiums; save the date-Energy Efficiency Expo on 2-19-2013; e-mail request from Carol Searing-website information; Community Home & Business Show-Century Junior High , Forest Lake March 16, 2013; and Recycling update memo.

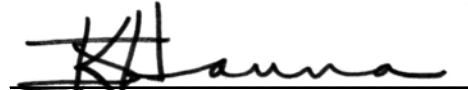
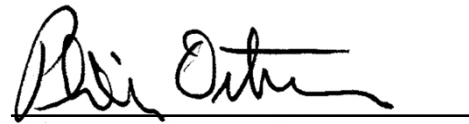
Discussion on the request received from Supervisor Searing to include her website along with her address and phone number. Conclusion was no. The Town Board support adding address and phone numbers for all Supervisors, but not their own website.

Discussion on residents (snowmobilers) being aware of the road right-of-way being marked by Xcel Energy for the new power line being constructed.

Discussion on the 2013 joint calendar between the Fire Department and the Township

A motion to adjourn at 8:45pm by Halliday and seconded by Millerbernd. Discussion. Vote. All ayes. Motion carried.

Date approved, February 12, 2013


Judith K. Hanna, Clerk
Philip Osterhus, Chairman



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E-Mail: linwoodtownship@citlink.net
Website: <http://linwoodtownship.org/>

Minutes Town Board Meeting Budget 2014 Wednesday, January 16, 2013 6:00 p.m.

Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus, and Bob Millerbernd. Clerk, Judy Hanna arrived at 6:45 p.m.

Chairman Osterhus stated the purpose of this meeting was to discuss and work on the proposed 2014 "General Budget.

Information provided: 2014 worksheets; and the line definitions sheet for each fund.

General Fund

EXPENDITURES	2012 Budget	2012 Expenses w/o Audit #'s	2013 Budget	2014 Proposed
General Government				
Wages and Salaries	\$135,000	\$137,000	\$140,000	
Extra Meeting Pay-TB	8,000	6,099	7,000	7,000
Employee Health Insurance	8,000	6,618	7,000	7,000
Worker's Comp. Expenses	2,000	926	2,000	2,000
Office Supplies	3,000	1,162	2,500	2,000
Operating Supplies	2,000	1,725	2,000	2,000
Professional Services	6,000	5,070	5,000	5,000
Acctg/Auditor/Computer Svc	26,000	24,860	26,000	26,000
Engineering	500	0	500	500
Legal	17,000	13,557	17,000	17,000
Assessor	31,000	29,259	31,000	31,000
Telephone	2,000	1,727	2,000	2,000

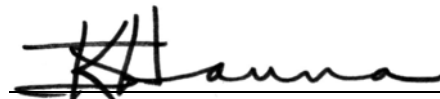
Postage	700	353	1,000	1,000
Mileage	1,000	481	1,200	1,200
Education & Meetings	2,000	1,357	2,000	2,000
Publishing-Legal Notices	1,500	120	1,000	1,000
Insurance	4,200	5,484	4,200	5,500
Building Insurance	750	336	500	500
Electricity	4,000	3,746	4,000	4,000
Gas Utility	2,000	962	2,000	1,500
Trash Service	300	214	300	300
Maintenance & Repairs	1,000	0	500	500
Dues/Subscriptions	2,000	2,524	2,300	2,600
Bank Charges	0	102	0	100
Property Tax Payment	500	69	500	250
FL YSB - Payment	1,000	1,000	1,500	1,000
Mediation Svc - Payment	1,500	1,500	1,000	1,500
Anoka Historical Society Pmt	1,500	1,500	1,000	1,500
Alexandra House - Payment	1,000	1,000	1,500	100
Improvements/Construction	500	0	500	500
Office Equip & Furnishings	2,000	0	2,000	2,000
Recycling				
Wages and Salaries	4,600	4,011	4,600	4,600
Operating Supplies	350	442	250	450
Professional Services	13,000	8,988	13,000	1,300
Postage	200	66	250	259
Mileage	300	116	300	250
Advertising/Promotion	4,000	2,348	4,000	4,000
Building Insurance	20	3	20	20
Improvements/Construction	250	0	250	250
Surface Water				
Professional Services	16,000	24,198	28,000	28,000
Planning and Zoning				
Wages and Salaries	1,500	501	800	750
Professional Services	1,000	743	1,000	1,000
Legal	0	314	0	400
Postage	50	0	50	50
Mileage	200	71	100	100

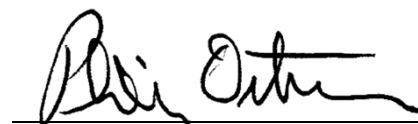
Education & Meetings	100	0	100	100
Insurance	700	431	700	500
Publishing-Legal Notices	400	60	200	200
Comprehensive Plan	1,000	1,337	1,000	1,500
Elections				
Office Supplies	100	92	50	100
Professional Services	3,300	3,883	500	3,500
Postage	0	30	0	0
Mileage	500	440	100	500
Education & Meetings	350	671	50	550
Advertising/Promotion	50	254	50	250
Publishing-Legal Notices	250	277	50	250
Insurance	50	0	50	40
Building Inspection				
Wages and Salaries	14,000	4,185	7,000	
Employee Health Insurance	1,500	1,280	1,500	
Office Supplies	500	649	300	300
Petroleum Products	2,000	1,942	2,000	
Maint. & Repairs Supplies	300	0	300	
Professional Services	23,000	25,408	30,000	2,800
Legal	1,000	197	1,000	
Mileage	350	0	350	
Telephone	750	744	750	750
Education & Meetings	750	2,263	750	750
Insurance	50	31	50	50
Building Insurance	200	114	200	150
Vehicle Insurance	600	260	500	350
Vehicle Maint & Repair	500	91	500	500
Building Permit Surcharge	2,500	1,533	2,000	1,800
Office Equip & Furnishings	250	0	250	150
Animal Control				
Office Supplies	150	61	100	100
Professional Services	7,500	6,322	7,500	6,500
Legal	0	434	1,000	500
Linwood Family Fun Day				
Wages and Salaries	700	933	700	1,000

Operating Supplies	400	960	400	500
Postage	0		200	200
Professional Services	50	12,919	50	13,000
Mileage	0	115	0	100
Advertising/Promotion	50	1,488	50	1,500
Insurance	650	775	800	800
Cemetery				
Wages and Salaries	2,500	2,214	2,000	2,300
Operating Supplies	200	50	100	100
Professional Services	1,400	60	1,200	500
Education & Meetings	200	0	200	150
Legal	200	0	100	0
Insurance	50	463	300	500
Electricity	150	184	150	200
Maintenance & Repairs	200	0	200	0
Dues/Subscriptions	100	60	100	100
Total Expenditures	\$378,970	\$366,758	\$387,070	\$213,119

A motion by Kramer and seconded by Osterhus to adjourn at 7:20pm. Discussion. Vote. All ayes. Motion carried.

Date approved, February 12, 2013


Judith K. Hanna, Clerk


Philip Osterhus, Chairman



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ANOKA COUNTY

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Minutes Town Board January 22, 2013 6:00 p.m.

Chairman Philip Osterhus called the meeting to order and the pledge to the flag was recited and roll call was taken with the following present: Supervisor Searing, Kramer, Halliday, Osterhus and Millerbernd. The Clerk Judy Hanna and the Attorney Mike Haag were also present.

Chairman Osterhus asked for approval of the agenda with changes and deletions. Discussion. .
Vote. All ayes. Motion carried.

Fire Department Fire Chief Darryl Ballman was present and reported Another Emergency Weather Sire is being installed on 234th/Japura. A total of 12 runs were made in January 2013 8-medical and 4 fire. The contract for the new fire truck has been signed and it should be delivered in July or August 2013. Mike Bebe, Holly Brower and Stephanie Klatzke are three new candidates for firefighter with training starting this month because of the cooperative agreement with Anoka Fire Training School. The training is at no cost to the Township, half the cost of the turn-out gear is paid, plus \$500 incentive to the firefighters when the course is completed. Discussion on the new fire truck. A motion by Kramer and seconded

Supervisors Halliday and Millerbernd stated the second Annual Skating Party was a success. It was cold, but the hot chocolate and fire provided the warmth.

Discussion on the memo received from Township Engineer Craig Jochum, on cost estimates for six street segments (East Martin Lake Road-\$127,000; Unser Street-\$139,000, Typo Creek Drive-\$210,000, Elbe Street-\$34,400, 227th Place-\$78,900, and Thames Street-\$224,500) for Road and Bridge budgeting purpose.

A motion by Kramer and seconded by Millerbernd to approve and sign the 2013 contract for OSHA training, the second Thursday of the month 8:30-10:30 a.m., held at the Zeigler Facility (Columbus). Discussion. Vote. All ayes. Motion carried.

Attorney Mike Haag stated he has review the information received from David Minch, HLB Tautges Redpath, regarding the reimbursement of employees for accident or health plan premiums. The Township pays four employees \$450.00 a month for insurance. It is his understanding the Township has on file insurance information for three of them and their checks are generated out of accounts payable. The other one does not have insurance and the check is generated out of payroll (claimed as income with deductions taken out).

A motion by Millerbernd and seconded by Searing to approve the payment of the January 22, 2013 bills in the amount of \$ and check run #032 to #032. Discussion. Vote. All ayes. Motion carried.

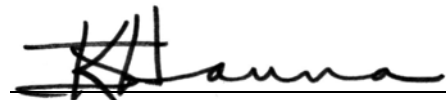
A motion by Kramer and seconded by Halliday to approve to the January 8, 2013 Town Board meeting minutes with the additional information regarding Supervisor Ed Kramer as back-up Road and Bridge Supervisor. Discussion. Vote. All ayes. Motion carried.


Discussion on a 2013 Employee wage and 2013 Health insurance increase. Discussion concluded with a **motion by Halliday and seconded by Millerbernd to leave wages and health insurance the same as 2012.** Discussion. Until we receive information to change what we are currently doing we will leave the paying of the employee health insurance payment the same. **Four ayes, Osterhus nay.** **Discussion** on the "Length of Service" percent increase (0.75% to 0.25%) for years of service.

Chairman Osterhus stated the rest of the meeting was informational: "We are doing it Again"!! Lakes Area LSB Winter Plunge; December 2012 Building Permit Report; Standard Mileage rate for 2013 is 56.5 cents per mile for business miles driven; (Township's .55¢) Notice to Counties and Municipalities increase of rates request from Xcel Energy; Met Council newsletter; Linwood Fire Relief Association request for 2013 installment 1 of 2; Memo Received regarding Carroll Broadbent and Lyons Den; LTD newsletter; Connect Anoka County Broadband update; memo from the Attorney regarding annual cemetery care fund report (because we are less than 10 acres we are not required to do report); OSHA training for employees (Chris/Mike); Anoka County RECORD newspaper; Anoka County organizational meeting information:

A motion to adjourn at 7:25pm by Halliday and seconded by Millerbernd. Discussion. Vote. All ayes. Motion carried.

Date approved, February 12, 2013


Judith K. Hanna, Clerk


Philip Osterhus, Chairman



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Minutes

Town Board

2014 Budget Meeting

February 11, 2013

6:00 P.M

Chairman Philip Osterhus called the meeting to order Roll call was taken with the following present: Supervisor Searing, Kramer, Halliday, Osterhus and Millerbernd. Clerk Judy Hanna was also present.

2014 budget workshop to review \$1,704,650 budgets.

General	(\$395,920)
Fire	(\$290,470 including \$50,000 to Capital)
Road and Bridge	(\$600,600 including \$10,000 to Capital)
Senior Center	(\$96,850)
Parks	(\$75,810)
General Capital	(\$25,000 siren)
Police	(\$220,000)
Building	0

Discussion on the 2013 revenues and the projected 2014 revenues.

Discussion on keeping the proposed levy at \$1,500,000.

A motion by Halliday and seconded by Searing to adjourn at 6:35p.m. Discussion. Vote. All ayes. Motion carried.

Date approved

Judith K. Hanna, Clerk

Philip Osterhus, Chairman



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Minutes Town Board February 12, 2013 6:00 p.m.

Chairman Philip Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following present: Supervisor Searing, Kramer, Halliday, Osterhus and Millerbernd. The Clerk Judy Hanna and the Attorney Mike Haag were also present.

A motion by Halliday and seconded by Kramer to approve the agenda with the addition of further discussion on “longevity”. Vote. All ayes. Motion carried.

Chairman Osterhus stated the January 2013 Building Permit Report would be available at the next meeting.

Fire Chief Darryl Ballman was not present.

Senior Center-Coordinator Judy Hanna stated the January 2013 bus log and financial information was available. Senior Center use is about the same. No hall rentals in the month of February. Discussion on the next Linwood Family Fun Day garage sale February 15, 16 and free giveaway on Sunday. **Discussion** on the March LFFD garage sale and the Annual March 17, St. Patrick Day Corned Beef and Cabbage Dinner. **From the audience**-concerns about the dinner on Sunday being a hardship for the seniors. Judy stated the senior in charge does not share your concerns.

Supervisor Osterhus stated the Road and Bridge-Meeting minutes are posted and available. Discussion on the memo received from Township Engineer Craig Jochum regarding the permit application for Ryan Lake Drive Bridge (West Branch Sunrise River), with alternatives being submitted to the DNR Waters and Federal Section 404 staff to complete the removal of approximately 53 cubic yards of sediment and anchoring approximately 115 feet of abutment and river shoreline with Class III riprap. Anoka County’s inspection report recommends the channel be cleaned and slope protection be added along both abutments. The solution will stop the immediate erosion issues and extend the life of the bridge. **Discussion** on 242/Amazon Street being paved. The Attorney will research the percentage of properties needed for the assessment process for a street paving project. A policy should be in place to use when requests from residents come in asking to have their street paved.

Supervisor Halliday reported the Park Board worked on the 2014 budget and had discussion on the windswept prairie area at the south end of the Linwood Community Park and School Forest. The rinks are being flooded

Supervisor Millerbernd stated the first clue for the Fifth Annual Medallion Hunt will be posted on the Town Hall front door February 18 at 7:45am. The outdoor teaching pavilion is still in the planning for this spring.

Supervisor Millerbernd reported the carp barrier project is still in the works. The 2014 budget has been decreased. Linwood's cost is \$21,310.86 of the total \$48,765.00 2014 budget. A copy of the proposed budget information was included in the information. What is in our joint powers agreement?

Attorney Mike Haag provided information on the offer received from Landmark Dividend to buyout the cell tower lease for the amount of \$77,661.97 plus 40% of any future carriers brought by Landmark and 40% of any lease extensions. Our current arrangement from today to 2040 would generate revenue for the Township in the amount of \$267,060. **Discussion** concluded with all Board members agreeing to keep the agreement we have as long as we can. **Discussion** on the Petition of Probate needed on the Harris property (Lyons Street burned house). **Discussion** on authorizing the Clerk and Chairman to sign the lease agreement and approve Resolution 2013-01. The Attorney requested to table until the next meeting to have the "blanks" filled in.

Discussion on employees receiving the "longevity" increase. Chairman Osterhus stated at the present time only 3 of the 4 eligible employees are receiving the longevity increase. This is a policy increase. Not a increase/raise given by the Town Board for all employees. If the longevity increase was given to all employees (van driver, election judges, fire department members) for years of service how would it be done? Numbers of hours worked? Would we give them sick, vacation and holiday pay also? **A motion by Osterhus and seconded by Halliday to continue the longevity increase to the full time employees.** Discussion. **Vote. All ayes (?).** **Motion carried.** The Attorney was asked to review our policy. **Discussion** on the 2013 September 7 fireworks agreement. Tabled until the next meeting for Attorneys review.

A motion by Halliday and seconded by Searing to approve the payment of the February 12, 2013 bills in the amount of \$163,646.60 (\$75,000 fire truck 1st Qtr. 2013 police) and check run #032713 to #032765. Discussion. Gordon Bernard-2013 calendar \$3828.12. Forest Lake Contracting, Inc-electrical work with truck, skating rink and recycling area lights and the fiber optic electrical-\$1,811.98. **Vote. All ayes. Motion carried.**

A motion by Kramer and seconded by Halliday to approve the January 22, 2013 meeting minutes as presented. Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the January 2013 Petty Cash; Animal Control; Transit user log; and financial information (no 2013 budgets entered) is available. **Discussion** on the e-mail memo received from Township Treasurers, Vicki Erickson regarding changing the understanding of the petty cash use. In the future all revenues will be receipted (faxes-copies-stamps-maps etc.). Petty cash will be used for expenses only.

No budget meeting minutes from January 16, 22, 29 or for February 11, 2013.


Discussion on the Local Government Officials meeting attended by Supervisors Halliday, Millerbernd, Osterhus and Clerk Hanna January 30, 2013.

Discussion on the Comprehensive Plan memo received from Nate Sparks, Consulting Planner from Northwest Associated Consultants, INC. Every ten years the Metropolitan Council requires that all Cities and Townships update their Comprehensive Plan. The 2000 Comprehensive Plan, the town approved a Land Use Plan that allowed for development not to exceed an aggregate of 1 unit per 10 acres throughout the Township. The Met Council has requested the Township change this policy to only allow new development at 1 unit per 10 acres in each subdivision. Currently, the Town allows for certain areas to develop at 1 unit per 2.5 acres and others at 1 unit per 5 acres. Supervisor Kramer is the liaison to Planning and Zoning. The memo has been sent to Planning Commission members for discussion at their February 19, 2013 7:00pm meeting.


Chairman Osterhus stated the rest of the information is informational: Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Forest Lake Chambers Community Home and Business Show 3-16-2013; PERA for Elected Officials; December 2012 Pension Division Newsletter; Board of Appeals and Equalization Mtg –May; Memo from Irene Bright-CTAS trainer; Memo from Auditor-Linwood is a “reimbursable” employer, we do not pay quarterly; Spring Short Course information; Memo from Rudi McCurdy-code book contains no insurance wordage relative to sub-contractors; Minnesota Association of Township Summer Short Course information; Joe Graff credentials; meeting January 22, 2013 regarding regulation of septic systems; Tuesday May 7 at 5pm is the meeting with the Anoka County 2013 Board of Appeal and Equalization; the 2013 Community Guide is available; and the Linwood Ledger is currently being printed.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved, February 26, 2013



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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Minutes Town Board February 26 2013 5:30 p.m.

Chairman Philip Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following present: Supervisor Searing, Kramer, Halliday, Osterhus and Millerbernd. The Clerk Judy Hanna and David Mol, Township Auditor from HLB Tautges Redpath, LTD were also present to discuss the 2012 Audit and the March 12, 2013 Annual Meeting.

Minutes Town Board February 26 2013 6:00 p.m.

Chairman Philip Osterhus called the meeting to order. Roll call was taken with the following present: Supervisor Searing, Kramer, Halliday, Osterhus and Millerbernd. The Clerk Judy Hanna was also present. The Attorney Mike Haag was absent.

A motion by Searing and seconded by Halliday to approve the agenda with the addition of discussion on the web-site and the posting boxes. Discussion. **Vote. All ayes. Motion carried.**

A motion by Searing and seconded by Halliday to approve the February 12, 2013 Town Board meeting minutes with correction as discussed. Discussion. Under "Discussion on employees receiving the longevity increase. **Delete** "continue and follow policy" and clarify it would be for only full time employees. Searing voted against the motion. This will be table until the Attorney is present. **Vote. All ayes. Motion carried.**

Discussion from Supervisor Searing stating the posting of notices does include the web-site. If its Rudi's job he needs to be allowed the time to do it. The website needs to be cleaned-up. The cable site needs to be cleaned up. She will be working with Rudi on the cable and the web-site clean-up. When she is working with Rudi, and if she finds she could do the updating, she will do it. The Township residents need a place to go to get Township information.

A motion by Halliday and seconded by Kramer to official hire Janet Haapoja as the Township Accounting/Secretary. Discussion. Janet's first day of work was December 3, 2012. Her 90 day probation period is up March 13, 2013. **All ayes. Motion carried.**

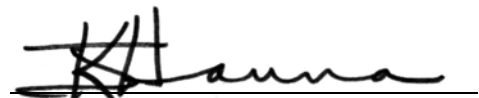
A motion by Searing and seconded by Kramer to approve the payment of the January 26, 2013 bills in the amount of \$ 14,500.95 and check run #032789 to #032814. Discussion. Vote. All ayes. Motion carried.

Darryl Ballman reported runs for the month for the Fire Department. **A motion by Halliday and seconded by Searing to approve up to \$8,600 (\$14,000) from the other equipment budget to be spent on gold heart monitor (?) and the locus device (?).** Discussion. Money coming in from donations will be put towards this amount. Added training will be needed. The liability is covered under the medical director of the monitor. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated to rest of the meeting is informational: Memo from Irene Bright-CTAS; Rate Increase Notice-Xcel Energy; Police report, January 2013 Police Report; 2012 Recycling information; Insurance Requirements; Alexandra House Hope Gala Auction; and information on the 2013 40th Annual Township Officers Spring Short Course.

A motion by Millerbernd and seconded by Halliday to adjourn at 7:10 pm. Discussion. Vote. All ayes. Motion carried.

Date approved, March 26, 2013

A handwritten signature in black ink, appearing to read "J. Hanna", written over a horizontal line.

Judith K. Hanna, Clerk

A handwritten signature in black ink, appearing to read "Philip Osterhus", written over a horizontal line.

Philip Osterhus, Chairman



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**Minutes
Town Board
Board of Audit
March 4 2013
6:00 p.m.**


Chairman Osterhus called the meeting to order with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. The Clerk Judy Hanna was also present.

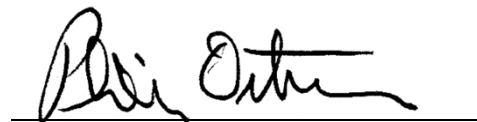
Chairman Osterhus stated the Supervisors approve the bills and the amount twice a month. A complete listing of all the checks and receipts are provided twice a month. The bank statements were reconciled for January 2012 through December 2012. The complete list of disbursements and receipts has been made available for public review. A complete professional audit is done each year. **Chairman Osterhus requested a roll call vote approving the Board of Review and to sign the report-Searing-abstained, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Vote approved.** Searing stated she abstained because the financial information for the Board of Audit was generated from (for) 2012 and she was not a Town Board Supervisor during that time.

Discussion on the Annual Meeting agenda and the 2014 budget and levy information to be distributed. The Tuesday March 12, 2013 Annual Meeting Agenda was approved as presented. It will be delivered not mailed. On the back side of the flyer would be information on the fund raiser garage sale starting on Friday March 15th and the Annual Corned Beef & Cabbage Dinner on Sunday March 17.

Discussion on providing the budgets information proposed by the departments and the revenue information prepared and handed out by the auditor.

Date approved, March 26, 2013


Judith K. Hanna, Clerk


Philip Osterhus, Chairman



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Minutes Town Board March 12, 2013 6:00 p.m.


Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus, and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present.

The Attorney, Mike Haag provided information on what the next step is on updating codebook. Planning and Zoning approved the changes and recommends the Town Board approve and direct the Attorney do a summary of Ordinance 143 to publish. **A motion by Halliday and seconded by Kramer to approve Ordinance 143 and publish a summary of Ordinance 143. Discussion. Vote. All ayes. Motion carried.** **Discussion** on the 2013 Linwood Family Fun Day Fire Works agreement. **A motion by Searing and seconded by Halliday to direct the Chairman of the Board to sign the annual agreement. Discussion. Vote. All ayes. Motion carried.** **Discussion** on the fire truck lease resolution. **A motion by Kramer and seconded by Millerbernd to approve by Resolution 2013-01. Discussion.** The Resolution 2013-01 authorizes the Chairman, Philip Osterhus and or the Clerk Judy Hanna to act on behalf of the Township to negotiate, enter into, execute, deem necessary and appropriate as the Authorized Representatives for the Township. **Vote. All ayes. Motion carried.** **Discussion** on the Sunrise Watershed Contact. Mike provided a Summary of Sunrise River Watershed Management Organization ("SRWMO") Joint Powers Agreement. The Sunrise Watershed includes Columbus, East Bethel, Ham Lake and Linwood. Linwood Township takes up much of the total district. Termination from the SRWMO requires 2/3 vote of the Board. The Agreement is broken up into eight sections Mike suggested focusing on Sections I-III. **Discussion** on vacating an easement within the Boettcher Farm Preserve Development. **A motion by Kramer and seconded by Millerbernd to, approve Resolution 2013-02 by roll call vote setting the Public Hearing on vacating the drainage and utility easement over Lots 2 and 3, Block 2, Boettcher Farm Preserve First Addition. Searing-aye, Halliday-aye, Kramer-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2013-02 passed.** **Discussion** on what requirements are needed for doing a road project by Special Assessment. Mike will provide a written summary of a policy/process. The summary will be reviewed by the Road and Bridge committee and Planning and Zoning Commission.

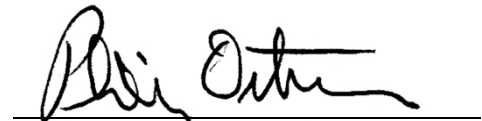
A motion by Millerbernd and seconded by Halliday to approve the March 12, 2013 bills in the amount of \$23,426.40 and check run from #032837 to #0 32881. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Kramer to adjourn at 6:45 pm. Discussion. Vote. All ayes. Motion carried.

Date approved, March 26, 2013



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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**Minutes
Town Board
March 26, 2013
6:00 p.m.**

Chairman Osterhus called the meeting to order and the Pledge to the Flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. Attorney Mike Haag, the Clerk Judy Hanna and Auditor David Mol were also present.

A motion by Halliday and seconded by Millerbernd to approve the agenda as printed.

Discussion. The cut off for the Town Board meeting agenda is the Friday before the meeting at noon. **Vote. All ayes. Motion carried.**

David Mol, Auditor for the Township was present to summarize the 2012 annual audit. The first section is the Independent Auditor's Report. This report expresses opinions based on the financial statements supplied by the Township staff. These reports have been reviewed and approved by the Town Board monthly. Three areas of finding: Inconsistent use of time clock (6-2012); lack of documentation for payments (\$15.00) out of petty cash fund; Deficiencies in collateral for bank deposits (July/December). Supervisor Osterhus stated the first two he and the other Supervisors can review. The Petty Cash policy has been changed to correct the how and what the petty cash can be used for. Receipts are now used for all copies (.25¢ per page), faxes (\$2.00 per page) to name a few. They were in the past not recorded, but entered in to the petty cash report. The third one Judy can work with the Treasurer and Wyoming Bank to provide additional collateral. Discussion on mailing the Bank Statements and any other bank financial information directly to the Treasurer. Judy stated she would contact the bank and have financial information sent directly to the Treasurer. **Discussion** on the CTAS accounting program (State Auditor's Office) and the Treasurers month end reports having difficulty reconciling the first half of the year. They did the reconciling thru July 2012 and from then on it was good. Entering the interest from the CD's is being implemented by continuing working with Irene Bright from the Association of Townships.

Chairman Osterhus stated the Planning and Zoning meeting minutes are available and Planning's recommendation for **Application 2013-01** received from Steve Olson for a Variance, (after the fact), to build an addition onto an existing 2160 square feet pole barn. Property address 24152 Thames Street NE to approve. Chairman for the Planning Commission, Commission member Tom Searing were present for discussion. Supervisor Kramer is the liaison. **A motion by Kramer and seconded by Halliday to approve Application 2013-01 received from Steve Olson for a Variance, (after the fact), to build an addition onto an existing 2160 square feet pole barn. Property address is 24152 Thames Street NE to approve.** Discussion. Because the

approval is “after the fact” Mr. Olson paid double the fine for the addition. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the February Building Permit Report is posted and available.

Fire Chief Darryl Ballman was not present.

Senior Center Coordinator Judy Hanna provided the February 2013 bus financial and log information. Discussion on the Anoka County Health Inspectors visit to the Senior Center during the Golden Club luncheon and meeting. Copies of the report were made available. The dish washer needs repair. The original hoses may have a leak and the temperature gauge is not working. The oven hood needs to be cleaned. Dust and dirt falling into food cooking on top of the stove (contamination). A Cub Scout dad has cleaned the top of the stove/griddles. He was here for over 4 hours. The inside of the stove is not a food contamination issue. The inspector talked again about having rules/policy's for the use of the kitchen. Having a Food Safety Licenses person during the food prep and cooking time.

Chairman Osterhus stated Road and Bridge did not have a March meeting. Discussion on the purchase of a replacement compressor. Discussion concluded with **a motion by Halliday and seconded by Kramer to allow the spending up to \$1,000 to replace the compressor.** Discussion. Should buy locally, made in the USA and not rebuilt. Motion failed. Another **motion by Kramer and seconded by Millerbernd to direct Mike and Chris to research and provide to the Town Board information on purchasing a replacement compressor up to the amount of \$2,000. Vote. All ayes. Motion carried.**

Supervisor Halliday stated the park board members continue planning and discussing the Boettcher Farm Preserve Park. They will be doing their annual tour of all the parks. April 15, 2013 leaving the Town Hall at 6:00pm. Also discussed having the Chairman put together the agenda together and e-mail it to Judy, by the Friday before their Park Board meeting. Judy could then have copies out for the public before their meeting. Supervisor Millerbernd the School Forest Committee is purchasing two plaques listing the medallion hunt annual winners. One will be placed at the school and the other here in the Town Hall. This year's winner found the medallion for the second time (2010). The prizes totaled \$1,000. They held discussion on fundraisers for the 2013-2014 school year.

Supervisor Millerbernd stated the DNR is suggesting the Sunrise Watershed to send back \$100,000+ of unused grant money and reapply in August for the full amount of \$400,000 for doing the carb barrier project. The money already spent for information can be still be used. The Martin Lakers Annual Dinner was held last Saturday. The Martin Lakers Association was picked as the 2012 Outstanding Conservationist for making significant contributions to natural resources. The “Friend of Martin Lake” trophy was given to Mike and Melody Lentsch for their dedication to the association.

Attorney Mike Haag held discussion on setting the date for the first HR meeting. Both Osterhus and Halliday stated they would get Mike for a meeting. The first thing of the committee would be working on the longevity policy. Mike stated the Board has the authority to make and change policies. He would not recommend doing any back payment. Discussion on the legal process in place to clean up the burned down house on Lyons Street.

A motion by Searing and seconded by Halliday to approve the payment of the March 26, 2013 bills in the amount of \$28,822.31 and check run #032890 to #032918. Discussion. The \$300 bill was for a Law book was needed by the fire department to update the codebook information. The \$2,900 bill to excel energy was to pay and bring up to date the fire department bill. We had been paying both bills (fire department and township) and mailing them together. We have corrected the problem and will send payment separately **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Halliday to approve the Town Board meeting minutes from February 26, March 4 and March 12, 2013. Discussion. **Vote. All ayes. Motion carried.**

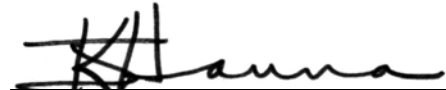
A motion by Kramer and seconded by Searing to approve for audit the February 2013 Petty Cash; Animal Control; Transit user log; and February financial information Discussion. **Vote. All ayes. Motion carried.**

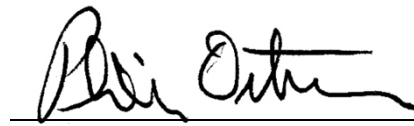
Chairman Osterhus stated the rest of the meeting was informational. Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Forest Lake Chambers Community Home and Business Show 3-16-2013; Board of Appeals and Equalization Meeting is May 7, 2013 at 5 pm; and the after the Annual Meeting Linwood Ledger is almost ready for the printers.

Supervisor Millerbernd stated at the last Town Board meeting discussion was held on the health concerns regarding holding the garage sale and during the food prep for the corned beef dinner. He stated everything went very well. He thanked all the Linwood Family Fund Day Garage Sale volunteers for coming out and supporting the clean-up process needed in order for the work to be done for Seniors Annual Corned Beef and Cabbage Dinner the next day. What a crew!! Volunteering in Linwood is great!

A motion by Millerbernd and seconded by Kramer to adjourn at 7:15pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved April 23, 2013


Judith K. Hanna, Clerk


Philip Osterhus, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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**Meeting
Town Board
April 9, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order and the Pledge to the Flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. Attorney Mike Haag and the Clerk Judy Hanna were also present.

A motion by Halliday and seconded by Millerbernd to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the March Building Permit Report was available and posted.

Fire Chief Darryl Ballman was present for discussion on the monthly activity for the department. A total of 16 runs were recorded: Fourteen medical and two fire runs. The Lucas device has been placed in service. Final cost to the Township was under \$6,000. The third Emergency Weather Siren has been installed located at 234th Avenue and Japura. **A motion by Kramer and seconded by Searing to allowing the spending of over \$500.00 for new chairs for the training room, if needed.** Discussion. The present chairs (used) were a donation to the department in 2002. **Vote. All ayes. Motion carried.** The new fire truck should be delivered in late June. Discussion has been held with surrounding fire departments regarding coverage for Oxford Township. The department is holding a fund raiser for the Stanke family, Saturday, April 13th from 4:00 to 8:30pm.

Senior Center Coordinator Judy Hanna provided the March 2013 bus log. The monthly use of the Center for senior activities and community is the same. The UCare exercise program, second class (10am) is almost as big as the first class (8:45am). The dish washer has been repaired (\$120.00) and the exhaust area of the kitchen stove is being cleaned by maintenance workers.

Chairman Osterhus stated the Road and Bridge Meeting minutes are posted and available. The Annual Road and Bridge Road Review will be held May 11, 2013 starting at 8:00am. Residents who are interested and want to ride along should call the office, Chairman Bob Beckman or Chairman Osterhus to make sure seating is available. Discussion on the purchase of a replacement, larger, compressor. **A motion by Kramer and seconded by Searing to approve the spending of \$2,168.00 for a 7.5HP single phase, pump RPM: 670, 80 gallon C-Air compressor.** Discussion. It should be ready for pickup April 17, 2013. **Vote. All ayes. Motion carried.** Discussion on the 2013 Street Maintenance Project for a section of Fontana, Congo, Elbe and Amazon Streets. 231st Avenue and 231st Lane. The Sealed Bids will be opened on Friday May 3, 2013 at 9:00am.

Supervisor Halliday informed the Board Park is planning the park for Boettcher Farms Preserve. They will be doing their Annual Park review April 22, starting at 6:00pm. Their regular Park Board meeting will be April 18, 2013. **Supervisor Millerbernd** informed the Board regarding what's happenings with the School Forest. They are planning a 20th Birthday party for School Forest. The tentative date the middle of May. A teaching pavilion to be built on school property is being planned by the committee and built by volunteers. They are planning to have it built on school property by June 4, 2013.

At 6:30pm Chairman Osterhus recessed the Town Board meeting and opened the Public Hearing To Vacate an Easement Boettcher Farm Preserve. Attorney Michael Haag stated Planning recommended approval of the vacation. All the legal paperwork and notices were done. **A motion by Kramer and seconded by Halliday to approve the vacating part of easement over Lots 2 and 3, Block 2, Boettcher Farms Preserve First Addition.** Discussion. The property owner has combined the two parcels for building of a home. A memo received from the Township Engineer supported the vacation. **Vote. All ayes. Motion carried. A motion by Searing and seconded by Halliday to adjourn the Public Hearing at 6:40pm.** Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus reopened the regular Town Board meeting and turned it over to Attorney Mike Haag. Discussion was held on the request to video record the Town Board meetings for viewing on cable/website. From the audience Cathy Hereau volunteer to do a follow-up on the cost, how do other communities do this and recruiting volunteers from maybe the schools/community. **Discussion** on the HR meeting between himself, Chairman Osterhus, and Supervisor Halliday. The goal is to have the job descriptions reviewed, and updated if necessary by June. Have a performance evaluation form ready and do semi-annual reviews. Other issues may be resolved during this process. **Discussion** on the process being done on the Lyons Street house clean-up. The Attorney will notify the Township Engineer, Craig Jochum that he can proceed with the clean-up of the property. **Discussion** on petty cash and the time clock. **A motion by Searing and seconded by Halliday to approve, by a supervisor, payment from petty cash without receipts and write ins entered by hand on the time clock cards as valid requests and time of work.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Searing to approve the payment of the April 9, 2013 bills in the amount of \$ \$45,044.29 + \$362.87 (replacement checks) and check run #032933- to #032968 and 032930-032932. Discussion. The bill for a fire department member dress gear, and cracked corn is popcorn. Chairman Osterhus ordered the road grader out. The 2012-2013 Audit bill is larger than approved because of year end reports staff was not comfortable with doing three reports. Plus the reports were all due right before, during or right after our audit. All net payroll information will be added to the claims to be approved starting at the next Town Board meeting (Net Pay Distribution Report). Supervisor will sign off on this report. **Vote. All ayes. Motion carried.**

The March 26, 2012 Town Board meeting minutes were tabled until the next meeting.

A motion by Kramer and seconded by Halliday to approve for Audit and file the March 2013 Petty Cash; Animal Control; Transit user log; and financial information- Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; and Disbursements Register. Discussion. **Vote. All ayes. Motion carried.**

Discussion on the up-coming Pet Clinic April. Supervisor Kramer will attend the clinic and provide the dog licenses.

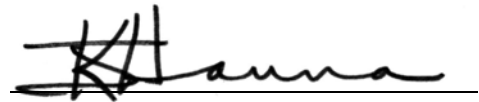

Chairman Osterhus, Supervisor Kramer, Office Accountant/Secretary, Janet Haapoja and Clerk Judy Hanna have attended the Spring MN Association of Townships Short Course.

Question from the floor: Why do you start the meeting at 6:00pm when everyone is at home eating? Supervisor concluded that in the next newsletter, cable and the website could be a survey on what time is best for the townspeople to attend the Town Board meetings?

Informational: Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Forest Lake Chambers Community Home and Business Show 3-16-2013; Board of Appeals and Equalization Meeting is May 7, 2013 at 5 pm. Urban Short Course-April 18, 2013 Otsego, MN, memo from Great River Energy-easement acquisition for the Martin Lake transmission line project, and Customized Training-Mike and Chris completed 2 hours of Rigging and Sling Inspection training,

A motion by Halliday and seconded by Millerbernd to adjourn at 7:05pm. Discussion. Vote. All ayes. Motion carried.

Date approved, April 23, 2013


Judith K. Hanna, Clerk
Philip Osterhus, Chairman



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**Minutes
Town Board
April 23, 2013
6:00 p.m.**

Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus, and Bob Millerbernd. The Clerk Judy Hanna was also present.

A motion by Halliday and seconded by Searing to approve the agenda with the addition of discussion from Mike Pederson, Chairman of the Park Board; and the Road and Bridge Annual Road Review May 11, 2013. Discussion. Chairman Osterhus stated in the absence of the attorney any discussion needing his input will be tabled until the next meeting. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the Planning and Zoning meeting minutes from April 19, 2013 are available. Discussion on Application 2013-02 received from Robert Germain 23548 Lyons Street NE R36-34-22-11-0008 to split off 5 acres. Supervisor Kramer stated Planning recommended approval of the property split. The application meets/follows all the Township Ordinances. **A motion by Kramer and seconded by Millerbernd to approve Application 2013-02 for Robert Germain to split off 5 acres from his property located at 23548 Lyons Street. Vote. All ayes. Motion carried. A motion by Halliday and seconded by Kramer to approve the re-appointment of the following Commission members: Steven Strandlund, Joe Dolphy and Tom Searing to 2016.** Discussion. **Vote. All ayes. Motion carried.**

Discussion from Linwood Lake Improvement Association, President John Murphy regarding support from the Township on enforcement mechanisms for septic system compliance. Supervisor Kramer stated he has attended meeting along with the Building Inspector and Chairman Osterhus on changes and enforcement of ordinances both at the Township and County level. Supervisor Millerbernd stated he is the liaison to the Sunrise Water Shed for the Township. Their meeting is the first Thursday of the month at the East Bethel City Hall. John stated he will be attending the Watershed meeting and thanked the Supervisors for their support.

Discussion from Mike Pederson Chairman of the Park Board requesting support of spending Park Dedication Funds up to \$106,000 for adult-use exercise equipment and playground equipment for the Boettcher Farm Preserve Park. Also planned are a pavilion, grill, and paved walkway. **A motion by Halliday and seconded by Searing to approve the spending of \$106,000 from the Park Dedication fund for developing the Boettcher Farm Preserve Park.** Discussion. The idea for the park came from the responses received from the residents living within the development. **Vote. All ayes. Motion carried.**

Chairman Osterhus informed and invited the public on the Annual Road and Bridge road tour Saturday, May 13th leaving the Town Hall at 8:00 am.

A motion by Searing and seconded by Halliday to approve the payment of the April 22, 2013 bills in the amount of \$10,020.97 and check run #033019 to #033042. Discussion. Vote. All ayes. Motion carried.

A motion by Kramer and seconded by Millerbernd to approve the March 26 and April 9, 2013 Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

Supervisor Searing informed the Board that the Cemetery Committee met and have requested larger maps for writing information within the plot. Judy will contact Craig Jochum, Township Engineer to see if he would provide a larger map for the committee. The maintenance workers have been informed about the repairs needed for the irrigation system. The annual Memorial Day service will be held Monday, May 27 starting at 11:00 am honoring the veterans, fireman and police officers buried in the Cemetery.

Supervisor Kramer reminded the residents of the annual Recycling Day Saturday, April 27 from 8-noon. Volunteers are always appreciated and needed. Trees will be handed out along with recycling information. Supervisor Searing stated she would not be able to help. Mike and Chris will be helping as employees.

Volunteers Mike and Deb Parker will do the Pet Clinic on Saturday, May 4, 2013 from 9:00-11:00am.

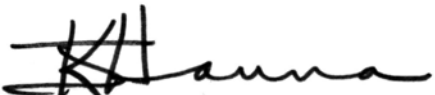
From the audience: discussion from Township Employee regarding longevity increases, meeting time survey, and regarding an e-mail (received the day after the Annual Meeting) and a flyer handed out during this year's Annual Meeting were copied back to back. The name of the person sending the e-mail is close to another resident's name (different address). Chairman Osterhus stated the information was provided to Supervisors and the Senior Advisory Board members for different reasons. **Supervisor Millerbernd** asked if a survey can be put on the website. **From the audience** employee Rudi McCurdy stated it could be and if directed he would work on it the next day. Chairman Osterhus requested this to be provided.

Discussion on Chairman Osterhus, Supervisor Kramer and Clerk Hanna attending the Townships Urban Short Course-April 18, 2013 Otsego, MN.

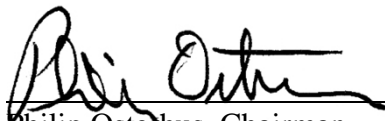
Chairman Osterhus stated the rest of the meeting was informational: Appeals and Equalization Meeting is May 7, 2013 at 5 pm. and the Martin Lake News.

A motion by Kramer and seconded by Searing to adjourn at 7:10 pm. Discussion. Vote. All ayes. Motion carried.

Date approved, May 14, 2013



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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Minutes

Town Board

May 7, 2013

5:00 p.m.

2013 Local Board of Appeals and Equalization

Chairman Osterhus called the meeting to order roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus, and Bob Millerbernd. The Clerk Judy Hanna, Senior Appraiser John S. Leone, and Appraiser, Peggy Nordum were also present.

In the audience: Hank Senger (no appeal-just interested)

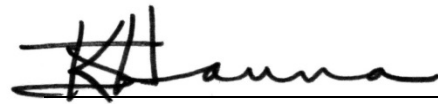
Chairman Osterhus stated the Public Notice was in the Forest Lake Times April 18 and April 25, 2013 and posted in the Townships posting boxes. The purpose of the meeting reminds property owners that only appeals for the current year valuation or classification may be made. The 2013 board is to review the assessment as of January 2, 2013, which will be used to compute the property taxes payable in 2014. Prior years' assessments or taxes (including taxes payable in 2013) are not within the jurisdiction of the board.

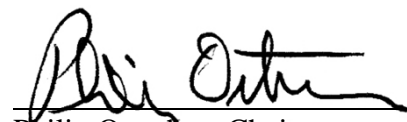
Discussion on 2013 Assessor's Report.

Discussion on having at least one Supervisor has to be certified to hold the meeting. Chairman Osterhus is certified until 2013.

A motion by Halliday and seconded by Searing to adjourn at 5:25pm. Discussion. Vote. All ayes. Motion carried.

Date approved, May 14, 2013


Judith K. Hanna, Clerk


Philip Osterhus, Chairman



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Minutes Town Board May 14, 2013 6:00 p.m.

Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday (6:05pm), Philip Osterhus, and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present.

A motion by Millerbernd and seconded by Searing to approve the agenda with the addition of discussion on longevity pay; Special Assessment policy and Great River Energy. Vote. All ayes. Motion carried.

Chairman Osterhus stated the April Building Permit Report was available and posted.

Fire Chief Darryl Ballman was present for discussion on the monthly department activities. For the month of April 18 runs were recorded: 9 medical and 9 fire. A total burning is on-no burning permits are to be given out and recreational fires are included in the burning ban. Discussion on an Open Burning and Recreation Fire policy. We have no policy or fine for a resident violating burning regulations (garbage-leaves). The Attorney was requested to review the policy and return with his suggestions. Brian Meyer has been promoted to Medical Training Lieutenant. **A motion by Millerbernd and seconded by Searing to approve the promotion of Brian Meyer to Medical Training Lieutenant. Discussion. Vote. All ayes. Motion carried.**

Senior Center Coordinator Judy Hanna provided the April 2013 bus log, March 2012 memo regarding Status of Linwood Senior Center, Inc. of Anoka County. **Discussion** on the repair of the step/door for the 1997 Dodge bus. An estimate (over the phone) was \$2,000. Judy was directed to take the bus to Columbus Trucking for an onsite review and estimate. The bus is used maybe 3-4 times a month for non-handicapped residents. A handicapped resident (wheelchair) always takes president over a non-handicapped-group or resident in regards to the use of the 2005 bus. **Discussion** on the Donation Receipt used by the Township. The Attorney advised office staff not use the back side (suggested value accepted by the IRS) of the receipt when garage sale items are donated for raising funds for Linwood Family Fun. The other receipt used by the Township is acceptable for other requests. **Discussion** on the Senior Center Coordinator position description for hiring when Judy retires. **A motion by Searing and seconded by Halliday to approve the position description.** Discussion. The description needs more time for discussion with the Advisory Board members. Motion was with-drawn. Supervisor Searing will take it back for review to the Senior Advisory Board meeting (June 17, 2013 at 9:15am). It also

gives the other Supervisors time for review. **Discussion** on the “Garden Club” formed. They have been meeting once a week and Laura Herman has been doing a garden newsletter.

Chairman Osterhus stated the Road and Bridge Meeting minutes are posted and available. Their Annual Road and Bridge Road Review for May 11, 2013-8:00am was canceled.

Discussion on the memo received from Township Engineer Craig Jochum regarding the 2013 Street Maintenance Project bids received from Knife River Corp. \$296,810.10; North Valley, Inc. \$347,880.93; Hardrives, Inc. \$381,231.93. **A motion by Osterhus and seconded by Kramer to award the 2013 Street Maintenance Project to Knife River Corp. in the amount of \$296,810.10. Vote. All ayes. Motion carried.** **Discussion** on the minimum percentage of residents living on the street needed for a street to be upgraded to asphalt. Road and Bridge has recommended 75% of the residents living on the road are needed for the project to get done. Residents living on a paved street cannot be part of the 75%. Residents living in the Rolling Oaks development (already paved) want 242nd Lane and Amazon Street from the east boundary of the development to Fawn Lake Drive to be paved. Those residents enter and exit the development onto graveled streets. They are in favor of paying for the paving of the gravel road. Discussion concluded with the Attorney being directed to draft another agreement clarifying who is affected by the policy. Once received it would be sent to Planning and back to Road and Bridge for their recommendation.

Supervisor Millerbernd reported for the Park Board and the School Forest. The Park Board’s Annual Park Review was May 13, 2013 6:00pm. Meeting notes will be provided after the next Park Board meeting. One of the things discussed was replacing the Broadbent Park parking lot posts. Supervisor Millerbernd has talked to Great River Energy about donating the removed posts from the project they are doing within the Township. The School Forest committee is starting the outdoor shelter. The permit has been issued and the Township waived the fee. They are planning to have it in use by the last day of school (June 7, 2013). In celebrating the forest’s 20th birthday they are doing a Digital Scavenger Hunt from May 10, to May 31, 2013. They can use a digital camera or cell phone, find the 10 items listed on the informational sheet and receive a certificate and reusable lunch bag prize. A new fundraiser is being planned to sell “Diner Cards”. They are hoping to get the word out and people can plan to buy the cards from them in the fall. The money raised pays for projects used within the School Forest.

Supervisor Millerbernd informed the Board, Jamie (Sunrise Watershed) is working on getting a smaller grant for a carp barrier to be placed at the south end of Martin Lake.

A motion by Kramer and seconded by Searing to approve the 2013 Recycling Agreement and direct the Chairman to sign. Discussion. This contract includes extra grant money to be spent enhancing our parks, advertising and improving our 4th Saturday of the month recycling event. Supervisor Kramer stated he is working on new recycling containers for our park; taking appliances and having a shredder come 3 times a year. **Vote. All ayes. Motion carried.**

Discussion on the recycling coloring contest. The rules and coloring books will be handed out to children living within the Township. Taking of the appliances and tires is in the works and a letter would be sent to all residents informing them of the additions to the 4th Saturday of the month recycling day. When this happens he would need to keep track of everyone we take the appliances/tires from. The information boxes are up and all issues will be addressed that are signed.

Attorney Mike Haag stated no new information has been provided regarding video recording of the Town Board meetings. From the audience: Cathy Hereau stated she is waiting for an estimate on the equipment needed. Supervisor Kramer stated he attended the County Board of Commissioners meeting at the City of Columbus. **Discussion** on the longevity pay: Chairman Osterhus provided information regarding past longevity pay due to three employees and one retired employee. **A motion by Searing and seconded by Halliday to Senior Center Coordinators back pay to be the same as maintenance worker two.** Discussion. Judy's pay was adjusted by the state to match maintenance worker number one's pay a few years back. **Vote. All ayes. Motion carried. A motion by Osterhus and seconded by Halliday to approve the back longevity pay and adjust the 2013 per hour wage to \$24.20, \$21.83, and \$24.20.** Discussion. Supervisor Searing does not agree with the Chairman's or the Attorney's interpretation of the policy. **Vote. All ayes. Motion carried. Discussion** on the Website survey. **A motion by Kramer and seconded by Halliday to void the website survey and keep the time for the Town Board meeting starting at 6:00pm.** Discussion. From the audience: Four people have already left the meeting because of the lateness. **Vote. All ayes. Motion carried. Discussion** on the "draft" revised Personnel Policies and Town Clerk position description.

A motion by Searing and seconded by Halliday to approve payment of the May 14, 2013 bills in the amount of \$60,214.00 and check run #03 to #03. Discussion. The full amount and check run information will be provided at the next meeting. **Vote. All ayes. Motion carried.**

A motion by Searing and seconded by Millerbernd to approve the April 23 Town Board and May 7, Local Board of Appeals and Equalization 2013 meeting minutes as printed. Discussion. **Vote. All ayes. Motion carried.**

A motion by Searing and seconded by Millerbernd to approve for audit the April 2013 Petty Cash; Transit user log; and financial information- Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; Disbursements Register and the Net Pay by Employee report. Discussion. **Vote. All ayes. Motion carried.**

From the audience Deb Parker stated the Pet Clinic went well. Twenty-four dogs were licensed. Approximately 85 animals came for the clinic.

Supervisor Kramer stated the weather was great but the residents didn't come. It was really slow-less than 100 residents benefited from the day.

Laura Hermann was on the agenda but left earlier in the meeting.

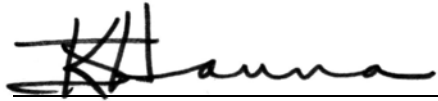
From the audience: Employee Rudi McCurdy is requesting the same report done for him on his job, as what was done for Judy's that increased her pay. Judy stated it is the pay equity report, done every three years.

Supervisor Millerbernd stated Great River is working with the residents on the removal of trees. All cutting of trees would start in the fall.

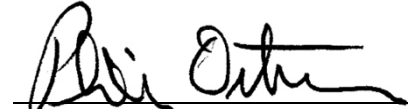
Chairman Osterhus stated the rest of the meeting was informational. Anoka County Recorder; Office of the State Auditor E-Update; and Linwood Township's monthly Police Activity report.

A motion by Halliday and seconded Millerbernd to adjourn at 8:20 pm. Discussion. Vote. All ayes. Motion carried.

Date approved:

A handwritten signature in black ink, appearing to read "Hanna", written over a horizontal line.

Judith K. Hanna, Clerk

A handwritten signature in black ink, appearing to read "Philip Osterhus", written over a horizontal line.

Philip Osterhus, Chairman



LINWOOD TOWNSHIP

ANOKA COUNTY

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**Minutes
Town Board
May 28, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus, and Bob Millerbernd. The Attorney Mike Haag and Clerk Judy Hanna were also present.

A motion by Halliday and seconded by Searing to approve the agenda with the addition of discussion from Supervisor Searing regarding the new Senior Center Coordinators job description (effected after December 31, 2013). Vote. All ayes. Motion carried.

Chairman Osterhus stated Planning and Zoning recommended approval for Application 2013-03 received from Joe Eisenschenk requesting a variance to build an attached garage on to the east side of his house. Address: 7504 244th Lane NE. Property Identification Number: R27-34-22-22-0005. Mr. Eisenschenk was present for discussion. **A motion by Halliday and seconded by Kramer to approve application 2013-03 received from Joe Eisenschenk to build an attached garage on the east side of his house.** Discussion. Meets all Township requirements. The best use of the land. Planning recommended approval. **Vote. All ayes. Motion carried.**

Attorney Mike Haag: Discussion on Planning recommendations regarding the minimum percentage of owner agreement for Special Assessment. Petition by the effected residents/property owners (adjacent property owners) is 35%; Board action 75% of effected residents/property owners (adjacent property owners). **The Attorney** was directed to rewrite the policy to include their recommendation. Only 35% of the effected residents (on the non-paved street) are needed to bring a petition before the Town Board. With 35% a feasibility study would be done. When the feasibility study is completed a meeting would be held with the property owners, Township Engineer, Attorney and the Town Board. If 75% of the effected residents/property owners approve the projected costs, the Town Board will vote on the request and proceed with the paving project.

A motion by Millerbernd and seconded by Halliday to approve the May, 14, 2013 Town Board meeting minutes as printed. Discussion. Question from Supervisor Searing regarding what it means to file all financials for auditor. **All financials are filed and available for audit. Vote. All ayes. Motion carried.**

Discussion on the Memorial Day Service at the two cemeteries within Linwood Township. Both Linwood and Victor Hill cemeteries service started at 11:00am. Both were very well attended. The Linwood Cemetery is our free cemetery to Linwood residents. The Victor Hill Cemetery Association takes care of that cemetery.

Supervisor Kramer will do the June 1, 2013, 9-11am pet clinic. This is the last pet clinic for the year.

Discussion with Supervisor Searing on having the Senior Center Coordinators job description go back to the Senior Advisory Board when it was approved 100% by the members (she listened to the tape). Having a disagreement with members at a Town Board Meeting should have not have sent it back to the next SAB meeting. Chairman Osterhus stated he questioned at the last meeting and he is asking again “what’s the hurry?” Supervisor Searing stated she just does not understand why you would send it back to the committee when they approved it 100% at their last meeting. Chairman Osterhus felt the SAB committee needed to answer the question raised concerning the requirements and hours when no duties or days of work have been provided. From the Audience: “Shouldn’t the Personal Committee being doing that?” “Who did the job description?” Cathy Hereau (SAB President) stated the Attorney did. The Attorney, stated Cathy and Laura Hermann (Vic-Chair of SAB) came to his office and worked on it. Supervisor Halliday agreed it should be worked on more, but the Personnel Committee (HR) could do that.

A motion by Kramer and seconded by Searing to approve payment and file for audit the May 14, 2013 bills in the amount of \$60,214.53 and check run #033068 to #033107.

Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Searing to approve payment and file for audit the May 28, 2013 bills in the amount of \$56,109.70 and check run #33122 60 to #33148.

Included with the bills is net payroll by employee information from May 21, 2013 payroll.

Discussion. **Vote. All ayes. Motion carried.**

Discussion on the two estimates received for the step repair job for the 1997 Bus. **A motion by Halliday and seconded by Searing to direct Judy to contact Joe Dolphy regarding doing the work, as outlined on his estimate of \$1,064.25.** Discussion. The estimate from Columbus Trucking is lower, \$1,056.81. Dolphy’s is a local business. Columbus Trucking would continue to do all other services with the Township vehicles’. Halliday stated this motion is for this repair only. **Vote. Four ayes. Chairman Osterhus-nay. Motion carried.**


Chairman Osterhus stated the rest of the meeting is informational: MN Locals Officials Meeting May 29, 2013; Association of Townships Summer Short Course-June 17-20 and June 24-27, 2013.

Question from Supervisor Millerbernd “What is the tonnage weight our paved streets are built for”? Residents within Boettcher Farm Development are worried about the heavy trucks. Discussion concluded with direction for Millerbernd to contact the Township Engineer.

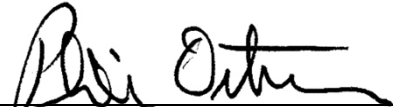
Question from the audience: Have the new Supervisors attended any of the trainings provided for them to help understand their responsibilities? Supervisor Kramer stated he has. He enjoys meeting the other supervisors and hearing about their issues. Being able to ask questions as they come to him and getting current information. Supervisor Searing stated she has not and she will go if she wants to (the resident requested this to be included with the minutes).

A motion by Millerbernd and seconded by Kramer to adjourn at 6:45pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved: May 14, 2013.



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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**Meeting
Town Board
June 11, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited. Roll call was taken with the following Supervisor present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present.

A motion by Halliday and seconded by Millerbernd to approve the agenda as presented. Discussion. Vote. All ayes. Motion carried.

Chairman Osterhus stated the May Building Permit Report was available and posted.

Fire Chief Darryl Ballman will not be here tonight. Discussion on entry key lock box. A motion by Millerbernd and seconded by Halliday to direct Fire Marshall Scott Smith to continue on with the entry key lock boxes for the Township buildings (3). **Discussion** on the DNR Columbus/Broadway site closing and they have a 1999 grass rig, (11 years older than the one we have) for sale.

Senior Center-Coordinator Judy Hanna stated the May 13, 2013-9:15a.m. meeting minutes were available. No Senior Advisor Brd. Meeting 6-17-2013. The May 2013 bus log/financial were available. The old bus has been repaired and the bill is the same as quoted (\$1,064.25). The June 7 and 8 LFFD garage sale deposits come in around \$1, 200. The silent auction held during the sale did well (\$200.00). The Wyoming Dairy Queen fundraiser is next Tuesday, June 18, 2013 from 6 to 9pm. 10% of their sales are donated to LFFD.

Road and Bridge meeting minutes are posted and available. Discussion on their Annual Road and Bridge Road Review set for June 12, 2013-5:00pm. Discussion on the letter received requesting reducing Off-Road Vehicle restrictions. Discussion on "Understanding Minimum Maintenance Roads" information. Supervisor Millerbernd stated he talked to the Township Engineer regarding the heavy trucks traveling within the Boettcher Farms Development. The Engineer stated the roads are at 9 ton. They are able to withstand the trucks and their loads.

Supervisor Millerbernd reported on the Park Tour done in May. Notes from the tour would be discussed at the next Park Board meeting in June. The 100 yards of wood chips for Playfull Shadows Park were in place today. The equipment for Boettcher Farms Park has been ordered and could arrive by the end of this month. Discussion from the audience regarding an unsafe swing at Alquist Park. Supervisor Millerbernd stated it was not that way during the park tour. A safety check is done monthly on all park equipment. The safety check done on that park does not report a hazardous swing. Supervisor Millerbernd will follow up with the park board.

Supervisor Millerbernd held discussion on the memo received from Chairman of the School Forest Committee, Cheri Stockinger regarding the committee would not meet until October,

2013; the classroom outdoor shelter was built by Bob Millerbernd; a letter of support for a grant allowing the Anoka Conservation District to spray for buck-thorn on public property; and compensation for Linwood Township/Community Park and School Forest for loss of trees for the new power line coming into Linwood Township. Supervisor Millerbernd stated Cheri will follow up with Great River.

Supervisor Millerbernd discussed what was happening with the Sunrise Watershed carp barriers. All Supervisors are invited the Linwood Lake Annual Picnic held at noon on July 13, 2013.

Supervisor Kramer updated the Board on what's new with the Linwood recycling program. New recycling containers for the parks; recycling news flyer are at the printers. It is being mailed out to all Linwood residents the first part of July, 2013. We are now taking residential appliances and electronics; all types of batteries; fluorescent light bulbs and auto/light truck tires on the fourth Saturday of the month from 8am to noon. No hazardous waste is accepted. In partnership with Linwood Covenant Church we are taking in bikes for the Bikes for Kids program. We will collect them on the same fourth Saturday of the month from 8am to noon. The church will pick them up from us.

Supervisor Kramer stated the last Pet Clinic went well. Twenty-four more dogs were licensed.

Chairman Osterhus stated the Local Government Officials Meeting was attended by himself, Supervisor Kramer and the Clerk Judy Hanna. All the City and Town meeting are informational. He felt this one provided more information. **Discussion** on the number of cities in Anoka County receiving LGA. At the Summer Short Course we may hear if the Township's would be receiving LGA funds.; Anoka County Sheriff James Stuart, talked about human trafficking (young children) and it is happening right here in Anoka County. **Discussion** on Anoka County Board Chair Rhonda Sivarajah going on a road tour with Chairman Osterhus and Supervisor Kramer. **Discussion** on Linwood Township taking over the shore land inspections from the County.

Attorney Mike Haag; The Attorney stated he met with Supervisor Searing and Chairman of the Cemetery committee Cindy Gruett to discussed a non-resident (\$250.00) being buried in a reserved lot. The Attorney suggested discussion should be on resolving the mistake not who's the blame or why. Judy was directed to follow-up on the concern. **Discussion** on allowing a developer to continue to pull building permits when we have not allowed him to pull a permit in the development he has not finished the street/ditches/shoulders to the Township's Engineers approval. The attorney will check into why we were not able to stop all permits from this developer. **Discussion** on the Agreement for Special Assessment. It will be placed on Planning and Zonings agenda for more discussion. **Discussion** on the court hearing set for July 16 regarding the clean-up proceedings for the burnt house on Lyons Street. **Discussion** on the revised Senior Center Coordinators job description and the Clerks mandated by State Statue job description. **Discussions** on the Township Commissions/Boards considers using a Mediation Services of Anoka County to resolve internal issues.

Discussion on purchasing the 2014 Pictometry Flight for 2837 parcels x \$.30 per parcel at the cost of \$851.10. A motion by Kramer and second by Millerbernd to purchase the 2014 Pictometry Flight for the amount of (2837 parcels x \$.30) \$851.10). **A motion by Osterhus and seconded by Halliday to approve the spending of \$851.10 to purchase the 2014 pictometry flight program from Anoka County. Discussion.** This program benefits the Building Inspector and to use for Planning and Zoning. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Searing to approve the payment of the June 11, 2013 bills in the amount of \$71,648.47 and check run #033149 to #033194. Discussion. The electrical bill for the fire department and electrical work being done within the senior center/town hall and shop. Are we getting the best work for the least amount of dollars. Two different company's **Vote. All ayes. Motion carried.**

Discussion on the May 28 Town Board 2013 meeting minutes. **A motion by Kramer and seconded by Millerbernd to approve the meeting minutes as printed. Vote. All ayes. Motion carried.**

A motion by Kramer and seconded by Halliday to approve and file for audit the May 2013 Petty Cash; Transit user log; and financial information- Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; and Disbursements Register and Net Pay By Employee report. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Searing to approve the payment of the June 11, 2013 bills in the amount of \$71,648.47 and check run #033149 to #033194. Discussion. Vote. All ayes. Motion carried.

A motion by Kramer and seconded by Halliday to approve the May 28, 2013 Town Board meeting minutes as printed. Discussion Supervisor Searing stated the Net Pay By Employee report was not included with the bills to be approved and paid. **Kramer restated his motion to approve the meeting minutes deleting the Net Pay BY Employee report was included. Halliday seconded the corrected motion. Vote. All ayes. Motion carried.**

A motion by Searing and seconded by Halliday to approve and file for audit the Transit user log; and financial information- Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; and Disbursements Register and. Discussion. The May 2013 Petty Cash; and Animal Control were not included. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the rest of the meeting was informational: Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Maintenance workers attending 2 hours of OSHA First Aid training; The Job Connection-help with common home chores; Metropolitan Council-5,169 residents and 1,903 households; and the 7th Annual Taste-Fundraiser for the Forest Lake Youth Bureau

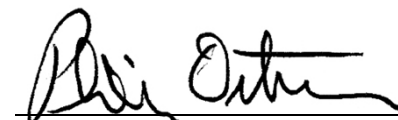
From the audience: How are residents notified to what's going on in the Township? Supervisor Kramer stated from the newsletter. Word of mouth. Our website. The posting boxes. We are not able to notify residents when last minute activities come about.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:35pm. Discussion. Vote. All ayes. Motion carried.

Date approved, May 28, 2013.



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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**Minutes
Town Board
June 25, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. The Clerk Judy Hanna and the Attorney, Mike Haag were also present.

A motion by Halliday and seconded by Millerbernd to approve the agenda with the addition of discussion on the next step for the Township's Comprehensive Plan. Discussion. Vote. All ayes. Motion carried.

Chris Sauro, Insurance Agent was present for the annual insurance review. Chris thanked Supervisor Halliday, Judy Hanna, Mike Budde and the Fire Chief for the team work they do all year to keep the Township insurance current and up to date. Supervisor Halliday stated this year's premium is lower than last year's even with the additional add-ons. The information for the fire truck and the playground equipment will be provided when it is here. A copy of the 2013 annual insurance review was provided to each Supervisor.

Nate Sparks, Consulting Planner from Northwest Associated Consultants, Inc. was present. Planning and Zoning held the public hearing before to nights town board meeting. **A motion by Halliday and seconded by Kramer to approve on the recommendation of Planning to approve the Comprehensive Plan and direct Nate to continue on with the required process and present the plan to Met Council for formal review. Discussion. Vote. All ayes. Motion carried.**

Planning and Zoning Application 2013-04 received from Everett Diemert to split 3+ acres' from their property located at 8340 Ryan Lake Drive NE. No one was present for discussion at the Planning meeting. The Planning Commission tabled action until more information is received. Discussion on Application 2013-05 to consider rezoning property located on the north-west corner of Fawn Lake Drive and Lyons St. NE. The property is currently zoned agricultural and the request was to rezone commercial. The action from Planning was to deny the request and suggest another location within the Township following the Comprehensive Plan guide. To consider property along Typo Creek Drive and Viking Boulevard. **Discussion** on the Special Assessment recommendation proposed by the Road and Bridge committee and the Planning commission for assessing the property owners abutting a proposed road project. Road and Bridge had recommended with 35% of the effected residents approving and signing a petition, a feasibility study (project cost) would be done. When the feasibility study is completed a meeting would be held with the property owners, Township Engineer, Attorney and the Town Board. With 60% of the effected residents/property owners approving the projected cost, the Town Board will vote on the request and proceed with the paving project. Planning and Zoning at first

recommended 35% and 75%. At the last Planning and Zoning meeting they agreed with Road and Bridges recommendation of the 35%/60%. Discussion continued amongst the Town Board Supervisors giving direction to have our Attorney contact COURI & RUPPE, P.L.L.P and work out a minimum percentage of owner agreement for Special Assessment for the road improvement project. **Discussion** was held on putting the approved final version in the Township Code Book.

Fire Chief Darrell Ballman was present for discussion on the approval to repainting the bay area floor. **A motion by Halliday and seconded by Millerbernd to approve spending of \$19,700 for SwedeBro, Inc. to redo the painting of the bay area floor.** Discussion.

Arrangements have been made to relocate the trucks at locations within the township for up to a week. **Vote. All ayes. Motion carried.** **Discussion** on the replacement of grass rig 1 to an upgraded to a newer unit from the MN Department of Natural Resources. **A motion by Kramer and seconded by Halliday to approve up to \$10,000 to purchase the grass rig unit from the DNR.** Discussion. The sale of our rig will come back in as revenue. All equipment from our old truck will be transferred to the new one. **Vote. All ayes. Motion carried.** **Discussion** on the new fire truck delivery.

Discussion Road and Bridge meeting minutes.

Supervisor Searing requested a motion from the Board on the removal and replacement of the ashes buried in the wrong lot. The Clerk stated the legal process is being done to allow the remains to be relocated. The information Judy is going by is from the MN Association of Cemeteries. A motion by Searing and seconded by Halliday to direct the Clerk and cemetery Saxton follow the property procedure outlined by the MN Assoc. of Cemeteries and have the subject to the signature approve by the Clerk. **Discussion** on keeping current the 3 ring binder books and using the computer spread sheet. The old books have been donated to the Anoka County History Center. **Discussion** on a motion directing the Clerk to keep the 3 ring binder books and the spread sheet up to date.

The Chairman asked for the audience to be quiet.

Attorney Mike Haag supported the Open Burning and Recreation Fire Fines proposal. The Attorney was directed to contact the Anoka County Attorney for stronger support of violators ticketed and when in court. **A motion by Halliday and Seconded by Searing to approve the Open Burning and Recreation Fires under MN State Fire Code Section 307; 2007 Edition and MN Statute 299F.011 Subd. 4.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on the Lyons Street house that burned down last fall. A probate court date is scheduled July 16 , 2013. The Township Engineer has contractors in place for the removal and clean-up of the property. **Discussion** on the developer of Lyons Den wanting another punch list to finish the \$20,000 of undone road work. The Supervisors all agreed this project has to be finished this year. **Discussion** on who's responsibility is it to set up a meeting with Anoka County Mediation? The Attorney stated it is the committee chairperson. Discussion on the letter received from a resident regarding two violent dogs. The Attorney stated he would follow up with the police report, the resident writing the letter and the dog owners.

A motion by Halliday and seconded by Kramer to approve the payment of the June 25, 2013 bills in the amount of \$42,548.99 and check run #033204to #033234. Included with the payment is net payroll by employee paid information from the last, 2013 payroll. Discussion. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Halliday to approve the June 11, 2013 Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

Chairman Osterhus stated the rest of the meeting was informational: Association of Townships Summer Short Course-June 24-27, 2013. Anoka County RECORD; 2014 Police contact-next meeting; Free Legal Seminars- Saturday September 21 and Saturday October 5, 2013; and PERA news.


From the audience the question was asked "what supervisors have attended training meetings to become a more knowledgably Supervisor"? Supervisor Kramer and the Clerk Judy Hanna stated they both attended the June 27, Summer Short Course held in Carlton MN. Supervisor Kramer the Board of Appeal & Equalization training. Chairman Osterhus and Supervisor Kramer are both certified for the next four years. The Clerk attended the CTAS Hands on training. Supervisor Searing stated she would be attending a Township supported class in North Branch. No cost to the taxpayers for expenses for her attending this class –lunches, or overnight stays.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:50pm. Discussion. Vote. All ayes. Motion Carried.

Date approved: July 9, 2013

A handwritten signature in black ink, appearing to read "J. Hanna", written over a horizontal line.

Judith K. Hanna, Clerk

A handwritten signature in black ink, appearing to read "Philip Osterhus", written over a horizontal line.

Philip Osterhus, Chairman



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**Minutes
Town Board
July 9, 2013
6:00p.m.**

Vice- Chairman Halliday called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus (arrived at 6:20pm) and Bob Millerbernd. The Clerk Judy Hanna and the Attorney, Mike Haag was also present.

A motion by Kramer and seconded by Millerbernd to approve the agenda with the addition of discussion from another resident regarding a biting dog. Discussion. Included with the Attorneys report. **Vote. All ayes. Motion carried.**

Commander Paul Sommer was present and discussion took place on the 2014 Police Contract. **A motion by and seconded by to approve the 2014 Police Contract.** Discussion. The 2014 contract is in the amount of \$222,178. The Police Aid we receive reduces the amount down to \$212,266. The contract is for 8 hour coverage 365 days a year. **Vote. All ayes. Motion carried.** **The June Building Department** will be provided at the next meeting.

Fire Chief Darryl Ballman was not present. Vice-Chairman Halliday reported the new fire truck arrived last night.

Senior Center Coordinator Judy Hanna provided the June 2013 bus log and financial information. Discussion on the Senior Center rentals and senior activities. The LFFD committee has new activities and events for this year's event. Planning meetings are going well. Another LFFD Wyoming Dairy Queen Fundraiser is July 16 from 6:00pm to 9:00pm. The last DQ fundraiser raised \$128.00 (10% of sales). The next Garage Sale July Friday 26, Saturday 27 and free on Sunday. Supervisor Millerbernd stated the new events include mechanical bull, Karl Achilles Magician and a tractor show. Another show is being kept a secret. Supervisor Millerbernd invited everyone to the LFFD meeting to help with this year's event.

Road and Bridge-Meeting minutes are posted and available. Chairman of the Road and Bridge Committee was present for discussion on current and upcoming projects. Discussion on Minimum Maintenance Roads; 2013 Maintenance Road Projects (Fontana Street, and King's Oakdale Park. Road and Bridge has not had their Annual Road Review for this year. All the Supervisors were asked to check out the minimum maintenance roads within the Township and discussion will take place another meeting.

Park Board Supervisor Halliday reported the wood fiber for Playfull Shadows safety surface has been put into place. The new tennis court nets have been installed (requested by residents). The Boettcher Farm Preserve Park equipment has been ordered and by the next meeting work on the park should be started.

Supervisor Millerbernd invited the Board members to the Linwood Lake Annual Meeting and picnic July 13, 2013. The three rain gardens located on Martin Lake Road and West Martin Lake Road are maintained by the residents. The washout on the rain garden located on Martin Lake Road will be repaired by The Anoka County Conservation District (Sunrise Water Shed)

Supervisor Kramer reported extra recycling grant money is being used to enhance recycling program within our parks. New containers for both recycling and garbage have been ordered. We have the Recycling Awareness Coloring Contest going on until September 7, 2013 (LFFD), and a flyer has been sent to every address within Linwood Township informing them of the coloring contest general information. Information about the 4th Saturday of the month recycling morning is now accepting residential appliances, electronics, all types of batteries, scrape metals, auto/light truck tires, and fluorescent light bulbs. Supervisor Kramer stated the county strongly suggested we mail these out.

Attorney Mike Haag-discussion from another resident stating he too has been bitten by the same dog(s). The resident was requested to provide documentation to the attorney. The attorney was directed by the Board to continue on with the notice of potentially dangerous dog(s). The Board members all agreed this is a serious problem and the Attorney will follow-up with the legal process. **A motion by Halliday and seconded by Millerbernd to direct the Attorney to act on the dogs separately.** Discussion. Residents were reminded to dial 911 when the threat of a loose dog is apparent. **Discussion** on the Lyons Den development punch list. **Discussion** on the minimum percentage of owner agreement for special assessment. **Discussion** on adult entertainment stores and sexual predators. **A motion by Osterhus and seconded by Millerbernd to direct the Attorney to work with an outside source on drafting an ordinance regarding adult entertainment stores and sexual predators.** Discussion. **Vote. All ayes. Motion carried.** Discussion regarding the meeting today with the HR committee (the attorney, Mike Halliday and Philip Osterhus) on the job descriptions. Chairman Osterhus provided a letter of resignation received during that meeting from Janet Haapoja. The Attorney stated during the discussion with Janet she was asked (bagged) to reconsider. **Discussion** concluded with a **motion by Osterhus and seconded by Millerbernd to accept the resignation received from Janet Haapoja giving a two week notice (July 9-July 23).** **Vote. Four ayes. Searing nay. Motion carried.** Discussion on the request made by employee Rudi McCurdy for a "wage comparison study". The Attorney stated the study/request is denied. Rudi's employment with the township is an at will employee, works 20 hours a week, no sick, paid vacation or Holiday time and can take any time off when he requests it. This is part of what we have been working on. Putting together job description, evaluation standards in theory to give raises on what they do and how they perform. The Town Board needs to have written documentation on how, what and when they give raises. Discussion on providing all job descriptions to each committee for their input. This would help HR do the final draft.

Payment of the Payment of the July 9, 2013 bills in the amount of \$24,599.34 and check run #033247 to #033275. Included with the payment is net payroll by employee paid information from the last, 2013 payroll.

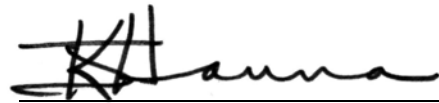
A motion by Halliday and seconded by Kramer to approve and file for auditing the June 2013 Petty Cash; Transit user log; and financial information- Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; and Disbursements Register. Discussion. Vote. All ayes. Motion carried.

A motion by Kramer and seconded by Osterhus to approve the June 25, 2013 Town Board meeting minutes. Discussion. Supervisor Searing disagreed with how the minutes read regarding the discussion on the cemetery on page 2 middle of the page. Supervisor Searing stated she would review her tape and write a word for word and bring it back to the next meeting. The motion was rescinded. The minutes were tabled to the next meeting

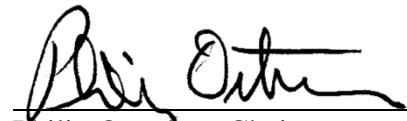
Discussion from the floor regarding Supervisor's training, the Garden Club's trip to the MN Arboretum, resolving the cemetery burial issue, Senior Advisory Board Mediation Services and memo received from a resident.

A motion by Osterhus and seconded by Millerbernd to adjourn at 7:20pm. Discussion. Vote. All ayes. Motion carried.

Date approved
July 23, 2013

A handwritten signature in black ink, appearing to read "Hanna", written over a horizontal line.

Judith K. Hanna, Clerk

A handwritten signature in black ink, appearing to read "Philip Osterhus", written over a horizontal line.

Philip Osterhus, Chairman



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**Minutes
Town Board
July 23, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. The Attorney Bill Goodrich and the Clerk Judy Hanna were also present.

A motion by Halliday and seconded by Millerbernd to approve the agenda as presented. Discussion. Vote. All ayes. Motion carried.

Planning and Zoning: Supervisor Kramer stated the applicants were not present at Planning's meeting. Planning's recommendation was for approval based on the finding of facts: The information provided meets all townships code requirements. **A motion by Kramer and seconded by Searing to approve Sign Permit Application 2013-06 received from Rebecca Stanley/ Dana Casey. Their property address 21067 Icarus Street NE, Wyoming, MN 55092. Discussion. Vote. All yes. Motion carried.** Supervisor Kramer stated discussion was also held on hiring a recording secretary. Supervisor Kramer will work with Judy on how to go about putting together a job description and advertising for the position. Chairman of Planning and Zoning Joe Dolphy was also present and spoke on the sign permit application and recording secretary position.

Attorney Bill Goodrich was present for discussion on the legal process for serving the owners regarding the violent dogs. Resolution 2013-03: **A motion by Millerbernd and seconded by Halliday to approve Resolution 2013-03 declaring Gunner to be potentially dangerous dog. Roll call vote. Searing-aye, Halliday-aye, Kramer-aye, Osterhus,-aye, and Millerbernd-aye. Resolution 2013-03 passed.** The dog owners were present. The Attorney stated papers would be drawn up, served by the Sheriff's Office, and the owner would have 14 days from the time she was served to answer back. The Lyons Street house/property clean-up should be advertised for bids in the Forest Lake Times by the next meeting. **A motion by Kramer and seconded by Osterhus to approve the Shoreland Joint Powers Agreement giving Linwood Township the rights to administer the Anoka County Shoreland Management Ordinance #92-1, as amended by #92-3, and provide services on behalf of Anoka County.** Discussion. This agreement will go before the Anoka County Commissioner's meeting held here August 13th, 2013 at 9:30am for their approval. When approved Supervisor Kramer will work with the Building Inspector on prices for the services. **Vote. All ayes. Motion carried. Discussion** on the Easement purchase for Great River Energy 69 kV transmission line. Supervisor Millerbernd would like to see the easement area marked off. Chairman Osterhus stated he would set up a meeting with Great River Energy's representative and have the area staked out and negotiate more money.

A motion by Kramer and seconded by Halliday to approve the payment of the July 23, 2013 bills in the amount of \$93,960.68 and check run #033320 to #033347. Included with the payment is net payroll by employee paid information from the last, 2013 payroll. Discussion. Vote. All ayes. Motion carried.

Discussion on the Approval, corrections and or additions to the June 25, and July 9, 2013 Town Board meeting minutes. **A motion by Halliday and seconded by Kramer to approve the June 25, and July 9th 2013 meeting minutes as printed and include for the record of tonight's action the Linwood Town Board agrees to cover all the expenses incurred with the digging up of the Lane burial (ashes) and stone. The Town Board also agrees to pay all expenses to relocate the ashes and stone within the Linwood Free Cemetery. Discussion. Vote. All ayes. Motion carried.**

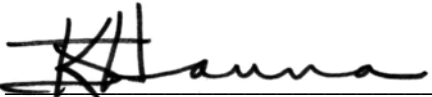
Discussion from resident Joe Dolphy regarding his opinion of the future Administration of Linwood Township. Continued to discuss, in his opinion the timely matter of Planning and Zoning/Town Board meeting information. Supervisor Kramer stated the Town Board is working on both of those items.

Discussion from the audience: Using Gene Dufault and Irene Bright from the Association of Townships in the interim to do the payroll and accounts payable. Chairman Osterhus stated we are using them until we review the past job applications to fill the position. We will again look for the best person to fill the position. The person does not have to be a Linwood Township resident.

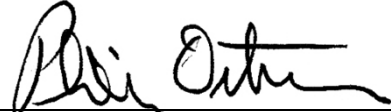
Chairman Osterhus stated the rest of the meeting was information: June, 2013 Building Permit Report is available and posted; Next LFFD-Dairy Queen Fundraiser Wednesday, August 21 and Garage Sale this Friday 26, Saturday 27 and free on Sunday

A motion by Halliday and seconded by Kramer to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved
August 13, 2013



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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**Minutes
Town Board
August 13, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. The Clerk Judy Hanna was also present. Attorney, Mike Haag was absent.

A motion by Halliday and seconded by Millerbernd to approve the agenda as written.

Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the July Building Permit Report is not available. When available, it will be put in with your meeting material and be provide at the next meeting.

Fire Department Fire Chief Darryl Ballman was present and reported the total runs for July were 14-6 medical and 8 fire. The department Captains have completed their yearly reviews. The refurbishing of the station floor will start next week. The trucks will be housed in Steve Erickson's pole barn for about a week. The new engine and new grass rig both have had in-service training and are in service. Ken Minske retirement party will be August 18th at Hidden Haven. Work was done to update insurance information with Country Financial (Chris Sauro). Engine 2 is in for refurbishing and should be back by the end of the month. The old grass rig has not been sold. When it is sold the money received would go into Fire Capital.

Senior Center-Coordinator Judy Hanna stated the July 2013 bus log/ financial information is not ready. When it is done it will be put with your meeting material and be provided at the next meeting. Discussion on the upcoming LFFD Dairy Queen Fundraiser Wednesday, August 21, 2013. Supervisor Millerbernd requested, Alice Pickering (reporter for the Forest Lakes Times) to include LFFD information in her Town Board article. It is coming up very soon and your articles have said nothing about the only celebration we have. The committee has been meeting every Monday starting at 5:00pm in the Senior Center since the end of July. We need volunteers for the day of the event and the week before-bagging fish pond treat bags and getting ready for the other inside games. The day of the event we need volunteers to allow for breaks. Discussion on Judy's time off and the continuing use of the center. The seniors have helped out with extra cleaning, because of the hall rentals. Mike and Chris have continued to help out with setting up tables for Thursday coffee and Golden Club. She has heard no complaints. The bus activity has been handled and she has heard no complaints. No one in the audience or Town Board Supervisors stated they had received complaints. The Board was notified there would be no Senior Advisory Board meeting August 19, 2013 at 9:15pm. Discussion on the video received at the City and Town meeting regarding SAFE Initiative keeping seniors safe. Anoka County Attorney Tony Palumbo was instrumental in this pilot program. It is about watching for "parent/grandparent

scams". Judy has copies for the seniors and it would have been discussed it at the Senior Advisory Board meeting. It was very interesting to see and sad that family members do this to family/friends. The "Anoka County RECORD" is a legal newspaper and they have been here twice this year. Once during senior coffee time and had a good discussion with Gene Alquist and today during the Anoka County Commissioners meeting. They have had information about LFFD fundraisers in their papers.

Road and Bridge-Chairman Osterhus Meeting minutes are posted and available.

Park Board-Supervisor Halliday stated Park Chair Mike Pederson was present and they both updated the Board on the adult fitness and the children's playground equipment at the Boettcher's Farm Preserve Park. **School Forest Supervisor Millerbernd** stated the Metro Dining Club cards are the new School Forest fundraiser for this year. So if you have purchased them in the past buy them this year for the school. More information will be coming out soon.

Sunrise Watershed-Supervisor Millerbernd reported all is going well. A \$500,000 grant is being applied for to do the carp barriers. Memo regarding the protection and improvement of the water quality within the entire Sunrise River watershed. This watershed is 381 square miles includes the north east corner of Anoka County. All three of our lakes failed to meet the state water quality standards and are deemed "impaired". Work underway is a total maximum daily load study and a watershed restoration and protection plan is being drafted.

Recycling-Supervisor Kramer stated the increase of items taken on the 4th Saturday of the month is overwhelming. Over 100 residents came in with washers, dryers, bulbs and 30 bikes for the Bikes for Kids program (Linwood Covenant Church). The bikes were stolen because they were not in a secured area. We have received some back and they will be given to the organization. The new recycling and garbage containers are here and will be put into the parks. Today during the Anoka County Commissioners meeting we were complemented on our recycling efforts. The addition of the free drop off of more recyclables is all part of additional grant money we are receiving from the recycling program. All the added expenses including the postage, printing, wages, and etc. are all reimbursable from Anoka County.

Cemetery-Supervisor Searing turned the discussion on the cemetery over to Cindy Gruett. Cindy and Supervisor Searing feel this is taking too long. Judy stated the children of the deceased need to sign off on the release form, have it notarized, return it back to her and then we would work together on the relocation of the burial and stone at the townships expense. Discussion on the release of one grave site. **A motion by Halliday and seconded by Kramer to approve the release of the grave site reserved for either/both John A or Dorothy J. Chalupsky.** Discussion. The release is granted by the executor of Dorothy's will her daughter Lynda M. Bontrager. **Vote. All ayes. Motion carried.** Discussion on checking the books to make sure they are up to date.

Discussion on the hiring of Pam Olson for a 90 day interim position. **A motion by Osterhus and seconded by Halliday to hire Pam Olson at \$19.00 per hour for 90 days.** Discussion. If she agreed she would be hired to fill the position left vacant by Janet Haapoja. Questions from the audience: Who called her? Judy stated she called her. No, she is not a Linwood Township resident. Pam worked with the State Auditor's Office on the CTAS accounting program. She is well known within the Association of Township's staff. **Vote. All ayes.**

A motion by Halliday and seconded by Kramer to approve and accept the offer received from Great River Energy in the amount of \$8,000 for easements rights. Discussion. This money would be given to the Park Board as payment towards improvement for a park. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Millerbernd to approve by roll call vote Resolution 2013-03 for the Stacy Lions to serve non-intoxicating malt liquor on Township property during the Fire Department's on September 7, 2013. Discussion. Roll call vote: Searing-aye, Halliday-aye, Kramer-aye, Osterhus-aye, and Millerbernd-aye. **Resolution passed.**

A motion by Kramer and seconded by Millerbernd to approve Proclamation Resolution No. 2013-01 as Domestic Violence Awareness Month. Discussion. Searing-aye, Halliday-aye, Kramer-aye, Osterhus-aye, and Millerbernd-aye. **Proclamation Resolution No. 2013-01 passed.**

A motion by Halliday and seconded by Kramer to approve the auditing services for 2013 from HLB Tautges Redpath, LTD. Discussion. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Kramer to approve the payment of the August 13, 2013 bills in the amount of \$142,355.35 and check run #033358 to #033406. Included with the payment of the bills is the net payroll by employee report from payroll paid since the last Town Board meeting. Discussion. **Vote. All ayes. Motion carried.**

A motion by Millerbernd and seconded by Halliday to approve and file for audit the July 2013 Petty Cash; (Transit user log; and financial information-not included) - Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; and Disbursements Register. Discussion. **Vote. All ayes. Motion carried.**


A motion by Kramer and seconded by Millerbernd to approve the July 23, 2013 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

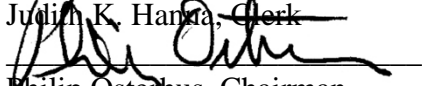
Chairman Osterhus, Supervisors Halliday, Kramer, Millerbernd and Clerk Judy Hanna attended the July 31, 2013 City and Town meeting held at Chomonix Golf Course. . A variety of topics are heard. One of interest has already be discussed (SAFE video/program)

Chairman Osterhus stated the rest of the meeting was informational: Office of the State Auditor E-Update; Anoka County Sheriff's report; Animal Control; Tamarisk 20th Anniversary Gala October 25, 2013; Anoka County RECORD; District 7 meeting Wednesday, September 7, 2013; Township News-MAT's Education Conference /Annual Meeting-November 21-23, 2013 Morton MN; Legal Seminars-September 7, 12, and October 5, 2013-Couri &Ruppe, P.L.L.P.; The Post Review-North Branch Senior Center brings change, opportunity.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:25pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved,
August 27, 2013



Judy K. Hanna, Clerk


Philip Osterhus, Chairman



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**Minutes
Town Board
Public Hearing
August 27, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Philip Osterhus and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present. Mike Halliday was absent

Township Attorney Mike Haag informed the Board of Supervisors the Public Hearing scheduled on the matter of Linwood vs. Julie Zuercher is tabled until the September 10, 2013 6:00pm Town Board meeting. All parties involved were contacted and provided the September 10, 2013 date and 6:00pm time.

A motion by Kramer and seconded by Millerbernd to approval of the agenda as printed. Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the Planning and Zoning meeting minutes are available and posted. Supervisor Kramer stated Planning and Zoning held the Public Hearing for Application 2013-08 Preliminary Plat for Boettcher Farm Preserve 4th Addition and recommended approving application 2013-08. The developer Steve Strandlund was present for discussion. The Attorney stated both himself and the Township engineer have reviewed the Preliminary Plat and would also recommend approval. **A motion by Millerbernd and seconded by Searing to approve Application 2013-08 Preliminary Plat for Boettcher Farm Preserve 4th Addition.**

Discussion. Residents living within the plat attended the public hearing, and asked question. Supervisor Kramer felt the answers given were satisfactory. Changing the lot from an out lot to a buildable lot is in the best interest of the township. **Vote. All ayes. Motion carried.** **Supervisor Kramer** stated Planning and Zoning also recommended approving Application 2013-09 the Final Plat for Boettcher Farm Preserve 4th Addition. **A motion by Millerbernd and seconded by Searing to approve Application 2013-09.** Discussion. Two Thousand Dollars would be owed for the Park Dedication fee. **Vote. All ayes. Motion carried.**

Attorney Mike Haag-Discussion on Planning and Zonings recommendation for Special Assessment: Supervisor Kramer stated planning members discussed the petition by adjacent property owners- 35%; Board action 66% of adjacent property owners. The Road and Bridge Committee (September 3, 2013) will review and provide their recommendation at the September 10, 2013 Town Board meeting. **Discussion** on adopting an ordinance addressing where sexual predators/business could be located within the Township. The Attorney was directed to draft ordinances for further discussion.

Chairman Osterhus provided an update on the 2013 street improvement project. Fontana and Kings Oakdale Park are behind in their completion date. No fines are going to be imposed.

A motion by Kramer and seconded by Millerbernd to approve Payment of the of the August 27, 2013 bills in the amount of \$18,107.12 and check run #033426 to #033450 as presented. Included with the payment of the bills is the net payroll by employee report from payroll paid since the last Town Board meeting. Discussion. Vote. Three ayes. Searing nay. Motion carried.

A motion by Osterhus and seconded by Searing to approve the August 13, 2013 Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

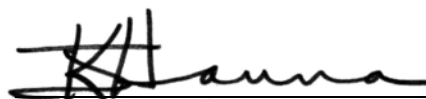
A motion by Millerbernd and seconded by Kramer to allow an extra bill run for Linwood Family Fun Day September 4, 2013. Discussion. The run would include money owed (balances) to bring in activities for the event (pony rides/petting zoo etc.), awards to be given out (car show) and the startup money. They would be approved at the September 10, 2013 meeting. **Vote. All ayes. Motion carried.**

Discussion on the staff hours being coded to the Linwood Family Fun Day fund. Judy stated the majority of the bills have not been coded correctly this year. One of the projects Pam would be working on is to have them be paid out of the corrected funds (Engineers/Attorney's/LFFD). Supervisor Searing would like more discussion on this later. She is in favor of the event. She feels we are misleading the public when we say "we put \$5,000 into the event 5 or more years ago and we have put no more into this event".

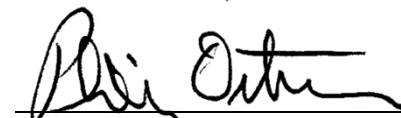
Chairman Osterhus stated the rest of the meeting is informational: Office of the State Auditor E-Update; Anoka County Sheriff's report; Tamarisk 20th Anniversary Gala October 25, 2013; Anoka County RECORD; Township Education Conference/Annual Meeting-November 21-23, 2013 Morton MN; Legal Seminars-September 7, 12, and October 5, 2013-Couri &Ruppe, P.L.L.P.; Landmark Dividend letter, invite to Whitaker Grand Re-opening; July bus trip and building information.

A motion by Kramer and seconded by Millerbernd to adjourn at 6:45pm. Discussion. Vote. All ayes. Motion carried.

Date approved
September 10, 2013



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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**Minutes
Town Board
September 10, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday Philip Osterhus and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present.

A motion by Halliday and seconded by Kramer to approve the agenda as printed.

Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the August Building Permit Report is posted. Discussion on the charges for lake shore septic permits. Linwood Township took over the Lake Shore inspections from Anoka County. This fee would include all septic inspections done by our Building Inspector effective October 1, 2013. **A motion by Kramer and seconded by Halliday to approve the rate increase from \$25.00 for Shoreland to \$200.00 for all septic systems inspected by Linwood Township.** Discussion. One flat fee for both Shoreland and non-Shoreland. Fees are based 1997 Uniform Building Code Fee Schedule. **Vote. All ayes. Motion carried.**

Fire Department Fire Chief Darryl Ballman reported 6 medicals and 2 fires-total runs for the month of August, 2013 was 8. A Mn DOT Inspector does our truck inspections. Linwood Family Fun Day was another success. Numbers were down for the dance but over all the money was about the same. Again great fireworks. Discussion on donating the old meeting room chairs to the LFFD garage sale-new ones have arrived. The retirement party for Ken Minske, August 18 at Hidden Haven went well. Two firefighters have started their EMT and ACFTA class. Rescue 5 is out of service. Carry Shepard is chairing the newly formed committee to go over a short and long term plan for replacing the Rescue 5 and using Engine 1. More discussion on the Fire Department going into the Public Employees Retirement Fund. The recommendation will be discussed at the next membership meeting and the decision would be discussed at the next Town Board meeting. The department is staffing the Wyoming's station this Saturday for "Stage Coach" days.

Senior Center-Coordinator Judy Hanna provided the August 2013 bus log (memo from Linwood Covenant Church). The Senior Clubs Annual Pork Dinner is September 27, 2013 from 5-7pm. Discussion on Linwood's Annual Township Celebration Family Fun Day-Supervisor Millerbernd stated Judy had to leave because of a family emergency and missed accepting the Linwood Hall of Fame Award for 2013. All the volunteers pulled together and the day continued on with the pie eating contest (Thank You to the Village Inn Restaurant for the Blue Berry pies), talent show, payments, and cleanup. The new events this year were all very well received. The

5K run had 200+ runners this year. WOW the number of dictators it takes to pull this day event off is awesome!! Then some of these same people returned Sunday to finish the cleanup and passed out free food!! Congratulations to Judy-this award is a long time in coming!! Judy responded that this award should include all the supportive volunteers she has worked with over many years of her involvement within the Township. Thank you. Judy showed the Linwood Family Fun Day comment book. She encouraged people to still sign the book and enjoy all the wonderful comments. Nancy Olson and Emily Erickson do the LFFD face book page.

Road and Bridge-Chairman Osterhus Meeting minutes are posted and available. Osterhus stated Class 5 being is ordered this year from Bjorklund's (10-12%) for \$13.90 per ton (4200 tons) to load, haul, grade, and pack designated roads within Linwood Township. Discussion on the Minimum Percentage of Owner Agreement for Special Assessment. **A motion by Halliday and seconded by Kramer to set the percentage needed of the affected residents on the effected road at 66%.** Discussion. Other details still need to be discussed. **Vote. All ayes. Motion carried. A motion by Searing and seconded by Halliday to direct the Attorney to draft an Ordinance stating the minimum % is 66% of the residents living on the road being assessed for the road improvement project. The Township would pay for bringing the road up to Class 5 standards.** Discussion. **Vote. All ayes. Motion carried.** Discussion on Linwood Township working with Oxford Township on sharing the cost to upgrade (class 5) 245 East of Rutgers in the amount of \$8,000 for our cost. Discussion on patching a culvert on Sunrise Road.

Park Board-Supervisor Halliday stated the Boettcher Farm Park is completed. The planned shelter is in the works. He has been in contact with others about the use of our soccer fields. **School Forest**-Supervisor Millerbernd stated the biggest thing is the fundraiser of selling the Metro Dining Cards for \$22. They had a booth at Linwood Family Fun day and are also selling them next week at the school after school. Millerbernd request the Forest Lake Times reporter to please mention this fundraiser in her next article.

Sunrise Watershed-Supervisor Millerbernd stated to grant has been submitted for the curb barriers. They have patched the rain garden located on West Martin Lake.

Recycling-Supervisor Kramer reported the coloring book contest received a low turnout. Chairman Osterhus stated Anoka County has complemented Ed on all his time and effort he has put into increasing recycling in Linwood.

Cemetery-Supervisor Searing reported that Judy stated the September 21 the relocation of the ashes and stone should be done. The computer has been purchased for the cemetery records. Sandy Lathrop will work on upgrading and have access to the laptop during their meeting.

Attorney Mike Haag reported progress on the shouldering within the Lyons Den Development. This could be done through Road and Bridge. Discussion on the Lyons Street house/property cleanup. The process for the property to start being cleaned up is in place. The residents should see things being done soon.

Discussion from Supervisor Kramer regarding amending the Townships Sewer Ordinance and adopting Anoka Counties. He will work with the Attorney, the Township Building Inspector and Anoka County to get this done.

A motion by Searing and seconded by Kramer to approve for payment of the September 4, (Linwood Family Fun Day) and September 10, 2013 to be paid in the amount of \$35,134.68 and check run #033470 to #033506. Included with the payment is net payroll by employee paid information from the last, 2013 payrolls. Discussion. September 4th payroll. Vote. All ayes. Motion carried.


A motion by Millerbernd and seconded by Kramer to approve for audit the August 2013 Petty Cash; Transit user log; and financial information- Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; and Disbursements Register. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Millerbernd to approve the August 27, 2013 Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

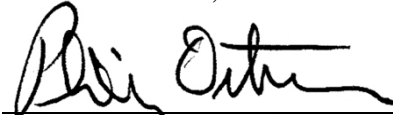
Chairman Osterhus stated the rest of the meeting is informational: Office of the State Auditor E-Update; Anoka County Sheriff's report; Animal Control; MAT's Education Conference/Annual Meeting-November 21-23, 2013 Morton MN; Legal Seminars-September 7, 12, and October 5, 2013-Couri &Ruppe, P.L.L.P.; and the Linwood Family Fun Day "Wind Down" party is September 19, starting at 5pm at the Linwood Pumper and Pizza-two or more Supervisors may be attending.

A motion by Halliday and seconded by Searing to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried. Discussion. Vote. All ayes. Motion carried.

Date approved, October 8, 2013



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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**Minutes
Town Board
September 24, 2013
6:00p.m.**

Public Hearing

Chairman Osterhus called the meeting to order. The pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday Philip Osterhus and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present.

A motion by Halliday and seconded by Kramer to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus called the Public Hearing to order in the matter of Township of Linwood (Petitioner) vs. Julie Zuercher (Respondent). The Attorney stated everyone that was here to speak for or against the dog being potentially dangerous will need to be sworn in. The Attorney Mike Haag swore in Julie, the dog's owner and 3 residents (Cramer, L. Hermann). Julie was present for discussion. She provided several letters supporting the dog is not dangerous. She stated the dog is kenneled and would never be lose again. The property is fenced; the dog is being professionally trained and has a shock collar'. The three residents all spoke against the dog given another chance. The concern from the Town Board is what happens when it does happen-because it will.

Adjourn

**Minutes
Town Board
September 24, 2013
Following the public hearing**

Approval of the agenda with additions, deletions and or changes

PERA Fire Department-Fire Chief Darryl Ballman
Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan
Resolution N0. 2013-05

**Planning and Zoning
Application 2013-Sketch Plan Halsman/Puffer**

Supervisor Searing-Senior Center Coordinator job description

Extra meeting September 30, 2013 at 9:15

Road and Bridge

Typo Creek Drive 2011/5/2016 Oxford

LFFD 2013 financials

Comment Book

Cemetery-Clerk

Reserved lots reinstated

Attorney Mike Haag-

Minimum % of Owner Agreement for Special Assessment

Ordinance N0.144 Sexual Offenders and Sexual Predators-Building and Land Use Regulations

Resolution certifying 2014 levy at \$1,500,000

Building Permit Fees for 2013 by Ordinance

Government/Municipal/Public Funds Banking Resolution-permission for Pam Olson to have access to view only the Townships Checking and CD accounts

A motion by Halliday and seconded by Kramer to approve for payment of the September 24, bills to be paid in the amount of \$65,570.43 and check run #033525 to #033550.


Included with the payment is net payroll by employee paid information from the last, September 6, 2013 payroll. Discussion. Vote. All ayes. Motion carried.

Meeting minutes from September 10 Town Board meeting were not available.

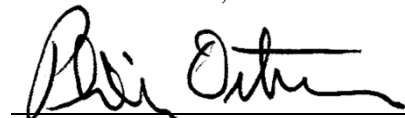
Chairman Osterhus stated the rest of the meeting is informational: Office of the State Auditor E-Update; Anoka County Sheriff's report; Animal Control; MAT's Education Conference/Annual Meeting-November 21-23, 2013 Morton MN; Legal Seminar October 5, 2013-Couri &Ruppe, P.L.L.P. (Cotton Town Hall); No Township meetings before 8:00pm November 5, 2013 (elections-St Francis); Consumer Federation of America-"Grandparent Scam"; Linwood School Forest and Community Park newsletter; Office of the State Auditor E-Update; Estimate of cleaning Town Hall/Senior Center; 2012 Anoka County Sheriff's Office Annual Report; History Center News; and Chainsaw Safety training attended by Chris and Mike.

A motion by Kramer and seconded by Halliday to adjourn at 8:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved, October 22, 2013



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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Minutes

Town Board

October 8, 2013

6:00p.m.

Chairman Osterhus called the meeting to order and the pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. The Clerk Judy Hanna and the Attorney, Mike Haag was also present.

A motion by Halliday and seconded by Millerbernd to approve the agenda with the addition of discussion on Town Hall building upgrade/repair. Discussion. Vote. All ayes. Motion carried.

Chairman Osterhus stated the September Building Permit Report was posted and available. Judy was directed to check with the Building Inspector on what a “water diversion plan” is?

Fire Department-Chief Darryl Ballman was present for discussion on the September fire department activities. **Total runs** for the month of September-24:17 Medical 8 Fire. They will be working on their **2015 budget**. **The two new** pieces of equipment purchased this year from public donations and fire department funds. The heart defibrillator and a device (Lucas and Zoll) that improves the effectiveness of CPR have been used twice this year and saved both lives. **A motion by Halliday and seconded by Kramer approving the spending of up to \$30,000 to modify the grass rig 3 into a medical vehicle. Discussion. Vote. All ayes. Motion carried.**

Two members are in training at the fire academy. The department is involved with Linwood Elementary during Fire prevention week. They used the “smoke house”. They are working with Chris Sauro, Township insurance agent, on the department insurance. **Discussion** from the floor on how posting is done when a burning ban is issued.

Senior Center-Coordinator Judy Hanna reported the September 2013 bus log is not available. Upcoming Linwood Family Fund Day fundraiser garage sale Friday October 25 7am to 6pm and Saturday 26, 9am to 2pm. NOTE-free/clean-up is on Saturday, 3 to 4pm. Volunteers are wanted. The comment book is still out and being signed. A reminder regarding the Meditation closed meeting October 24, 7-9pm in the Town Meeting Room. In order for the Senior Advisory Board to move forward with discussion on a replacement for Judy, she submitted a written letter of retirement at their September 16, 2013 Senior Advisory Board meeting. They have held two meetings September 30 and October 7, 2013. A letter of retirement was submitted to the Town Board from Judy announcing her retirement as of December 31, 2013. **A motion by Kramer and seconded by Halliday to accept the letter of retirement from the position Judy has held as the Senior Center Coordinator for 26+ years. Discussion. Vote. All ayes. Motion carried.** A summary of the timeline was provided: Bring a help wanted ad back to the October 22, meeting for approval to advertise. The advertisement would run for two weeks. Applications

would close, all applications would be reviewed, and interviews would be set up and done. Hope to have a recommendation to hire back to the Town Board by November 26, 2013. The intent is to have Judy work with the hired person at least through December.

Road and Bridge-Chairman Osterhus reported the regular October meeting was included with their Annual Road Review done October 5, from 8 to 11am.

Park Board-Supervisor Halliday reported Boettcher Farm Park is still in the works. The equipment is all in and has been enjoyed by many. The pavilion is in the works. The committee is working on park and adopting park signage. **School Forest** Supervisor Millerbernd stated the Metro Dining Club Cards fundraiser is going good. They still have more to sell at \$22.00 for 166 diner cards. The other fundraiser is the famous "Butter Braids". The committee will be meeting the first Monday of every month at 5:00pm in the Senior Center. They are planning an evening walk in the park event October 26. More information on the walk would be posted on the community park sign. Millerbernd reminded everyone that hunting season has started and if while you are enjoying the park you see hunters please call the police or DNR. No hunting is allowed in any of our parks.

Sunrise Watershed-Supervisor Millerbernd stated they are waiting to hear back regarding the grant money. They have another meeting October 24, starting at 6:00pm. Discussion from the audience regarding the carp barrier money of Martin and Typo Lakes.

Recycling-Supervisor Kramer stated the "free" residential appliances, electronics, batteries, fluorescent light bulbs, scrap metals and etc. has been overwhelming! The "Bikes for Kids" collecting is about 40+. All the bikes are being refurbish and given to local children in need.

Cemetery-Supervisor Searing stated the committee will be meeting October 15 in the Town Hall at 7:00pm (no Planning and Zoning Meeting). They will be updating, using the lap top, and printing out the current pages for use within the 3 ring binder books.

Attorney Mike Haag- Discussion on the Ordinance Setting the Fees and Charges for Licenses, Permits, and Services and Other Charges in the Town of Linwood **A motion by Halliday and seconded by Millerbernd to approve Ordinance 144 Setting the Fees and Charges for Licenses, Permits, and Services and Other Charges in the Town of Linwood for publication.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on the Ordinance adding Section 810 Sexual Offenders and Sexual Predators of Part V111 Building and Land Use Regulations. **A motion by Kramer and seconded by Millerbernd to approve Ordinance 145 adding Section 810 Sexual Offenders and Sexual Predators of Part V111 Building and Land Use Regulations.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on the Ordinance adding Section 303.15 regarding "Special Assessments". Ben Oleson from Hometown Planning will be at the next meeting for discussion on this ordinance. **Discussion** on the completion of the clean-up property on Lyons Street. Once the clean-up is finished the Township would put the property up for sale.

A motion by Millerbernd and seconded by Kramer to approve for payment of the October 8, 2013 to be paid in the amount of \$55,034.70 and check run #033560 to #033594. Included with the payment is net payroll by employee paid information from September 27, 2013 payroll. Discussion. The late fee payment on the Swed Bro payment and the request for payment from work done in January. Included with the motion was to hold for payment until it is clarified why the late fee and why the bill is coming in so late. **Vote. All ayes. Motion carried.**

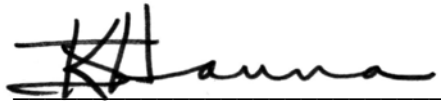
A motion by Kramer and seconded by Millerbernd to approve for audit the September Petty Cash (not available); September Transit user log(not available); and September financial information- Interim Financial Report by Object Code-Statement of Receipts; Disbursements & Balances; Receipts Register; and Disbursements Register. Discussion. The petty cash and Transit User log will be provided when available. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded Kramer to approve the September 10, 2013 Town Board meeting minutes as printed. Discussion. **Vote. All ayes. Motion carried.**

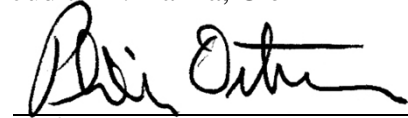
Chairman Osterhus stated the rest of meeting is informational: Office of the State Auditor E-Update; Anoka County Sheriff's report; Animal Control; MAT's Education Conference/Annual Meeting-November 21-23, 2013 Morton MN; Legal Seminars-September 7, 12, and October 5, 2013-Couri &Ruppe, P.L.L.P.;

A motion by Halliday and seconded by Millerbernd to adjourn at 7:00pm. Discussion. **Vote. All ayes. Motion carried.**

Date approved, October 22, 2013



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



LINWOOD TOWNSHIP

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**Minutes
Town Board
October 22, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. The Attorney Bill Goodrich and the Clerk Judy Hanna were also present.

A motion by Halliday and seconded by Millerbernd to approve the agenda with the addition of discussion on bringing back a bus driver and do we need to re-address an ordinance change after approval. Discussion. Vote. All ayes. Motion carried.

Ben Oleson, of Hometown Planning was present for discussion on working with the Township on an ordinance related to adult entertainment. He will attend the November 26 Town Board meeting with a draft ordinance for review. He has worked with many small towns on ordinance revisions and drafting new ordinances. **Chairman Osterhus** stated the Board has had discussion on adult entertainment business and protecting the township before they come to us.

Planning and Zoning Supervisor Kramer, attended a seminar on variances in shorelands and floodplains. Minnesota laws have changed and he would like permission to work with the Attorney on changing the wordage we use regarding variances within our code book. The changes are minor: changing the wordage from undue hardship to practical difficulties for instance. All Supervisors supported the need to have these changes made and Supervisor Kramer working with the Attorney to do this.

Road and Bridge Chairman Osterhus stated a letter has been received from a resident (Notre Dame) regarding an easement given years ago to the west side of Notre Dame resident be given to the East side resident. The Attorney was requested to verify the property lines and the easement in discussion.

Senior Center Supervisor Searing stated the want ad for the Senior Center Coordinator position would be advertised in four local papers for two weeks. The closing date is November 12, 2013 at 4:30pm. The SAB Committee is hoping to have a recommendation for the Town Board at the November 26, 2013 Town Board meeting. **Discussion** on the legal issues with having a paid bus driver and that driver also being a volunteer driver driving the bus for no pay. The Attorney stated having a driver drive the bus for pay and that driver is also a volunteer driver for bus-is legal and he is aware of no laws stating otherwise. The law would become an issue if that person was told to volunteer. **A motion by Halliday and seconded by Kramer to rehire Dick Colleen as a backup driver for pay. Discussion. Vote all ayes. Motion carried.**

Discussion on having all employees provide permission and information allowing the Township to do background checks and on driver license checks. **A motion by Millerbernd and seconded by Halliday directing the clerk to provide the adequate forms to the employees and Supervisors. A motion by Millerbernd and seconded by Halliday to re-hire Richard Colleen at the same pay rate of the current bus driver (\$14.26).** Discussion. **Vote. All ayes. Motion carried.**

Attorney Mike Haag-Discussion on the special assessment ordinance and wants to verify if the township is allowed to be more restrictive than the county/state. He would work with Attorney Haag to clarify. **Discussion** on the fee ordinance-the Town Board has approved the fees and the wordage. Correction were made after the meeting by the Attorney. Attorney Goodrich stated correction would not change the legality of the motion.

Supervisor Millerbernd requested the Township approve the spending of up to \$200.00 for the Annual Halloween Party (food and paper products). Discussion. The Forest Lake Lions (\$100 check to Bruce's Foods), The Linwood Golden Club and the Senior Advisory Board have all provide \$100.00 towards this event. The seniors will spend \$200 on candy. **A motion by Millerbernd and seconded by Halliday to allow \$200 to be spent on the Annual Halloween Party.** Discussion. Millerbernd stated this is a safe place for parents to bring their children for a fun night. It is open to the public and volunteers are always wanted. **Vote. All ayes. Motion carried.**

Update from Chairman Osterhus on refurbishing the medical vehicle in the amount of \$30,000. The estimate came in for \$33,000. **A motion by Halliday and seconded by Kramer to approve up to \$33,000 for the refurbishing the medical vehicle as supported by the fire department.** **Vote. All ayes.**

Discussion on the memo received from Pam Olson requesting approval to use bi-weekly direct deposit of payroll checks. **A motion by Kramer and seconded by Halliday to approve direct deposit for employees.** Discussion. A form will be used allowing the employees to approve or disapprove direct deposit. This motion is required by the Wyoming Bank allowing Pam to have access the bank account to draft and approve the payroll. Right now she only has access to view the township's bank account. **Vote. All ayes. Motion carried.**

A motion by Halliday and second by Millerbernd to approve the 2014 Holiday Schedule. Discussion. This is the same number of days as the policy states. **Vote. All ayes. Motion carried.**

A motion by and seconded by approving for payment of the October 22, 2013 bills to be paid in the amount of \$47,987.50 and check run #033645 to #033679. Included with the payment is net payroll by employee paid information from the last, October 11, 2013 payroll. Discussion on the late fee removed from work done at the fire station and the two electric bills showed different work done by each company. The January bill has never been paid. Review of the bills can be done before they are entered for payment. **Vote. All ayes. Motion carried.**

A motion by Halliday and seconded by Kramer to approve the September 24 and October 8, 2013 Town Board meeting minutes. Discussion. **Vote. All ayes. Motion carried.**

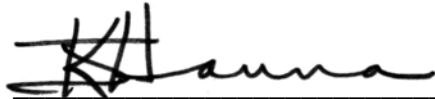
Chairman Osterhus stated the rest of the meeting was informational: The paper work has been completed by the children for the removal of the ashes and stone; The Senior Advisory Board Mediation Meeting-October 24, starting at 7:00pm in the Town Hall; Mediation Services-Fall Fundraiser; Great River Energy's Transmission Line Easement Clearing Update; Local Officials Meeting October 30, 2013 Cedar Creek Natural History Area; Office of the State Auditor E-Update; Anoka County Sheriff's report; Animal Control; MAT's Education Conference/Annual Meeting-November 21-23, 2013 Morton MN; No Township meetings before 8:00pm November 5, 2013 and the School Forest night walk October 25; Lakes Area Youth Service Bureau Fall Open House Wednesday, November 13, 3:00 to 6:00pm.

Discussion on the repair to the bridge on east Martin Lake. When the dirt is removed from the west side of the road/bridge another load of rock is needed.

Discussion on the quote received from Preferred Paving. **A motion by Kramer and seconded by Halliday to accept the quote received from Preferred Paving in the amount of \$18,900 to cut, saw, remove existing asphalt before the bridge on East Martin Lake Drive.** Discussion. **Vote. All ayes. Motion carried.**

A motion by Kramer and seconded Halliday to adjourn at 7:05pm. Discussion. Vote. All ayes. Motion carried. Discussion. **Vote. All ayes. Motion carried.**

Date approved November 12, 2013

A handwritten signature in black ink, appearing to read "J. Hanna", written over a horizontal line.

Judith K. Hanna, Clerk

A handwritten signature in black ink, appearing to read "Philip Osterhus", written over a horizontal line.

Philip Osterhus, Chairman



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**Minutes
Town Board
November 12, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday, Philip Osterhus and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present.

A motion by Halliday and seconded by Millerbernd to approve the agenda with the addition of approving the October 2013 financials, including the October bus log and discussion on Lyons Den Development. Discussion. Vote. All ayes. Motion carried.

Chairman Osterhus stated the October Building Permit Report is available and posted.

Fire Department-Fire Chief Darryl Ballman was present and reported for the month of October 20 runs were recorded-15 medical and 5 fire. The Rescue 5 has been sold and the money received will be recorded into the Departments Capital Fund. The old Engine 2 (the Side Kick) has been donated to the ACFTA. Discussion on December 6th, 2013 Firefighters Recognition Night. The roof (fire tower area) is leaking-nothing major. They are reviewing nine (9) applicants interested in joining the department.

Senior Center-Coordinator Judy Hanna provided the October bus financial/daily log. Discussion on the financial bus log. Money collected for each trip is .75 and no more than a \$5.00 donation fee is required. The Senior Advisory Board could be billed for the balance. Discussion on two letters of interest received from Nancy Olson and Hank Senger requesting to become members of SAB (Senior Advisory Board). No set policy in writing. The interested residents were in the audience. **A motion by Searing and seconded by Halliday to Chairman Osterhus suggested they attend the next SAB meeting November 18, 2013 at 9:15pm. Discussion Vote. All ayes. Motion carried.** Discussion on the meditation meeting set for November 18, 2013-Fire station (following the regular Senior Advisory Board meeting.) Linwood Family Fun Day has planned two fundraisers for the 2014 September township celebration-Veteran's Day (November 11-1pm) and Garage sale (Friday November 15 Saturday 16 9am to 2pm) NOTE-free/clean-up 2:30. Senior Center Coordinator position update. Applications closed for the position at 4:30 today. 19 applications were received. The Advisory Board will meet on Friday to review/discuss all applications. They will eliminate and pick the top 3-6 applicants. Hope to set up interviews and have an update at the next meeting.

Road and Bridge-Chairman Osterhus-November meeting minutes are posted and available. Discussion on the Pay Estimate #1 for the 2013 Street Maintenance Project. Township Engineer is recommending payment of \$261,582.12. This includes the Fontana Street Reconstruction, Kings Oakdale Park Plat 2 Overlay projects and Mobilization and Traffic Control. The 5%

retainage fee is \$13,767.48. **A motion by Kramer and seconded by Halliday to approve payment in the amount of \$261,582.12 to Knife River.** Discussion. The project took more time than was estimated. **Vote. All ayes. Motion carried.**

Park Board-Supervisor Halliday reported on plans to purchase directional signage for each park. They are going to meet December 9 at 6:00pm for their November /December meeting. Will be thinking about the 2015 budget and the skating party. **School Forest** Supervisor Millerbernd the DMC card fundraiser went well and they will be selling them again next year. Butter Braid fundraiser has started and an order sheet will be available here at the Town Hall. The October 25 candlelight walk through the School Forest was well attended.

Sunrise Watershed-Supervisor Millerbernd stated it has been pretty quiet. Waiting for response back on the carp barrier grant. Discussion on the repair to the curb on the rain garden located on West Martin Lake.

Recycling-Supervisor Kramer stated that he filled out a questionnaire for recycling and he was given permission to use money from the Recycling funds to build a storage building to store the items he is collecting on the fourth Saturday from 8am to noon. The building (30x48) will be located out in back-a map was provided showing the location, and he will use volunteers to help build it. This all came up very quietly and he worked fast to purchase it from Menards and save 11% and no tax.

Cemetery-Supervisor Searing reported the paper work has been completed by the children for the removal of the ashes and stone. The stone and ashes have been moved to another site. A Resident complained to the clerk a new flag was needed and a new one was put up.

Attorney Mike Haag Discussion on completion Lyons Den. The Attorney was directed to work with the Township Engineer to get this project finished. **A motion by Osterhus and seconded by Halliday to direct the Attorney to send a letter to the developer and if this does not get resolved by the 15th, we will complete the project and bill him.** Discussion. The developer is not allowed new home building permits within this development. **Vote. All ayes. Motion carried. Discussion** on the latest memo regarding the minimum percentage of order agreement for special assessment. **A motion by Searing and seconded by Halliday to publish this ordinance.** Discussion. **Vote. All ayes. Motion carried. Discussion** on the last meeting. The Attorney Bill Goodrich was going to research the easement for the Anderson property on Notre Dame.

Direct Deposit bi-weekly payroll employees includes the elected officials. The approval given at the last meeting is for all or none. This is a benefit for the township. We have stopped payment on payroll checks because they have been misplaced. Checks are re-issued. It does save time. It should be in place by the first of the year. The fire department would not be included. They are paid quarterly. Turn-over is higher and maybe even changing banks. **A motion by Halliday and seconded by Kramer to have it be in affect by the first of the year for all employee's and all elected officials.** Discussion. **Vote. All ayes. Motion carried.**

On Line Payment for some bills to deter the late charge fee. **A motion by Halliday and seconded by Kramer to allow for the payment of the critical bills to be paid on line.** Discussion. The bills would be approved along with all the other claims and paid on line the next day. The fire department would need to provide approval for their bills. **Vote. All ayes. Motion carried.**

Update-Officials Meeting October 30 at the Cedar Creek Natural History Area. All five Supervisor's attended the meeting and felt the information provided regarding ground water and aquifers was good. Linwood Township is unique because of our soil; when we sprinkle the water is recycled back into the soils.

A motion by Kramer and seconded by Millerbernd to approve for payment the November 12, 2013 bills to be paid in the amount of \$370,328.24 and check run #33704-33746. Included with the payment is net payroll by employee paid information from the October 25, and November 8, 2013 payroll. Discussion. Vote. All ayes. Motion carried.

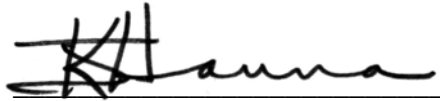
Approval, corrections and or additions to the October 22, 2013 Town Board meeting minutes. A motion by Haliday and seconded by Millerbernd to approve the meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.

A motion by Kramer and seconded by Halliday to approve the October financials, petty cash and Transportation monthly trip and donation information. Discussion. Vote. All ayes. Motion carried.

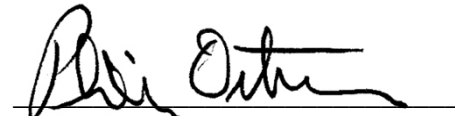
Chairman Osterhus stated the rest of the meeting was informational: Mediation Services-Fall Fundraiser; MAT's Education Conference/Annual Meeting-November 21-23, 2013 Morton MN; I (Judy Hanna) made my "Bail" fundraiser for Family Pathways Food Shelves-thank you to all that supported the fundraiser!!

A motion by Kramer and seconded by Halliday to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried.

Date approved _____



Judith K. Hanna



Philip Osterhus, Chairman



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**Minutes
Town Board
December 10, 2013
6:00p.m.**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited. Roll call was taken with the following Supervisors present: Carol Searing, Ed Kramer, Mike Halliday Philip Osterhus and Bob Millerbernd. Clerk Judy Hanna was also present. Attorney Mike Haag was absent

A motion by Halliday and seconded by Kramer to approve the agenda as printed.
Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus introduced the new Senior Center Coordinator-Dawn Cash. Supervisor Searing, Dawn and I met and discussed her role as the coordinator and to address any concerns she might have with the Chairman or the Clerk. Her first official day of work was December 9. She is working 40 hours this week (making up the 20 hours from starting December 2). She is allowed to work her 20 hours within the week to best cover the senior center. Volunteers are opening and closing the center when needed (after hours evenings and week-ends). The donated food items are coordinated by volunteers. The transportation part of her job is a slower learning area because the bus use has dropped considerably. She was agreeable to the starting pay of \$18.00 an hour. No sick, vacation or holiday pay. She is allowed to make up 4 hours of time when the building is closed for holidays.

Chairman Osterhus stated the November Building Permit Report was posted.

Senior Center-Coordinator Judy Hanna reported this would be her last report. The November bus financial/daily log is available. The Santa Party was another success. My December's time will be spent taking Dawn around to other senior centers, introducing her to residents and regular users of the center.

Chairman Osterhus stated the December Road and Bridge meeting minutes reflect discussion only are posted and available. Discussion on the snow plowing being accomplished by our two old plows, the break downs and the repairs are expensive. The cold temperatures, ice and snow have been a challenge this month. Treating the ice (below 15-20 degrees) and cold temperatures has been hard-because chemicals don't work.

Supervisor Halliday reported flooding has started and their hopes are to have the rinks ready for school break. Discussion on the skating party planned for February, 2014.

Supervisor Millerbernd stated the School Forest Committee is busy keeping the ski trails groomed. Butter Braids fundraiser was another success. The medallion hunt is in the works for the month of February. The plowing of the parking lot is being done by Steve Erickson. Steve also takes care of the trails all year around.

Supervisor Millerbernd reported the carp barrier grant (\$435,000.) has been approved and a special meeting is planned for January 8, 2014. All extra cost will be taken care of by the Sunrise Water Shed. They should be starting the project this winter because of the water flow. They will be doing all four (South end of Typo, Northwest end of Martin Lake; by Martin Lake Dam, and a little one at the South end of Martin Lake).

Supervisor Kramer reported recycling the building has arrived and the putting it together will start this week-end. At the January 25, 2014 recycling day we are accepting Christmas trees for \$1.00. Flyers will be included with the delivery of the 2014 calendars.

Discussion from Attorney Mike Haag on adopting Ordinance 147 amending Section 806. 11 Variances (Planning and Zoning) and discussion on adopting Ordinance 148 regulation of Adult Entertainment. Both Ordinances will be back on the January 14, 2014 agenda for adoption. Discussion on the selling of the Harris property.

A motion by Osterhus and seconded by Halliday to approve HLB Tautges Redpath, LTD. Auditing Services for 2013 agreement in the amount of \$24,200. Discussion. Vote. All ayes. Motion carried.

Discussion on increasing the VISA credit card credit line from \$5,000 to \$7,000. Discussion concluded with **a motion by Kramer and seconded by Halliday to approve the VISA credit card credit line to be increased from \$5,000 to \$10,000. Discussion. Chairman Osterhus recommended the \$10,000 increase. Vote. All ayes. Motion carried.**

Discussion on hiring Kevin Tramm from a 20 hour per week contracted Building Inspector to a 40 hour a week employee starting January 1, 2014. A motion by Kramer and seconded by Halliday to approve the hiring of Kevin Tramm. Discussion. His Building Inspector duties would still be at 20 hours a week. Because of the overall cut back in other employee hours the office time would be better covered by adding 20 hours to Kevin's time. The money generated by the permit fees would cover the building inspector's pay and benefits. **A motion by Halliday and seconded by Kramer to approve the hiring of Kevin Tramm to 40 hours a week employee. Discussion. Pay would be \$22.00 an hour. Vote. All ayes. Motion carried.**

Supervisor Halliday motioned and Halliday seconded to accept the Letter of resignation from Tim Peterson from The Sunrise Water Shed. Discussion. Vote. All ayes. Motion carried.

Job Description up dating discussion. The consensus from the Town Board was to approve Judy and Pam to work on updating the job descriptions. Supervisor Searing would be included in the process before it would come back to the Town Board. April is the target date for this to happen.

A motion by Halliday and seconded by Millerbernd to accept the letter of resignation received at the last Town Board meeting from Laura Hermann from the Senior Advisory Board Committee. Discussion. Vote. All ayes. Motion carried.

A motion by Kramer and seconded by Millerbernd to approve for payment the December 10, 2013 bills to be paid in the amount of \$108,068.46 and check run #33792-33825 included with the payment is employee net pay for payroll ending from the November 30, 2013. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Kramer to approve the November 26, 2013 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.

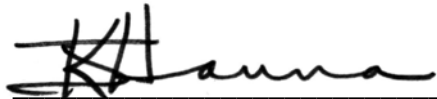
Supervisor Millerbernd thanked all the people for coming in to help cover the many areas Judy covers during the time she was out.

Chairman Osterhus stated the rest of the meeting is informational: Judy's retirement party- December 31, 2013 starting at 4:00pm (pot luck)

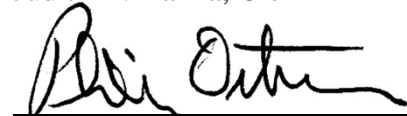
A motion by Halliday and seconded by Kramer to cancel the December 24, 2013 Town Board meeting and direct the payment of the bills by year end to be done. Approval would be done at the first meeting in January. Discussion. Vote. All ayes. Motion carried.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:00pm. Discussion. Vote. All ayes. Motion carried.

Date approved_____



Judith K. Hanna, Clerk



Philip Osterhus, Chairman



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**Minutes
Town Board
December 24, 2013
6:00 p.m.**

Canceled
Christmas