



# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

E-Mail: [info@linwoodtownship.org](mailto:info@linwoodtownship.org)

Website: <http://linwoodtownship.org>

## **Minutes Town Board January 14, 2014 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 as printed.** Discussion. The Attorney's report has been moved to the beginning of the meeting. **Vote. All ayes. Motion carried.**

**Attorney Mike Haag** recommended the approval for adoption **Ordinance 147 amending Section 806. 11 Variances.** Discussion. A summary will be printed. **Vote. All ayes. Motion carried.** Discussion on the adoption of **Ordinance 148 regulation of Adult Entertainment at the next meeting.** The Attorney also recommended approval of the four Resolutions. **A motion by Osterhus and seconded by Halliday to approve by roll call vote Resolution 2014-01 direct deposit for payroll.** Discussion. **Vote. All ayes. Resolution passed. Motion carried.** **A motion by Halliday and seconded by Millerbernd to approve by roll call vote Resolution 2014-02 setting the Park Dedication fee at \$2,000 per lot when land is being split and houses are being built within the development.** Discussion. **Vote. All ayes. Resolution passed.** **A motion by Kramer and seconded by Millerbernd to approve by roll call vote Resolution 2014-03 setting the snowmobile boundaries within Linwood Township for the next two years.** Discussion. **Vote. All ayes. Resolution passed.** **A motion by Millerbernd and seconded by Kramer to approve by roll call vote Resolution 2014-04 to joint with Anoka County approving the county hazard mitigation planning effort.** Discussion. **Vote. All ayes. Resolution passed.** Discussion on adopting the new ordinance adopting the new sewage treatment monitoring policy at the next meeting. Discussion on the snow removal and road maintenance agreement between Lent Township and Linwood. Discussion on finishing up with the inventory on the Harris property.

Discussion on the Town Board waiving the Building Permit fee to build the 30x48 recycling shed in the amount of \$374.75. **A motion by Halliday and seconded by Millerbernd to waive the building permit fee in the amount of \$374.75.** Discussion. **Vote. All ayes.**

**Chairman Osterhus** stated the December Building Permit Report is posted.

**Fire Department** report was provided by Jim Stockinger. February 5 will be recognition night. Discussion on consistent address signage to be purchased by the Township. Four new members have started January 8. Copies of the their Standard Operating Procedures were provided and will be addressed at the next Town Board meeting.

**A motion by Halliday and Millerbernd to approve the new Senior Advisory Board Pres. Eileen Reinke and Vice President Deb Parker.** Discussion. **Vote. All ayes. Motion carried.** Eileen provided information on upcoming events; Mediations (Monday January 20, 10am in the Senior Center, 2015 Budget, 55 Defensive Driving 4-Hour Refresher Class-Monday, March 24 and provided the December bus financial/daily log. Discussion on approving the three applications received to join the Senior Advisory Board. Supervisor Halliday stated at the next SAB meeting have discussion and request another recommendation from the committee for placement of each application. The Town Board would act on your recommendation at their next meeting. From the audience Nancy Olson questioned the process used and the time frame being followed for them to be appointed to SAB. Supervisor Halliday stated the process being used at this time is different because the Senior Advisory Board is doing mediation. It was decided the new members would be invited to the meditation sessions. After attending meditation you may decide not to attend. We are doing things different, but we hope your involvement will help you in your roll on the board.

**Chairman Osterhus** stated the Road and Bridge meeting held on Tuesday, January 7<sup>th</sup> the 2015 budget was worked on. The budget and meeting minutes are posted and available. Road and Bridge will not be meeting February 4 (Caucus Night).

**Supervisor Halliday** reported the rinks are good. The warming house is opened on request. No date has been set for the skating party in February.

**Supervisor Millerbernd** stated the new Principal of Linwood School Jim Caldwell attended their meeting and plans are underway for the 6<sup>th</sup> School Forest medallion hunt starting February 17, 2014.

**Supervisor Millerbernd** provided an update to the carp barrier meeting held January 8, 2014. Steve Milbrandt was present and provided a letter of interest for the Sunrise Water Shed Board. **A motion by Millerbernd and seconded by Searing to approve the appointment of Steve to the Watershed Board.** Discussion. **Steve lives on Martin Lake. Vote. All ayes. Motion carried.**

**Supervisor Kramer** stated the 4<sup>th</sup> Saturday of the month has been like a small version of our Spring Recycling Day and he does not feel the Township needs to order trees for hand out in 2014.

**Supervisor Millerbernd** reported on Linwood Family Fund Day upcoming events-meeting Monday, February 3, 2014 following the School Forest Meeting, Dairy Queen Fundraiser Wednesday, January 15, 5-8pm and Garage Sale Friday, February 15 and Saturday, January 16. The meeting will be to start planning for the September 6, 2014 event. Public is invited and volunteers are needed.



Board of Audit

**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 2013 through December 2013. 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-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Vote approved.**

**A motion by Kramer and seconded by Millerbernd to approve for payment the December 24, 2013 bills to be paid in the amount of \$31,258.74 and check run #33836 -33883 included with the payment is employee net pay for payroll ending December 31,2013 and January 3, 2014 in the amount of \$14,437.18 (2013 Planning and Zoning, Supervisors, and regular payroll). Discussion. Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Millerbernd to approve for audit and file the payment the January 14, 2014 bills in the amount of \$23,823.30 and check run 33884-33910. Discussion. Vote. All ayes. Motion carried.**

**Supervisor Millerbernd** stated he has not gotten started on reforming the Building Study Committee. A short article asking for volunteers will be in the next newsletter.

**A motion by Millerbernd and seconded by Halliday to set the Budget Meeting Workshop for the General Budget January 27, 2014 starting at 6:30pm. Discussion Park Board Meeting in the Senior Center January 27, 2014 starting at 6:00pm. Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Halliday to file for audit the December 2013 Petty Cash Report and December 2013 financial reports. Discussion. Vote. All ayes. Motion carried.**

**Chairman Osterhus** stated the rest of the meeting is informational: DVD-Township Government-Foundation of Democracy; Anoka County History Center News; Practical Guide to Zoning and Land Use Law-April 8, 2014 seminar; Anoka County News; Township offices are closed for MLK Day; Memo from Metropolitan Council; New Township E-Mail address-info@linwoodtownship.org Forest Lake Times bid for legal; Science Center newsletter; printing status

**A motion by Millerbernd and seconded by Kramer to adjourn at 7:55pm. Discussion. Vote. All ayes. Motion carried.**

Date approved\_\_\_\_\_

\_\_\_\_\_  
Judith K. Hanna, Clerk

\_\_\_\_\_  
Philip Osterhus, Chairman



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## Minutes

### Town Board

January 28, 2014

6:00 p.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 discussion from the Cemetery Committee and Supervisor Kramer added. Discussion. Vote. All ayes. Motion carried.**

**Township Engineer Craig Jochum was present for discussion on the Feasibility Study Report for 245<sup>th</sup> Avenue.** Residents from both sides (Linwood and Oxford) of 245<sup>th</sup> Avenue were present. A petition had been received listing seven residents requesting Linwood, Anoka County and Oxford, Isanti County to consider paving 245<sup>th</sup> Avenue. Craig will forward the study to Oxford Township. The residents will petition Oxford Township for support.

**A motion by Halliday and seconded by Kramer to appoint Nancy Olson and Hank Senger as members to the Senior Center Advisory Board. Discussion. Mediation meeting is February 24 at 10:00am in the Fire Station. No regular February SAB meeting. Vote. All ayes. Motion carried.**

**Discussion** from Attorney Mike Haag recommending approval of the fire department Standard Operating Procedures and Standard Operating Guidelines (SOPs and SOGs). **A motion by Kramer and seconded by Millerbernd to approve the Operating Procedures and Operating Guidelines. Discussion. Vote. All ayes. Motion carried. Discussion** on tabling the Ordinance on Adult Use Entertainment. **A motion by Halliday and seconded by Halliday to table until the next meeting the Adult Use Ordinance. Discussion. Vote. All ayes. Motion carried.**

**Update** on the Septic Systems Ordinance-waiting for review by the MPCA. Update on the Harris property-the property has been sold. Bills incurred should be ready for payment within the next couple of months from the Harris estate.

**Discussion** from Cindy Gruett resigning from the cemetery committee Chairman. Supervisor Searing received a letter from Lois Rustad resigning. A recommendation from Supervisor Searing is to dissolve the Cemetery Committee. From the Attorney's standpoint this is an informal committee. From the audience: Deb Parker stated she was a member and agreed to the dissolving of the committee and she would also submit her letter resigning. Searing stated Sandy Lathrop would continue working with Judy on the books. **Discussion** on the cemetery

sexton/grave digger position. **A motion by Osterhus and seconded by Halliday to accept the letters of resigning and dissolve the Cemetery Committee.** Discussion. The Clerk was directed to send letter of thank you. Supervisor Searing stated she was going to. **Vote. All ayes. Motion carried. A motion by Kramer and seconded by Halliday to dissolve the Cemetery Committee.** Discussion. A thank you for their time, effort and work they have done since the committee was formed-2008.**Vote. All ayes. Motion carried.**

**Discussion** from Supervisor Kramer on signing the 2014 Recycling Contract. **A motion by Kramer and seconded Halliday by to approve the 2014 contract and direct the Chairman and Clerk to sign.** Discussion. **Vote. All ayes. Motion carried.**

### **Reorganizational Meeting**

**A motion by Halliday and seconded by Kramer to reappoint Chairman Osterhus as Chairman of the Board.** Discussion. **Vote. Four ayes. Osterhus abstained. Motion carried. A motion by Millerbernd and seconded by Kramer to reappoint Mike Halliday as Vice Chairman.** Discussion. **Vote. All ayes. Motion carried.** Having no Township election in 2013 there is no Transfer of Town Records. **A motion by Halliday and seconded by Millerbernd to keep the Town Board meeting the second and fourth Tuesdays of each month and to start at 6:00pm.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on designating an official newspaper was tabled until the next meeting. Letters were received from the Anoka County Record and the Forest Lake Times. A motion by Searing to keep the Forest Lake times as the official legal paper did not receive a second. **A motion by Halliday and seconded by Kramer to keep the three posting of legal notices the same—the Country Pumper, Dolphy’s and the Town Hall.** Discussion. **Vote. All ayes. Motion carried. A motion by Kramer and seconded by Millerbernd to keep the Wyoming Bank as the Town depository.** Discussion. **Vote. All ayes. Motion carried. A motion by Millerbernd and seconded by Halliday to keep the Clerk, Treasurer, Chairman and the Deputy Treasurer the four signatures needed for signing Township checks.** Discussion. **Vote. All ayes. Motion carried.** Consider potential conflict of interest issues would be done by Resolution the first of the year. We do not have any. The Town Board does review and amend board policies as needed. Discussion on the town’s AWAIR plan. Inventory of training and reference material is on the shelf in the town office. **Discussion** on the town ordinance and resolution books. Ordinances are entered into the code book. Training opportunities are provided at meetings as information comes in. A list of officers is sent to the MN Association of Townships. The Federal rate for mileage is 56¢ per mile; we are paying 55¢ per mile. It will stay the same.

**A motion by Halliday and seconded by Kramer to approve and leave the providers of our Township Services the same. Attorney, Mike Haag (firm-Randall Goodrich & Haag PLC) Auditor, David Mol (firm HLB Tautges Redpath, LTD), Engineer, Craig Jochum-(firm Hakanson Anderson), Health Authority, Tree and Weed Inspector, Kevin Tramm, S.R.W.M.O., Robert Millerbernd.** Discussion on the Road Foreman, Frank Kvidera and Kevin Tramm is a full time employee as of January 1, 2014. **Vote. All ayes. Motion carried.**

**Discussion on the office fees.** Since June 10, 2008 the fees are set by ordinance. A motion by Kramer and seconded by Millerbernd to leave all land use application fees as set.

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 Millerbernd and seconded by Halliday to leave all Licenses fees the same as last year. Discussion. Vote. All ayes. Motion carried.**

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 Kramer and seconded by Halliday to leave all Services Fees the same as last year. Discussion. Vote. All ayes. Motion carried. Discussion. Vote. All ayes. Motion carried.**

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 per side	.25
Town Codebook	75.00
Township Maps	1.00 to 10.00

Not many changes to the duties/positions created by the Town Board. Supervisors appointed to oversee Township committees and attend day/night time meetings.

- Anoka County Partners-Delete
- Building Maintenance-Millerbernd
- Cemetery Committee-disbanned Clerk/Sexton Town Board
- Fire -Police-Safety-Osterhus and Kramer
- Insurance-Halliday
- Linwood Family Fun Day Committee-Millerbernd
- Park and Recreation Commission-Halliday
- Personnel-Osterhus
- Recycling-Kramer
- Road and Bridge Committee-Osterhus and Kramer
- Senior Center-Haliday
- School Forest-Millerbernd

- Sunrise River Watershed Management Organization (SRWMO)-Millerbernd
- Cable, Newsletter and Webpage-Searing

**A motion by Kramer and seconded by Halliday to approve payment of the January 28, 2014 bills in the amount of \$9,466.27 and check run #033948 to #033966 and Fire Department 4<sup>th</sup> qt. 2013 payroll in the amount of \$22,016.44 and check run #33911 to 33947. Regular payroll direct deposit #720-733 in the amount of \$14,270.25. Discussion. Vote. All ayes. Motion carried.**

**A motion by Millerbernd and seconded by Halliday to approve the meeting minutes from the December 10, 2013 and January 14, 2014 Town Board meeting minutes as written. Discussion. Vote. All ayes. Motion carried.**

**Chairman Osterhus stated the rest of the meeting was informational.**

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

**Date approved**\_\_\_\_\_

\_\_\_\_\_  
**Judith K Hanna, Clerk**

\_\_\_\_\_  
**Philip Osterhus, Chairman**



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Minutes

Town Board

2015 Budget Meeting

February 6, 2014

5:00 P.M

Chairman Osterhus stated this meeting would cover all 2015 proposed budgets submitted by workshop for the General, 2015 proposed budget.

Review other budgets submitted for 2015

Adjournment

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. Accounting/Secretary, Pam Olson and the Clerk Judy Hanna were also present.



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## **Minutes Town Board February 11, 2014 6:00 p.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 as printed.**  
Discussion. **Vote. All ayes. Motion carried.**

**Discussion on** choosing a Legal Paper for the Township. A motion by Kramer and seconded by Searing to approve the Forest Lake Times as the Townships legal paper. Discussion. A letter was received by all Supervisors from John Kysylczyn, publisher of the Anoka County RECORD. Jeff Andres, General Manager for ECM was present and agreed to put the Forest Lake Times paper for free at the Linwood Country Pumper Store and Dolphy's Automotive. They would continue to deliver the same amount of papers to the Town Hall. Because Dolphy's is not open all the time an outside box could be placed. Jeff will check with Dolphy's to make sure an outside box is acceptable. **Vote. All ayes. Motion carried.**

**Attorney, Mike Hagg** informed the Board the MN Pollution Control Agency has approved Anoka County's Septic System Ordinance and recommends we approve Township Ordinance 149. **A motion by Kramer and seconded by Halliday to approve for publishing Septic System Ordinance 149.** Discussion. This information will be provided to Met Council. **Vote. All ayes. Motion carried.** **Discussion** on the Adult Use Ordinance 148. **A motion by Millerbernd and seconded by Halliday to table action on Ordinance 148 until the next meeting allowing the use be by a permit (Conditional Use Permit) instead of zoning changes and setting licensing fee of \$3,000.** **Vote. All ayes. Motion carried.** **Discussion** on Resolution approving Clerks pay 2014-05 and Resolution approving Town Board Supervisors pay 2014-06. Both were recommended by the Auditor. **A motion by Halliday and seconded by Kramer to set the Clerks pay as salaried at \$389.60 per week with no benefits.** Discussion. The Clerks hours would include every Tuesday and to fill in where needed during the week. **Vote. All ayes. Motion carried.** **The Attorney** requested time to research the resolution setting the Supervisor's pay.

**Chairman Osterhus** the January 2014 Building Permit Report is posted.

**Fire Department** Fire Chief Darryl Ballman was not available.

**Senior Center**, Acting Pres. Eileen Reinke provided January's Senior Center report. The January bus financial/daily log was available. Stated the February 17, 2014 Senior Advisory Board meeting is canceled.

**Road and Bridge**, Chairman Osterhus meeting minutes are posted and available. Discussion on the Final Payment to Knife River Corporation for the 2012 Street Improvement Projects in the amount of \$10,626.36. **A motion by Kramer and seconded by Halliday to approve for final payment in the amount of \$10,626.36 to Knife River Corporation.** Discussion. Projects included Sunrise Road, 201<sup>st</sup> Place Overlay, 202<sup>nd</sup> Lane Overlay, Shadow Ridge Overlook Improvements. **Vote. All ayes. Motion carried.**

**Park Board**, Supervisor Halliday reported the Second Annual Skating Party was well attended 70-80 parents and children. A special Thank You to Supervisors Halliday and Millerbernd, Park Board Chairman Mike Pederson and the volunteers for all their efforts on getting the rinks ready for use and the extra time for the party.

**School Forest**, Supervisor Millerbernd stated the 6<sup>th</sup> Annual Linwood Community Park and School Forest Medallion Hunt starts Monday February 17, The daily clues will be posted at the school and here at the town hall at 8am starting the 17 and until the medallion is found. **A motion by Millerbernd and seconded by Halliday to accept the resignation letter received from Alan Hurtley.** Discussion. Alan has been on the committee since it was started The Clerk was directed to send a letter of thank you. **Vote. All ayes. Motion carried. A motion by Millerbernd and seconded by Searing to approve the appointment of Mary Tenjack to the School Forest Committee.** Discussion. **Vote. All ayes. Motion carried.**

**Sunrise Watershed**, Supervisor Millerbernd stated no news is good news. He did not attend their last meeting because of attending a Township Budget meeting.

**Recycling**, Supervisor Kramer reported the Township has received the reimbursement check in the amount of \$31,000+ for recycling costs from 2013 recycling expenditures. The recycling building is being slowly completed. Between the snow, wind and cold it hasn't been moving as quickly as he would like.

**A motion by Searing and seconded by Halliday to appoint Supervisor Kramer as the Planning and Zoning liaison.** Discussion. This was omitted from the list of Supervisors Duties at the Re-organizational Meeting. **Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Halliday to approve Approving Length of Service pay for both the maintenance personal (.25-1%).** Discussion. They are the only ones entitled to this increase year. **Vote. All ayes. Motion carried.**

**A motion by Osterhus and seconded by Halliday to approve a Cost of Living Increase of 1.5% for all employees except the three newly hired, all elected officials and the custodian.** Discussion. **Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded Halliday to approve for payment of the February 11, 2014 bills in the amount of \$100,357.65 and check run #033975 to #034012 and regular payroll \$11,922.63 (direct deposit) and 2013 Park Commission members monthly meeting**



**compensation \$818.15-check run #33969 to 33974. Discussion. Vote. All ayes. Motion carried.**

**January 2014 financial information was not available.**

**Discussion and a motion by Kramer and seconded by Halliday to approve the January 28, 2014, Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Halliday to approve the 2015 Proposed Budgets as submitted in the amount of \$1,756,860. Discussion. This information will be provided to the Auditor. The Auditor uses the amounts received as revenue and subtracts from the budgets to reach the proposed levy. The Supervisors are in support of the \$1,500,000. Vote. All ayes. Motion carried.**

**Chairman Osterhus stated the rest of the meeting was informational: Discussion with the State Auditor's office-2012 LFFD benefit funds and check and retirement party December 31, 2013; Final Linwood Family Fun Day Expense and Income.**

**A motion by Kramer and seconded by Halliday to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried. Discussion. Vote. All ayes. Motion carried.**

**Date approved**\_\_\_\_\_

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**Judith K Hanna, Clerk**

\_\_\_\_\_  
**Philip Osterhus, Chairman**



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## **Minutes**

### **Town Board**

**February 25, 2014**

**5:00p.m.**

### **Regular Meeting will follow Auditor**

**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 Clerk Judy Hanna was also present. Absent was Mike Halliday

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

**Chairman Philip Osterhus introduced Peggy Moeller** Township Auditor from HLB Tautges Redpath, LTD to discuss the 2013 Audit and the March 11, 2014 Annual Meeting. The proposed levy for 2015 is \$1,500,000.

**A motion by Kramer and seconded by Millerbernd to adjourn the meeting with the Auditor at 5:35pm.** Discussion **Vote. All ayes. Motion carried.**

**Chairman Osterhus** called to regular Town Board Meeting to order. Roll call remained the same with the addition of the Attorney Mike Haag. Absent was Mike Halliday.

**Discussion from Anoka County Elections Manager Cindy Reichert** regarding the 2014 Election in person absentee voting for the residents of Linwood Township. Linwood Township adopted the Joint Powers Agreement effective January 1, 2013 assuming all costs related to issuing, receiving and processing absentee ballots casted. In 2013 the City of Columbus had that responsibility for Linwood because of public concerns (Judy was on the ballot). The bill paid by Linwood was an extra \$800.00. This year Judy is not on the ballot and Linwood will have that responsibility. They will need to provide in person absentee voters staff from (Primary) June 27<sup>th</sup> through August 11<sup>th</sup>. (General) September 19<sup>th</sup> through November 3<sup>rd</sup> available all hours the Town Hall is open. Additional hours-10am to 3pm each Saturday prior to each election and until 5pm the day before each election. Cindy suggested another e-mail account for election information only. A Label printer (Dymo or desk top) is also needed. All staff authorized to serve in person absentee voters at the Town Hall would be deputized-only for purposes of absentee voting. The budgeted amount for 2014 is \$5,000 to cover the additional expenses.

**Supervisor Kramer stated Planning and Zoning** met and heard Application 2014-01 Variance Hulsman property split not meeting the required 150' contiguous road frontage. Planning's recommendation is approval. **A motion by Searing and seconded by Millerbernd to approve the variance application 2014-01 received from Ed Hulsman.** Discussion. **Vote. All ayes. Motion carried.** Application 2014-02 Rezoning Hulsman property from Residential/Agricultural

to Single Family Residential. Planning recommended approval. **A motion by Kramer and seconded by Searing to approve the rezoning Application 2014-02 received from Ed Hulsman.** Discussion. In order for the platting process it needs to be rezoned. **Vote. All ayes. Motion carried.** Application 2014-03 Hulsman Development Preliminary Plat. Planning recommended approval. **A motion by Kramer and Millerbernd to approve the Preliminary Plat Application 2014-03 received from Ed Hulsman.** Discussion. It meets all Township requirements. **Vote. All ayes. Motion carried.** Application 2014-04 Hulsman Final Plat. Planning recommended approval. **A motion by Millerbernd and seconded by Kramer to approve application 2014-04 accepting the Final Plat received from Ed Hulsman.** Discussion. It meets all Township requirements. **Vote. All ayes. Motion carried.** Discussion on refunding half of the fees collected for this process. Supervisor Kramer stated by having the four applications heard at one meeting, saved at least that much in paid staff time and Commission members pay per meetings time. **A motion by Kramer and seconded by Millerbernd to return \$400.00 of the \$700.00 application fees collected.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the \$2,000 Park Dedication fee for one new lot. The required Park Dedication fee set at \$2,000 will remain to be collected.

**Fire Department-**Fire Chief Darryl Ballman was present and provided January 2014 information.

**Attorney Mike Haag** discussion on Ordinance 148-Adult Entertainment Ordinance. **A motion by Millerbernd and seconded by Searing to approve as printed Ordinance 148.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Searing and seconded by Kramer to approve for publishing the summary for Ordinance 148.** Discussion. **Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Searing to award the 2014 Street Maintenance Project Bid to Knife River Corporation total amount of \$227,635.05 (\$206,545.05 and \$21,090.00 to complete Lyons Den).** Discussion. This is the recommendation from Township Engineer Craig Jochum, from Hakanson Anderson. The project includes work on Unser Street, 234<sup>th</sup> Avenue, East Martin Lake Drive and the Lyons Den development. The construction plans are on file here. **Vote. All ayes. Motion carried.**

**A motion by Searing and seconded by Millerbernd to approve and pay as presented payment of the February 25, 2014 bills in the amount of \$24,843.97 and check run #034015 to #034033. Regular payroll pay date 2/14/14 in the amount of \$14,566.69 (direct deposit #755 through #772).** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** on increasing the \$500.00 credit card limit to \$1,000. **A motion by Millerbernd and seconded by Kramer to increase the \$500.00 credit card limit to \$1,000.** Discussion. With the \$500.00 limit it would not fill up two plow trucks. **Vote. All ayes. Motion carried.**

**Discussion** on when does the Cola increase approved at the last meeting (2-11-2014) take effect? **A motion by Millerbernd and seconded by Searing to approve the Cola increase effective immediately.** Discussion. This payroll. **Vote. All ayes. Motion carried.**

**A motion by Searing and seconded by Halliday to approve Township employee Kevin Tramm as a notary.** Discussion. **Vote. All ayes. Motion carried.**

**A motion by Millerbernd and seconded by Kramer to approve the February 11, 2014 Town Board meeting minutes as printed.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** on approving the Northern Lights Pyrotechnics for Linwood Family Fun Day September 6, 2014 in the amount of \$3,500. **A motion by Millerbernd and seconded by Kramer to approve the spending of \$3,500 for fireworks for Linwood Family Fund Day.** Discussion. Payment comes out of the Linwood Family Fun Day funds. Money raised for all the fundraiser covers this cost. **Vote. All ayes. Motion carried.**

**Discussion** on placing a question on the 2014 November Election ballot for hiring instead of electing the Town Clerk and the Treasurer. This will be on the agenda for the March 11, 2014 Annual Meeting. The Town Board wants discussion from the residents. The final decision about how it would be placed on the ballot is at the Boards discretion.

**Discussion** from Supervisor Millerbernd on Anoka Conservation 2015 budget

**Chairman Osterhus** stated the rest of the meeting was informational: Anoka County Recorder; Recycling tonnage report/e-mail request sheet; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Forest Lake Chambers Community Home and Business Show 3-16-2014; Board of Appeals and Equalization Meeting Date Change from May 7, 2014 at 5 pm to April 22, 2014 at 5:00pm; 12/31/2013 Statement of Receipts, Disbursements and Balances sheet; January Road and Bridge meeting minutes and the January Linwood Senior Bus information was provided.

**A motion by Millerbernd and seconded by Kramer to adjourn at 7:15pm.** Discussion. **Vote. All ayes. Motion carried.**

Date approved \_\_\_\_\_

\_\_\_\_\_  
Judith K. Hanna, Clerk

\_\_\_\_\_  
Philip Osterhus, Chairman



# LINWOOD TOWNSHIP

ANOKA COUNTY

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## **Minutes Town Board Special Meeting March 6, 2014 5:00 p.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. The Clerk was dismissed from the meeting at 6:00pm because of another commitment.

Chairman Osterhus stated this meeting is for the Board to publicly discuss the letter received from the State of Minnesota, Office of the State Auditor. Copies were made available to the audience.

Attorney Mike Haag stated this meeting is for discussion only.

Chairman Osterhus stated the letter received from the Office of the State Auditor's is because they received a number of concerns about Linwood Township. A copy of the letter was received by our auditors and the attorney. A background summary was provided. Our Township auditor has responded to this letter.

Donation Acceptance: **State Auditor**-Towns are authorized to accept donations. However, Minnesota law requires town boards to accept a donation by a resolution adopted by two-thirds majority vote. The OSA found that the Town Board did not adopt the resolutions required by Minnesota law when accepting donations made to the Town. During its review, the OSA also found that a donation check for an event held at the Senior Center was made payable to the Clerk, instead of the Town. The OSA recommends that, in the future, all donations to the Town be accepted by resolution of the Town Board adopted by a two-thirds majority vote. The OSA also recommends that all check donations to the Town be made payable to the Town, not to individual Town employees or officers. **Township Auditor**-All donations received by the town should be accepted by the board by resolution adopted by two-thirds majority vote. Supervisors all agreed to follow Minnesota law/our auditor advice and continue to work with all elected officials, and all employees. From the audience-This letter states it will provide the Town with guidance. Osterhus stated this is the only way this five member board can discuss the letter. Fire department donations should be for the Fire Relief. All listed donations could be accepted by one resolution.

Fundraising: **State Auditor**-While a town may accept donations, the OSA knows of no general statutory authority for towns to hold fundraising events such as garage sales and silent auctions. These sorts of fundraising activities are more appropriately conducted by a separate group, such as a nonprofit organization. Nonprofit organizations are separate legal entities created by concerned community members, not by a town. The OSA generally recommends that local government

officials and employees serve only in an *ex officio* capacity on the board of any nonprofit created to assist a local government. **Township Auditor**-The town should not be involved in fundraising events. The OSA also states that an advisory board appointed by the town board should not be operating fundraising. The OSA notes that the Linwood Senior Center Inc. is a nonprofit organization. A nonprofit could operate fundraising events but the revenues and expenses for the event should be run through the nonprofit's checkbook and not the town's. The nonprofit could donate its profits to the town. Chairman Osterhus stated at the annual meeting permission is needed from the taxpayers. Linwood Family Fun Day funds have always been included with the levy money approved by the taxpayers-but not by a separate motion. None of the funds are approved by line by line or by department-the people approve the levy dollar amount. The fundraisers raise a huge amount of the operating funds. The issue is the Township can't be any part of LFFD. The Township can donate \$20,000 (2015 levy money) to this event.

Senior Advisory Board: **State Auditor**: OSA does not have sufficient information to determine whether another nonprofit has been created to support LFFD or whether the mission of the Linwood Senior Center, Inc., of Anoka County would include raising funds for LFFD. Nonprofit organizations are subject to state and federal nonprofit laws. They must control their own funds and activities. They should not control town funds. The Senior Advisory Board is appointed by the Town Board and is not a separate nonprofit organization. Their function has been an advisory group to provide recommendations to the Town Board. The group should not be operating fundraising efforts on the town's behalf. An advisory group should not have its own funds or have control over town funds. OSA questions why the Senior Advisory Board has its own checking account. The OSA recommends that a separate nonprofit organization operate any garage sales or silent auctions held to raise funds for LFFD or any other cause. The senior center can still be used for fundraisers by other groups. The senior center is funded by township funds. We can't raise funds for the Town celebration but we can levy money and accept sponsorship for the event by resolution. Payments for Forest Lake Youth Service Bureau, Mediation Services, Anoka Historical Society, and the Alexandra House have been approved by the taxpayers at the Annual Meeting in the amount of \$5,000. Discussion from Pam Olson, Township Office Secretary/Accountant-the spending of township funds is left up to the five elected Town Board Supervisors. The books are open to the public. They are out at every meeting for review. Pam will follow up on what amount the Township can give towards a community celebration. Supervisor Searing stated she has been checking into the Linwood Senior Center, Inc., of Anoka County. The letter received from the State Auditor's Office says it is not for profit. Supervisor Halliday stated the current Senior Advisory Board will discuss their options at their next meeting. The Golden Club is a user of the center. The function of the Advisory Board is over see the senior center. The Park Board has a community to oversee the parks. The seniors have never owned the building. It was the Township auditor that recommended the revenue taken in from the rent of the senior center/tables/chairs has to be deposited as revenue into the senior center budget-not into their own check book.

**Community Celebration: State Auditor**: At the annual town meeting, electors may set an amount of money that the town board may spend to host or support a community celebration. For the years 2010, 2011, and 2012, the Town's audited annual financial reports contain a separate line item for LFFD revenues and expenditures. The financial reports show that the Town spent Town funds on LFFD in 2012 (\$2,562), 2011 (\$5,396) and 2010 (\$2,088). The Towns annual meeting minutes did not record that the electors set amount of money the Town would spend on LFFD at the annual meeting. The OSA recommends that the Town electors, at the Town's meeting, set the amount of Town funds the Town Board is authorized to spend on a community celebration. The minutes from the annual meeting should document the amount set by the electors. **Township**

**Auditor:** The annual meeting minutes should record the amount approved by the electors for the LFFD.

**Personal purchases: State Auditor:** Supervisor Halliday stated following the Townships auditors recommendation (2009) we do not purchase flowers for funerals of family members of Town Officers and employees. The expenditures must be for a public purpose. The OSA knows of no authority for using town funds for personal purchases, even if the town funds are promptly repaid. Funds raised at fundraising events should not be deposited in Town accounts or otherwise co-mingled with Town Funds. The OSA knows of no authority for a town to provide food to town venders, unless the food is a provision in the town's contract with the vender, providing food to officials/guests during a public meeting is necessary depends upon the necessity for holding a particular meeting during meal time and upon the benefits derived from providing food during a meeting.

**Petty Cash:** Supervisor Halliday stated the petty cash, and timekeeping procedures have been corrected. The State Auditor's Office is recommending that the Town designate a custodian for the petty cash fund and limit the number of employees with access to the fund. The State's Auditor Office suggested additional guidance on **employee timekeeping** procedures to review the OSA's Statement of Position on Employee Timekeeping Procedures. **Three Receipt Books:** Building permit fees are recorded in one book. Township operating fees are recorded into another book. Unrecorded Receipts are provided when a resident requests one because of an item donated to the Township-wheelchair, garage sale item, recycling fee, or attendance at a Senior Center movie event. Discussion will continue on. The OSA also recommends that the Town issue pre-number receipts for all payments received. Chairman Osterhus stated we have had pre-numbered receipts for years.

Discussion on what will happen to all of the items and the trailer full of garage sale items?

From the audience: The beginning of the letter states the OSA received a number of concerns. The letter provided some guidance to better safeguard its financial resources and to comply with Minnesota Law regarding those concerns. Do you and the people here understand the amount of your taxpayer dollars that has been spent on charges aimed against one person? The Township Auditor and all the calls to our Attorney. The amount of staff time spent providing information? All the energy spent by all of you trying to put this one person down? Extra meetings and Supervisors pay. What a shame.

Discussion continued on LFFD.

**A motion by Halliday and seconded by Kramer to adjourn at 6:55pm. Discussion. Vote all ayes. Motion carried.**

Date approved : March 25, 2014

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Judith K. Hanna, Clerk

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Philip Osterhus, Chairman



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## Minutes

### Annual Meeting

March 11, 2014

7:00 p.m.

86 names were on the attendance sign-in sheet.

**The Clerk, Judith Hanna**, called the meeting to order 7:00pm, and requested everyone be seated. The Pledge of Allegiance to the Flag was recited. The first order of business was nominations from the floor for Moderator. **A motion was made and seconded for Brent Lee as moderator.** No other motions were received. **By the sound of ayes, Brent Lee was voted in as the moderator.**

**As moderator, Brent Lee**, following the agenda, started with the introduction of the Board of Supervisors: Chairman of the Board-Philip Osterhus, Vice-Chair-Michael Halliday, Ed Kramer, Robert Millerbernd, and Carol Searing, Clerk-Judy Hanna and Treasurer-Vicki Erickson. The Attorney Michael Haag and the Township Auditor Peggy Moeller from HLB Tautges Redpath, Ltd were also introduced.

**A motion was made and seconded to approve the agenda as printed.**

**A motion was made and seconded to approve the Annual Meeting minutes from March 12, 2013 as printed.**

**Township Auditor-Peggy Moeller** provided hand outs and discussion on the 2013 audit taking place. The onsite audit is finished. Peggy explained the audit is conducted in accordance with auditing standards generally accepted here, and the provision of the Minnesota Legal Compliance Audit Guide for Local Government promulgated by the State Auditor pursuant to Minnesota Statutes Section 6.65. The audit included tests of the accounting records and other auditing procedures necessary. A legal compliance mandated by the State Auditor's Office was also done, which covers six categories including contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous. It did not cover public indebtedness because Linwood has no debt. The Town Board and committee members started to work on the 2015 budget at the beginning of 2014. The proposed operating expense budget approved by your Supervisors for 2015 is \$1,625,755. The levy for 2015 is \$1,500,000; the same as last year. Where the levy is at right now, leaves balances at the end of the year at the 50% margin needed to carry you over to your first draw of the levy money in July. Her recommendation is not going any lower than that. Local government aid (revenue) will return in 2015- but very small compared to years ago. Peggy stated as you look at the 2015 budgets, and the required levy to meet the budgets, you also need to look at the expenditures. When you reduce the levy you need to reduce your expenditures. The audit for 2013 is just wrapping up and we are projecting figures based on the audit. We project the revenues. You project the budgets. When we have the 2013 ending numbers then we add in 2015 projected revenues and 2015 expenses. The ending 2013 numbers will differ because those are budgeted figures. Revenues are subtracted from the expenditures. The levy amount is what you are taxed on. On your information sheets you see the past year's ending expense figures and two years of budget figures. Hearing no questions, Peggy stated she would turn the meeting back to the moderator.



Township Reports and 2013 proposed expenditures/operating budget: **Supervisor Halliday** provided a summary for the "General Fund" and stated the budget of \$418,715 was \$22,795 more than 2014 budget. **Chairman of the Board Philip Osterhus** provided a summary for "Road and Bridge" stated the budget requested of \$596,700 was \$11,100 more than 2014 budget. **Supervisor Ed Kramer** provided a summary for the "Fire Department" stated the budget request of \$300,765 was \$10,295 more than 2014. **Supervisor Searing** provided a summary for the "Senior Center" and stated their budget request was \$84,450 and was \$12,400 less than the 2014 budget. **Supervisors Mike Halliday and Bob Millerbernd** provided a summary for the "Park Board" stated the budget request of \$71,230 was \$230.00 more than the 2014 budget. Supervisor Bob Millerbernd turned the "Police" fund over to Commander Paul Sommer. A 2013 year of activity map was provided. Monthly police reports are available. Three Anoka County Deputies were also present that cover the township. Supervisor Millerbernd stated the police budget is \$5,000 more for 2015 \$225,000. Chairman Osterhus stated the "Capital Improvement" was increased \$17,000 over 2014 to \$25,000.

**Discussion** was held on the planning of the budgets and the need to keep up with the growth, improvements, and upgrading of all township equipment.

**Discussion** on why the Senior Center budget is less. Supervisor Searing stated with the retiring of Judy Hanna and the hiring of Dawn Cash the wage and benefits are less.

**Moderator Lee asked for a motion to set the 2015 levy. A motion was made and seconded to set the 2015 Levy amount at \$1,500,000. Discussion. Vote. By the sound of ayes, motion carried.**

**Moderator Lee** asked if the Supervisors had any more comments. All Supervisors thanked the residents for attending their Annual Meeting. They encouraged all residents to keep informed, ask questions and attend monthly Town Board meeting.

**Anoka County Commissioner and Chair of the Anoka County Board, Rhonda Sivarajah** was present and discussed county road 2014 projects.

**Discussion** on placing the question on the November Election Ballot to hire the Clerk and or Treasurer. The final decision is made by the Town Board.

**Motion was made and seconded by set the 2015 Annual Meeting in the Senior Center starting at 7:00pm March 10, 2015. Discussion. Vote. By the sound of ayes. Motion carried.**

Other

**A motion was made and seconded to adjourn at 8:10pm. Discussion. By the sound of ayes. Motion carried. Meeting adjourn.**

Date approved: March 10, 2015

  
\_\_\_\_\_  
Moderator

\_\_\_\_\_  
Judith K. Hanna, Clerk



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## **Minutes**

### **Town Board**

**March 11, 2014**

### **Following the Annual Meeting**

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.**

**A motion by Millerbernd and seconded by Kramer to approve payment of the March 11 2014 bills in the amount of \$71,177.42 and check run #034035 to #034060. Regular payroll pay date in the amount of \$11,516.30 (direct deposit #776 through #786). Discussion. Vote. All ayes. Motion carried.**

The February 25, 2014 meeting minutes will be on the March 25, 2014 Town Board agenda.

A motion by Kramer and seconded by Halliday to adjourn at 8:35pm. Discussion. Vote. All ayes. Motion carried.

**Date approved: March 25, 2014**

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**Judith K Hanna, Clerk**

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**Philip Osterhus, Chairman**



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## Minutes Town Board March 25, 2014 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 discussion on the April 12, 2014 Pet Clinic. Discussion. Vote. All ayes. Motion carried.**

**Discussion from Timothy Marion**, Area Wildlife Supervisor MN Department of Natural Resources for Anoka County regarding purchasing a 40.5 acre parcel of land from Melvin Pfaffendorf. This is the first of three steps needed to be done before the purchase. The next step is working with Anoka County. This parcel will have a posted buffer of 500 feet on the east (Linwood Elementary School-no firearms) boundary. **A motion by Halliday and seconded by Millerbernd to give recommendation of approval for this the purchase of this 40 acre parcel from Melvin Pfaffendorf. Discussion. The next step is before the Wetland Committee. Vote. All ayes. Motion carried.** Discussion on the upgrading of 205<sup>th</sup> Avenue (coming out from Wyoming).

**Attorney Mike Haag** discussion on the Level 2 predatory offender notification. The Attorney wants to have discussion with the Anoka County Sheriff's Office regarding our Ordinance N0 145. **Discussion** on Resolution 2014-04 to adopt changes to the Multi-Jurisdictional All Hazards Mitigation Plan for Anoka County Resolution (2004-10). **A motion by Halliday and seconded by Kramer to add the wordage allowing Linwood Terrace to build a storm shelter. Discussion. Vote. All ayes. Motion carried.** **Discussion** on the informational request from Family Pathways for support for 2015. They provided a contract. They are a 501c3. **Discussion** on 2014 budget has payment to Alexandra House \$100. Not \$1,000. **Discussion** on the Forest Lake Youth Service Bureau 2015 contract requesting \$1,000. They provided a yearly report and did provide a contract. The 2015 budget did not include a donation to any of these organizations.

**Discussion from Supervisor Searing** regarding action on the State Auditor's letter regarding having no more garage sales. We budgeted \$20,000 for LFFD for 2015. It was approved by the people at the March 11, 2014 Annual Meeting. **Discussion** on the Wyoming Dairy Queen LFFD event. The Supervisors (4) agreed this was not a Township fundraiser. Flyers for this year dates have been posted. They provided the flyers for the whole year. It is a business doing an event and donating the funds raised to the Township (LFFD). No Township funds are being spent on this event. The money donated will be accepted by Resolution. Supervisor Searing gave direction to office worker Rudi McCurdy to take the garage sale and the Dairy Queen event off the website.

The link to the LFFD face book page is done by our volunteers and should stay on our home page as a link. From the floor: This is a use of the senior center. It is done by application. The 2014 Senior Center events are on the Senior Center calendar. The Township calendar has the 2014 LFFD events also on it. The community sign located on the corner of County Road 22 and Typo Creek Drive is on Linwood Covenant Church property. The costs were shared by Linwood School and the Township. The LFFD committee was hoping to finish out this year's event as in the past and have a 501c3 in place starting 2015. The State Auditor's letter says the Township can't support the garage sales. The Senior Center can still be used for fundraisers. Senior events have always continued around the planned use of the senior center. The Township cannot sponsor any fun raisers. Linwood Covenant Church is planning a mission trip. Since everything was all in place for a LFFD garage sale, it was a good thing to do and help out the mission trip cause. Having the senior center used as the host site for garage sales is the real issue. Applications are filled out for the use (not senior use) of the Senior Center. The cost is \$100.00. The fee is waived for many of the uses. If the date is open the application is accepted. The recommendations from the State Auditor's letter for the most part were opinions. **Supervisor Searing** stated she has concerns about dissolving the Senior Center Inc. **Supervisor Halliday** stated he is working with the Senior Advisory Board members and our Township Auditor regarding the process. The checking account funds would all be spent before the Inc. is dissolved.

**Chairman Osterhus** stated the 2014 February Building Permit Record was posted and available.

**Fire Department** Fire Chief Darryl Ballman was present and reported a total of 21 runs for the month of March-6 fire and 15 medical. Three probation are doing great. **A motion by Halliday and seconded by Millerbernd to approve a New Captain Administrative position.** Discussion. This is a budgeted 2014 position. **Vote. All ayes. Motion carried.**

**Senior Center** discussion from Eileen, acting President. The February bus financial and trip log information was provided. Discussion on the Senior Center Coordinator Dawn Cash 90 days probation period is up. **A motion by Halliday and seconded by Kramer to approve for hiring Dawn Cash as the Senior Center Coordinator.** Discussion. **Supervisor Halliday stated he has met with Dawn and they both agree she is doing a good job. Vote. All ayes. Motion carried.** Linwood Covenant Church Mission Trip fundraiser garage sale April 11 and 12 was covered under Supervisor Searing discussion on the State Auditors letter. **Discussion** on the e-mail received from Steve Anderson stating he is no longer interested in becoming a Senior Advisory Board member. **Discussion** on the Linwood Township providing service to Oxford Township.

**Road and Bridge-Chairman Osterhus** stated the Road and Bridge Committee is recommending appointing Craig Rylander (registered surveyor) to the committee. **A motion by Kramer and seconded by Millerbernd to appoint Craig Rylander to the Road and Bridge Committee.** Discussion. **Vote. All ayes. Motion carried.** Discussion on the 2014 Street Maintenance Project-preconstruction meeting held March 13, 2014. **A motion by Kramer and seconded by Halliday to direct the Chairman to sign the 2014 Street Maintenance Contract Documents.** Discussion. **Vote. All ayes. Motion carried.**

**Park Board-Supervisor Halliday** also has a new member request from David Johnson. **A motion by Millerbernd and seconded by Halliday to approve David Johnson to the Park Board.** Discussion **Vote. All ayes. Motion carried.** Discussion on correcting/upgrading the electrical work operating the rink lighting in the amount of \$1,725.00. This work would allow

the lights to come on by a timer and also a manual switch. The pole shed lighting and 30 amp motor to operate the well pump in the amount of \$368.00. **A motion by Millerbernd and seconded by Kramer to approve the spending to correct and upgrade the electrical up to the amount of \$2,000. Discussion. Vote. All ayes. Motion carried.**

**School Forest-Supervisor Millerbernd** has two new member's requests for the School Forest Committee. They are David Johnson and Mike Pederson. **A motion by Halliday and seconded by Kramer to approve David Johnson and Mike Pederson to the School Forest Committee. Discussion** on the 2014 Medallion winner Justin Kleidostky. Justin was also the 2012 medallion winner.

**Sunrise Watershed Supervisor Millerbernd** reported the bids received for the carp barrier project came in \$8,000 lower than before. The first one will be done on boat landing/Martin Lake Road bridge area. The project will not start after June 15, 2014.

**Supervisor Kramer** discussed recycling plans for 2014 included contracting with Evergreen Recycling again this year and applying for license to do organic composting. Discussion on not having a Spring Recycling Day.

**Discussion** on providing a wall Cemetery map showing the blocks and lots with names, reserved lots and vacant lot information to be done up by volunteers.

**Discussion** on cleaning of the Town Hall and Senior Center. Judy was given permission to research options for hiring at up to \$14.00 per hour for 10 hours per week to clean five hours in the Town Hall and five hours in the Senior Center.

**Discussion** on the Supervisor, Clerk and Office Sec./Accountant attending the Annual MAT Training .

**A motion by Halliday and seconded by Kramer to approve for payment March 25, 2014 bills in the amount of \$33,262.65 and check run #034063 to #034095. Regular payroll pay date in the amount of \$13,882.53. Direct Deposit #787 through #803 and checks #34061 and 34062. Discussion. Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Halliday to approve the February 24, 2014 Regular Meeting minutes and the March 6, 2014 Special Meeting March 11, 2014 Town Board meeting minutes. Discussion. Vote. All ayes. Motion carried.**

**Discussion** on the letter from Rudi McCurdy resigning his 20 hour a week position as of Wednesday, April 30. Judy stated a brunch will be available April 30, 2014. No Township funds will be used. Judy will provide more information later on the brunch.

**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; Board of Appeals and Equalization Meeting April 22, 2014 at 5:00pm; Background and License Check revised unreturned form; Urban Town Short Course Thursday, April 24, 2014-Burnsville (Pam and Judy are signed up); and Office of the State Auditor E-Update.

**A motion by Kramer and seconded by Millerbernd to adjourn at 8:15pm. Discussion. Vote. All ayes. Motion carried.**

**Date approved: April 22, 2014**

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**Judith K Hanna, Clerk**

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**Philip Osterhus, Chairman**

DRAFT



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## Minutes

### Town Board

April 8, 2014

6:00 p.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 additions.** Discussion. Additions: Searing-website; Rudi McCurdy position; memo 1-receipt book; 2014 January and February financials. **Vote. All ayes. Motion carried.**

**Attorney Mike Haag** provided several Resolutions answering the State/Township Auditors concerns regarding: Expenditures: **Resolution 2014-05 Resolution Requiring Documentation Supporting All Expenditures Motion by Halliday and seconded by Millerbernd to adopt Resolution 2014-05 Requiring Documentation Supporting All Expenditures.** Discussion on misplacing receipts. **Roll Call Vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Resolution passed. Donations: Resolution 2014-06 Resolution Requiring Town Board Acceptance of All Donations to the Township.** Discussion. Acceptance of donations would be quarterly. All donations would be recorded into the one receipt book. **A motion by Halliday and seconded by Kramer to approve with the additional wordage of quarterly. Vote. All ayes. Motion carried. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Resolution passed. Resolution 2014-07 Public Purpose: Resolution Requiring Public Purpose of All Expenditures-the hand out from the State Auditor implies you can provide pop, pizza. A motion by Halliday and seconded by Millerbernd to adopt Resolution 2014-07 Requiring Public Purpose of all Expenditures.** Discussion. **Roll Call Vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Resolution passed. Resolution 2014-08 Time Clock: Resolution Requiring Employee Time Clock Use. A motion by Halliday and seconded by Kramer to adopt Resolution 2014-08.** Discussion. . **Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Resolution passed. A motion by Halliday and seconded by Millerbernd to purchase up to three time clocks.** Discussion. One for the Senior Center Coordinator, placed in the Senior Center. One for the Van Driver(s) placed in the Van garage. **Vote. All ayes. Motion carried. Discussion on having a Resolution detailing the Townships obligations towards Linwood Family Fun Day. The Attorney was directed to have a draft ready for the next meeting.**

**Chairman Osterhus** stated the March 2014 Building Permit Report was posted.

**Fire Department** Fire Chief Darryl Ballman was present for discussion. March runs were 16 medicals and 6 fires. Discussion on the Captain 15 Administrative positive being posted April 9, 2014. Darryl will be attending a meeting with Oxford Township regarding expanding their fire and medical coverage following his tonight's report. Discussion on the drive license checks and Background checks received and reviewed. After ten years of service Bob Standaert is retiring. Burning ban is effect. Awarded National recognition is firefighter Brain Meyers.

**Senior Center** acting Pres. Eileen was present for discussion. The March bus financial/daily log is provided. The Senior Advisory Board dissolvent is being discussed at our next meeting April 14, 2014. Supervisor Halliday is doing a good job putting all of the requirements in place. The volunteers are putting together a benefit garage sale for Township employee Chris Herring at 22500 Typo Creek Drive NE-not at the Linwood Senior Center as we have done for all sales in the past. We are accepting monetary donation and sale items. The sale will be Friday, April 11 and Saturday April 12. Discussion on appointing a new member. It is tabled until later.

**Road and Bridge**-Chairman Osterhus meeting minutes are posted and available. **A motion by Kramer and seconded by Halliday to approve up to \$45,000 for crack filing.** Discussion. Vote. **All ayes. Motion carried.**

**Park Board**-Supervisor Halliday stated discussion was held on pricing for park signs, trails, adopting parks.

**School Forest** Supervisor Millerbernd provided information on appointing Mike Parker as a new member. **A motion by Halliday and seconded by Kramer to approve the appointment of Mike Park to the School Forest Committee.** Discussion. **Vote. All ayes. Motion carried.** New officers were also recommended-they are-Chairperson Emily Raml and Vice Chairperson Mike Parker. **A motion by Halliday and seconded by Kramer to approve the appointment of Emily Raml, Chairman and Mike Parker, Vice Chairman.** Discussion. **Vote. All ayes. Motion carried.** Discussion from a Linwood Resident, Jennifer Braido regarding working with service project with the local communities.

**Sunrise Watershed**-Supervisor Millerbernd carp barriers are a go. Lake cleanup is planned for April 26. The Martin Lakers Annual Meeting was held with a good turnout.

**Recycling**-Supervisor Kramer reported he is expanding on the April 26 Recycling Day. It is not the big event we have held in the past. But we will be excepting more items. An article will be in the next newsletter. The 2013 Comprehensive Plan is closer to be approved. Copies will be on the website.

**A motion by Halliday and seconded by Millerbernd to approve** payment of the April 08, 2014 bills in the amount of \$10,975.70 and check run #034097 to #034129 and regular payroll \$13,882.53 (direct deposit) #807 through #817 and check # 34096. **Vote. All ayes. Motion carried.**

**Discussion from Supervisor Searing** regarding updating/reorganizing the website and including history on Linwood.

**Discussion** on hiring someone to work with our website, cable, and newsletter.



**Discussion** on the January and February 2014 financial information.

**Approval, corrections and or additions to the March 25, 2014, Town Board meeting minutes. Discussion to table.**

**March 28, 2014** 8:00am meeting with the Auditor update. Chairman Osterhus stated Judy, Pam and himself meet with Peggy for a review of the 2014 audit.

**Letter of interest** was received from Nancy Olson regarding the cleaning position at \$14.00 per hour for up to 10 hours a week. **A motion by Halliday and seconded by Millerbernd to approve the hiring of Nancy Olson at \$14.00 per hour to clean the Town Hall and the Senior Center up to 10 hours a week.**

**Discussion on placing a Question on the November Ballot**

**Informational:** Informational: Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Board of Appeals and Equalization Meeting April 22, 2014 at 5:00pm; Updated Background and License Check forms not returned: Urban Town Short Course Thursday, April 24, 2014-Burnsville (Pam and Judy are signed up); 2013 Audit Review April 22, 2014 6:00pm; 2013 Audit; memo received from Chairman Osterhus regarding needing water for the Great River Energy project; Free Shredding Event- Saturday, April 19, 2014 9am-11:30am Security Victor Insurance Agency, Local Officials meeting April 30 at 6pm at the Harvest Grill and Rudi's going away party April 30, 2014 at 10am (no public funds).

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

**Date approved: April 22, 2014**

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**Judith K Hanna, Clerk**

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**Philip Osterhus, 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](mailto:linwoodtownship@citlink.net)

Website: <http://linwoodtownship.org>

## Minutes

### Local Board of Appeal and Equalization Meeting

#### Town Board Meeting

April 22, 2014

5:00p.m.

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.

Chairman Osterhus introduced the County Assessors: John S. Leone and Peggy Nordum. No one was in the audience signed in for the Board of Review. Copies of the 2014 Assessor's Report were available. 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. John presented a brief overview of the property tax process and a recap of the current assessment. **A motion by Halliday and seconded by Kramer to adjourn at 5:30.** Discussion. **Vote. All ayes. Motion carried.**

## Minutes

### Town Board

6:00pm

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 and the Attorney, Mike Haag are also present. The Pledge to the Flag was recited.

**A motion by Halliday and seconded by Millerbernd to approve the agenda with the addition of discussion on the "Time Clock".** Discussion. **Vote. All ayes. Motion carried.**

**Chairman Osterhus introduced Peggy Moeller, CPA HLB Tautges Redpath, LTD 2014 Audit.** Copies of the Annual Financial Report was provided. Copies of the review audit were provided before this meeting for Supervisors to review. Issues discussed were addressed by the Town Board at their April 8, 2014 meeting by Resolution NOs 2014-05 through 2014-08. Resolution 2014-05 Requiring Documentation Supporting All Expenditures. Resolution 2014-06 Resolution Requiring Town Board Acceptance of All Donations to the Township. Resolution 2014-07 Public Purpose: Resolution Requiring Public Purpose of All Expenditures. Resolution 2014-08 Requiring Employee Time Clock Use. Discussion of list of capital assets. Discussion on expenditures on public purpose.

**Supervisor Kramer** stated Planning and Zoning held a Public Hearing to hear the Variance Application 2014-05 received from Jay and Kathy Gustafson requesting allowing building a pole shed exceeding the 1800 sq. ft. by 360sq.ft. Planning meeting minutes were available. Jay and Kathy were present for discussion. **A motion by Halliday and seconded by Millerbernd to approve application 2014-05 received from Jay and Kathy Gustafson allowing an additional 360sq.ft added to 1800 sq. ft. pole building.** Discussion. Planning recommended approval. **Vote. All ayes. Motion carried.**

**Discussion from Attorney Mike Haag regarding Resolution 2014-09 Accepting the 2030 Comprehensive Plan. A motion by Kramer and seconded by Halliday to accept the 2030 Linwood Township Comprehensive Plan.** Discussion. Kramer stated this has been a long time in finalizing. A letter is ready to be signed and sent to Metropolitan Council. **Roll call vote: Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2014-09 passes.** The letter addresses changing the Township's classification from diversified rural to residential rural. **The Attorney** is working on the correct wordage for the question on the 2014 November Election ballot regarding the hiring of the Clerk's position instead of it being an elected position.

**Supervisor Millerbernd** informed the Board a meeting was held for Linwood Family Fun Day A list of attending residents wanting to be part of the committee are: Judy Hanna, Bob Rais, Hank Senger, Nancy Olson, Deb Parker, Mike Parker, and Kris Millerbernd. Judy Hanna is the Chairperson, Nancy Olson is the Vice Chairperson and Kris Millerbernd is minute taker. **A motion by Halliday and seconded by Searing to accept the listed committee members and officers.** Discussion. Millerbernd stated some of the regular volunteers were not present. There could be more committee members added at another time. **Vote. Four ayes. Millerbernd abstained. Motion carried. A motion by Halliday and seconded by Searing to appoint Supervisor Millerbernd as the Town Board liaison.** Discussion. **Vote. Four ayes. Millerbernd abstained.**

**A motion by Halliday and seconded by Millerbernd to approve and file for audit the payment of the April 22, 2014 bills in the amount of \$70,572.74 and check run #034170 to #034197. Regular payroll pay date 4/11/14 in the amount of \$13,436.29 (direct deposit #821through #835) and check #34130. Fire Department 1<sup>st</sup> quarter 2014 payroll \$31,738.67. Checks #34131 to #34169.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** on the approval, corrections and or additions to the March 25, 2014 and April 8, 2014 Town Board meeting minutes. Supervisor Searing stated her tape recorder didn't work and she could not check certain parts of the March 8, 2012 meeting minutes for accuracy. **A motion by Kramer and seconded by Halliday to approve the March 25, 2014 meeting minutes as printed.** Discussion. **Vote. Four ayes. Searing abstained. Motion carried. A motion by Kramer and seconded by Halliday to approve the meeting minutes from April 8, 2014 as printed.** Discussion. Providing service to Oxford Township should be moved from the senior center information to the fire department information. **Vote. All ayes. Motion carried.**

**Discussion** on the Donation Request Form and should it be submitted monthly or quarterly? Discussion concluded with the discussion it would be submitted quarterly. **A motion by Halliday and seconded by Millerbernd to approve the Donation Request Form starting April 1, 2014 by Resolution each time.** Discussion. Attached to the resolution will be the list of donations. **Vote. All ayes. Motion carried.**

**Discussion** on a cell Phone for the Senior Center Coordinator, Dawn Cash was tabled.

**Discussion** from Supervisor Searing on using the Time Clock police adopted in June 2012 as the standard policy. The time clocks are not installed. Judy stated we have been shorthanded, staff wise. The reason we have time clocks is because a few residents questioned the work and how their time was being spent. Installing the time clock has caused more issues than before and it doesn't answer what work is being done. The Senior Center Coordinator could be salaried as well as the cleaning person. The cleaning person and the senior center coordinator are paid for a number of hours. The bus driver is paid for hours worked. Management (Town Board Supervisors) is responsible for supervising and giving direction to the employees. Supervisor Searing stated the time clock has never worked since it was put in place. Chairman Osterhus stated we are trying to correct the problems. Halliday stated it is a weekly occurrence when employees are not punching in or out. It is not acceptable. The Clerk would like the cleaning person to be salaried. Chairman Osterhus stated this would be discussed at the next HR meeting. Discussion on having an all employee meetings. The bus driver would need to turn in her time sheet after each trip in order for her to be paid per pay period. Generally as a rule the un-clocked time was approved by myself, Kevin, Pam or a supervisor here at the time. Supervisor Searing stated the Senior Center position and the cleaning person would not have any supervisory duties. Attorney Haag will check into that.

**Discussion** on meeting with the City of Columbus April 29 at 7:00pm to discuss police protection. A motion by Halliday and seconded by Kramer to direct Judy to contact Columbus agreeing to the April 29, 2014 joint meeting. This meeting will need to be posted.

**Discussion** on the duties being filled by Rudi McCurdy when he leaves. Supervisor Searing stated she would check with the surrounding cities regarding website support. Office staff is working on day to day duties being done by Rudi. Someone to work on our website, cable and newsletter ate the areas of concern.

**Chairman Osterhus** stated the rest of the meeting was informational: Chairman Osterhus is signed up for the Urban Short Course, Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; March 2014 Financials: Statement of Receipts, Disbursements and Balance sheet.

**A motion by Kramer and seconded by Halliday to adjourn at 7:20pm. Discussion. Vote. All ayes. Motion carried.**

**Date approved: May 13, 2014**

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**Judith K Hanna, Clerk**

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**Philip Osterhus, Chairman**



# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
May 13, 2014  
6:00p.m.**

Vice-Chairperson Mike Halliday 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, and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present. Chairman Philip Osterhus was absent.

**A motion by Millerbernd and seconded by Kramer to approve the agenda with the additions of discussion on the website/cable position and the cleaning position. Discussion. Vote. All ayes. Motion carried.**

**Discussion** from Supervisor Searing regarding the hiring of Kelly Kramer as the website/cable person at \$17.00 per hour up to 30 hours per month. The website updating would be done at her house on her own time. The cable updating would be done at the town hall. Training on the website and cable is available and she is willing to adjust her home scheduled to do this. Rudi McCurdy will also be asked to help out. **A motion by Searing and seconded by Millerbernd to hire Kelly for the Website and Channel 10 Coordinator at \$17.00 for up to 30 hours a month.** Discussion. Both Supervisor Searing and Chairman Osterhus will be kept informed as to Kelly's work and time. **Vote. All ayes.** Halliday stated the HR committee should look at positions allowing employees to work at home.

**Attorney Mike Haag** stated he is still working on the cleaning up the codebook. **A motion by Kramer and seconded by Searing to approve the amended Ordinance 150-806.11 updating wordage from "hardship" to practical difficulties.** Discussion. This will be published and entered into the codebook. **Vote. All ayes. Motion carried.** **Attorney Haag** has done the research and will work on the wordage needed for the ballot question. Because of the process he will have the "question" ready for the next meeting. **Discussion** on Resolution 2014-09 accepting donations received since April, 2014. **A motion by Kramer and seconded by Searing to approve Resolution 2014-09 accepting donations starting April 1, 2014. Roll call vote. Searing-aye, Kramer-aye, Halliday-aye, and Millerbernd-aye. Roll call vote passed.** **Discussion** on having access to the computer.

**Discussion** on Background/Driver License Checks not received. The Attorney stated this is a good thing for the Township-not sure why these people would not do them. This request protects the Township. He can see volunteers and committee members that are no longer volunteering or no longer on the committee not doing it. HR will address this at their next meeting. Supervisor Searing stated private information on the request form is put in the bills to be paid and the public has access to this book. That is why she has not returned her forms. The unwritten policy has Pam Olson receiving them. The review is done by Pam, Fire Chief Ballman and Supervisor

Osterhus. All forms are locked in the safe. Vice-Chair Halliday restated HR will look into this. **Discussion** on a repeated property complaint. Kevin Tramm inspects the property, follows-up with a phone call/letter. The Attorney would receive a copy of the complaint and action that Kevin has taken.

**Building Department**-Vice Chair Halliday stated the April 2014 Building Permit Report was posted and available.

**Fire Department**-Fire Chief Darryl Ballman reported a total of 12 calls for the month of April-eight medicals and four fires. Interviews for the new Captain's position will take place during the week of May 26<sup>th</sup>, 2014. **A motion by Kramer and seconded by Millerbernd to approve the purchase of seven SCBA tanks. Discussion. The approximate cost is \$5,500. Vote. All ayes. Motion carried.** Mutual Aid meeting with Linwood, North Branch and Stacy fire departments regarding Oxford Township is tonight. Update at the next meeting. All the warning sirens (4) located in Linwood Township have passed the monthly check. Discussion on the parking lot repairs, generator, and 2015 budget. **Discussion** on expenditures for meals allowed for training/meeting expenses.

**Senior Center**-Acting Pres. Eileen stated the Advisory Board is working with Supervisor Halliday on the dissolving of the Senior Advisory Board and the incorporation of the Senior Center. Supervisor Halliday stated the fee has been paid and the papers filed.

**Discussion** on the Road and Bridge the monthly meeting minutes. They are posted and available. Road Review this Saturday 8:00am. Notice to Proceed was received from Hakanson, Anderson, regarding the 2014 Street Maintenance Project.

**Discussion** from Supervisor Halliday regarding the Park Board and Park Board park review.

**Discussion** from Supervisor Millerbernd regarding the Community Park and School Forest.

**Discussion** from Supervisor Millerbernd regarding the carp barriers for Martin Lake.

**Discussion** from Supervisor Kramer on ordering three more recycling containers to match the ones already in the parks at the cost of up to \$2,000. **A motion by Millerbernd and seconded by Searing to allow up to \$2,000 for three more recycling containers. Discussion. Vote. All ayes. Motion carried.** **Discussion** on residents being allowed to get "free" wood chips.

**Discussion from Supervisor Searing** regarding the "cleaning position". She has discussed this position with our Township auditor. Her solution would be to hire both of them. Halliday suggested to table further discussion until the next meeting. Judy was directed to contact the couple and ask them attend the next Town Board meeting.

**Discussion** on the memo regarding the web-site and cable access. The memo received from Eric Peterson regarding the website.

**Discussion** on the letter of interest from Gary Gustafson becoming a Planning and Zoning Commission member. **A motion by Kramer and seconded by Millerbernd to appoint Gary to the Planning and Zoning Commission. Discussion. Vote. All ayes. Motion carried.**

**Discussion** on the Township Group Life insurance policy paid by the Township for all elected officials. The policy requires all elected officials to sign. Supervisor Searing will do a follow-up call to answer some questions.

**Discussion** on the Town Board's Annual Road Review.

**A motion by Searing and seconded by Kramer to approve for payment** the May 13, 2014 bills in the amount of \$29,518.64 and check run #034201 to #034237. Regular payroll pay date 4/25/2014 in the amount of \$10,839.32 (direct deposit #844 through #854 and check #34198). Regular payroll \$12,193.49 (direct deposit #855 through #871 and checks #34199 to #34200). Discussion. **Vote. All ayes. Motion carried.**

**Discussion** on the April 22, 2014 Town Board meeting minutes. **A motion by Searing and seconded Kramer to approve the April 22, 2014 Board of Equalization as written and regular Town Board meeting minutes with the correction changing police to policy.** Discussion. **Vote. All ayes. Motion carried.**

**Vice-Chair Halliday stated the rest of the meeting was informational:** Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Sample ballot-Forest Lake School District Ballot Question; Linwood Township Office Duties sheet; Great Energy letter; Mediation Services for Anoka County invite; Benefit Garage Sale for employee Chris Herring this Thursday and Friday at 22500 Typo Creek Drive NE(the first benefit garage sale raised \$3,000) ; Proposal for Legal Services-COURI & RUPPE, P.L.L.P; News Release-Anoka County Lays Out Plans for Lake Drive; and Wyoming Dairy Queen LFFD event May 21, 2014 6:00pm-9:00pm.

**A motion by Millerbernd and seconded by Kramer to adjourn at 7:10pm.** Discussion. **Vote. All ayes. Motion carried.**

**Date approved: June 10, 2014**

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**Judith K Hanna, Clerk**

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**Mike Halliday, Vice Chairman**



# LINWOOD TOWNSHIP

ANOKA COUNTY  
22817 Typo Creek Drive N.E.  
Stacy, Minnesota 55079  
(651) 462-2812 • Fax (651) 462-0500

## Minutes Town Board May 27, 2014 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.**

**A motion by Halliday and seconded by Millerbernd to approve the agenda with the additions of the April 2014 financials and Township Insurance policy. Discussion. Vote. All ayes. Motion carried.**

Supervisor Kramer stated the Planning and Zoning meeting minutes are available. Planning approved the request. **A motion by Kramer and seconded by Millerbernd to approve the Variance Application 2014-06 for a third accessory building-250sq.ft.boat house for Paul and Corinne Nygren contingent on meeting all DNR regulations and no living space is allowed. Discussion. Nygren's did not attend the public hearing nor are they here tonight. Vote. All ayes. Motion carried.**

**Attorney Mike Haag provided Resolution 2014-11 allowing the ballot question: Shall option B, providing for the appointment of the clerk by the town board, be adopted for the government of the Town? A motion by Kramer and seconded by Searing to adopt Resolution 2014-11. Roll call vote. Searing-yes, Halliday-yes, Kramer-yes, Osterhus-yes, and Millerbernd-yes. Resolution 2014-11 adopted. Discussion on the Senior Center Inc. final papers are filed.**

**Discussion on the Professional Services Agreement-Mediation Services for Anoka County. A motion by Osterhus and seconded by Millerbernd to direct the Chairman to sign the agreement/contract. Discussion. Vote. All ayes. Motion carried.**

**Supervisor Halliday stated the Senior Advisory Board has been dissolved and a new Senior Center Committee has been formed. A motion by Halliday and seconded by Millerbernd to approve the following residents: Steve Junker, Cathy Hereau, Melvin Pfaffendorf, Judy Hanna, Nancy Olson, Jan Erickson and Eileen Reinke. Discussion. They will continue to add members. Vote. All ayes.**

**Discussion on providing keys for the newly hired employees. The personnel policy states after 90 days. Presently a Supervisor or Clerk have let them into the building until 90 days probation is up. The past policy has followed the 90 days-written or unwritten. HR will look at this. A motion by Halliday and seconded by Searing to give keys to all newly hired failed by four no's and Osterhus abstained.**



**Discussion** on the hiring of Nancy and Larry Olson as a team to the cleaning position. Nancy and Larry were in the audience and agreed to the employment of both of them. **A motion by Searing and seconded by Halliday to hire both Nancy and Larry up to 15 hours a week.** Discussion. Hourly wage is the same as when Nancy was hired for 10 hours. All newly hired will start using the time clock June 1, 2014. Nancy asked for discussion later in the year on being contracted instead of hired. The Senior Center Coordinator does the daily cleaning in the senior center. **Vote. All ayes. Motion carried.** The time clock for the bus driver will be wired when the electrician comes back in.

**Discussion** on the insurance policy the township pays for the elected officials. Searing reported it is a group policy-one elected official cannot have more insurance; you can continue the insurance when you are no longer elected (you would pay the premium); the beneficiary is your spouse-unless you tell them otherwise.

**A motion by Halliday and seconded by Kramer to approve payment of the May 27, 2014 bills in the amount of \$11,898.32 and check run #034240 to #034260. Regular payroll pay date in the amount of \$9,861.33 (direct deposit #872 through 883 and checks #34238 & #34239).** Discussion. What kind of information do we provide for maintenance contracts. **Vote. All ayes. Motion carried.**

**The Clerk** (Judy Hanna) stated the May 13, 2014 Regular Meeting minutes not available.

**Discussion** on the April 29, 2014 meeting at Columbus regarding looking at alternatives to cutting cost in the delivery of police services to both Linwood and Columbus.

**Discussion** on the letter from Marline Skinner, animal control person resigning. Judy will work with office staff on finding out what other surrounding communities are doing. Marline's last bill included monthly activities. A copy of that will be provided to the supervisors. **A motion by Kramer and seconded by Halliday to accept the letter received from Marline Skinner resigning.** Discussion. **Vote. All ayes. Motion carried.**

**Informational:** Senior Center Coordinator, cleaning position, bus driver and website/cable employees all will start using the time clocks June 1, 2014. That is the start of a new pay period (cleaning person may have already started; Response received from Pam Olson (accounting sec.) regarding comments made by Supervisor Searing at TB meeting 5/13, 2014; Filing date for Supervisor Seats A & D, Treasurers 4 year terms open July 29 and Close August 12 at 4:30pm; May 11, Star Tribune article-Mediation Services of Anoka County; Memo s received from Township Engineer 2014 Street Maintenance Projects; 2014 budget balances as of 4/30/2014; Metropolitan Council population and household estimates information; Assessment Contract with Anoka County Assessor's Office for 2015; Anoka County History Centers newsletter-GAR Post in Linwood; Breakfast fundraiser supporting Mediation Services for Anoka County; E-Update; Current Police Report and Legal Seminar-June 26,2014Albertville.

**A motion by Millerbernd and seconded by Kramer to adjourn at 7:14pm.** Discussion. **Vote. All ayes. Motion carried.**

**Date approved: June 10, 2014**

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**Philip Osterhus, Chairman**

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**Judith K Hanna, Clerk**



# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

## Minutes

### Town Board

June 10, 2014

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 with the moving of discussion from Searing (Cable and Website) to after the Fire Department Report. Discussion. Vote. All ayes. Motion carried.**

**Discussion from Attorney Mike Haag regarding the HR meeting. Topics were a** Policy/Resolution outlining the Town Boards direction: The Fire Department, all other persons driving township vehicles and handling money is required by law to have Background Driver/License checks done on them. The Town Board can required any committee member to also have both of these checks done, because for instance, the Park Board may do children's activities and the Senior Board may be working with vulnerable adults. The Road/Bridge and Planning/Zoning committee members may not work with either group-they could be exempt. If a committee member refused to fill out the paper work the Town Board could consider asking that person to resign. The Town Board wants to protect its citizens. Direction from the Town Board was to include everyone-all volunteers and employees. **A motion by Halliday and seconded by Millerbernd to direct the Attorney to draft a resolution stating the Town Board is following the state statute and also including all employees and volunteers, requiring background and drivers' license checks starting January 1, 2015. Discussion. Four of the Town Board Supervisors did the background and driver license checks when discussion first started in 2013. The starting date of January 1, 2015 was decided because you need to start somewhere and 2015 start date seemed fair. An earlier date could be discussed at the next meeting. Vote. All ayes. Motion carried.** The second part of this is outlining how the information collected is protected. Chairman Osterhus stated the unwritten policy used in the past allowed only three people to review/see the returned information. The original forms filled out were provided for back-up with the claims to be approved. They are no longer included with the claims. When the returned information is received the office secretary/accountant files. Chairman Osterhus, the Fire Chief and the office secretary review, discuss, take needed action and file in the safe. **A motion by Halliday and seconded by Millerbernd to appoint the Chairman, Philip Osterhus, the Fire Chief, Darryl Ballman and Office Secretary, Pam Olson, as the three Township Representatives to handle the application forms provided by the volunteers and employees for sending out the forms and the same three to receive, review, and if necessary, act on the returned information. Discussion. From the audience a question regarding who the reviewing**

authority is. According to information he received from the League of MN Cities, it is the local police department. The Attorney will follow up on the concern. **Vote. One abstained (Chairman Osterhus), one nay (Supervisor Searing), and three ayes. Motion carried.** Discussion on a policy/resolution outlining employees working from their home. HR needs to discuss this in more detail. Discussion on the "Time Clock" policy posted on the wall by each time clock. HR needs to discuss this in more detail. Discussion on the job description for the website/cable coordinator. HR will discuss at their next meeting. Discussion on a property complaint. The Attorney stated in the follow up written material received from Building Inspector Kevin Tramm are pictures and comments on this and other property complaints. All in violations of our Town Codes. Supervisors Searing and Kramer stated they have seen the farm property and everything thing has been moved to the back of the property and you cannot see it from the front. A "scrapper" has been contacted to come in and remove a lot of the items. **A motion by Halliday and seconded by Kramer to allow another two weeks for the clean-up. It will be reviewed at the July 8, 2014 Town Board meeting.** Discussion. **Vote. All ayes. Motion carried.**

Don Sherper, Association of Township District 7 representative, was present for discussion on updated 2014 legislative action. A new program allowing Township to boast about what they have done to improve the quality of their township. Don announced his term was up for his position and anyone interested should contact the Association of Townships office for information on running for this position. He thanked the Board for their time and for running a good meeting.

Kelly Kramer was present and provided an update on the website and cable. Discussion concluded with a **motion by Halliday and seconded by Millerbernd to spend up to \$1,100, a one-time cost to update the website.** Discussion. The update will provide endless information pages. The annual fee will stay the same (\$450). The upgrades already done are as far as she can go. Communication's funds cover Kelly's wages and the cost for improvements. **Vote. All ayes. Motion carried.** Discussion on the outdated cable system. At this time the cable equipment is out dated and may not be able to be repaired. Office staff can retrieve the payment amount received each year and the number of residents still having cable. The money received each year is for providing the cable access and it provides the number of Township users. If we no longer did it-would the cable company still provide the revenue? Kelly was directed to continue updating the cable TV.

**Chairman Osterhus stated the May 2014 Building Permit Report is posted and available.**

The Fire Chief, Darryl Ballman was present and reported eight medical and eleven fires for the month of May, 2014. **A motion by Halliday and seconded by Searing to approve Andrew Ludtke as the Administrative Captain 15.** Discussion. He will receive a red helmet. **Vote. All ayes. Motion carried.** Discussion on partnering with Oxford Township along with Lent, Stacy and Isanti for fire service. He will be meeting with them again to continue working out the logistics. **Seven Self Contained Breathing Apparatus's (SCBA) have been purchased. Burning restrictions were lifted. A thank you to Supervisor Kramer for the addition of recycling bins for the fire station. The contractors, Swed-Bro, are coming back to inspect the bubbling in the truck floor they painted. Information was received from Scott Smith, Fire Marshall regarding the inspection he has done on all township property. Copies were given to the Senior Center, Office and Maintenance employees to correct. Discussion on ordering more water hose to add**

length for fighting fires. **Discussion** on the firefighter's meal per diem. Written policies are in place but do not state a dollar amount allowed. The Attorney will review what the state and federal allows.

**Supervisor Halliday** stated the new Senior Center committee may meet June 16, 2014 at 9:00am. The committee has the right to change the date and time. The non-profit status paperwork has been done, and the \$25.00 fee has been paid (Senior Center funds). **A motion by Halliday and seconded by Millerbernd to approve Deb Parker as a member of the Senior Center Committee.** Discussion. **Vote. All ayes. Motion carried.**

**Road and Bridge**-Meeting minutes are posted and available. Chairman Osterhus stated traffic counts have been done on six streets within the Township. Thames Street north of County Road 76 averaged 299 counts. **A motion by Osterhus and seconded by Halliday to approve up to \$45,000 for gravel, hauled, spread and packed.** Discussion. **Vote. All ayes. Motion carried.** Discussion on increasing the Township's contracted grader wage from \$54.00 per hour to \$65.00 per hour. **A motion by Osterhus and seconded by Kramer to increase the grader's wage up to \$65.00 per hour.** Discussion. 2015 we will advertise for quotes to grade the Township roads. **Vote. All ayes. Motion carried.** Discussion on the upgrading of 244<sup>th</sup> Street.

**Supervisor Halliday** stated he was not at the meeting. Supervisor Millerbernd attended the Park Board's Annual Park Review. **Discussion** of the removal of the developers' "Lots for Sale" sign. They are going to work on Adopt-a-Park program. **A motion by Halliday and seconded by Millerbernd to approve up \$3,600 for fertilizer for all fields this season.** Discussion. **Vote. All ayes. Motion carried.** Discussion renting a "disk" to work up the in-fields. **Discussion** on setting a user fee to be in place for the 2015 ball season. **Discussion** on a donation of chain link fencing with gates. Supervisor Kramer will do the follow up. **Discussion** on replacing broken playground equipment at Alquist Park.

**Supervisor Millerbernd** reported the carp barrier for the Martin Lake south end is ready to be started. The other three bids will be opened later this month.

**Supervisor Kramer** stated the Township would be receiving recycling awards at the meeting he was attending on Wednesday. He will bring back more information at the next meeting. The Township event (LFFD) is going organic. He will provide more information for what all the vendors need to do.

**Supervisor Millerbernd** stated the Linwood Family Fun Day committee has been meeting. Different setup plans are being discussed. All the vendors have been contacted. We are still looking for volunteers for the day of the event. The Wyoming DQ has another fundraiser on June 18 from 6:00-9:00pm. The date for this year's LFFD event is September 6, 2014.

**A motion by Halliday and seconded by Searing to file for audit the April 2014 financials: Statement of Receipts, Disbursements and Balance sheet.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** on the Town Board's Annual Road Review. Discussion tabled until the June 24, 2014 Town Board meeting.

A **memo** received from Building Inspector Kevin Tramm providing an update on Town Code Complaint issues.

**Discussion** regarding the May 26, 2014 Memorial Day Service. Chairman Osterhus stated he counted at least 100+ people attending the service. The cemetery looked good. Pastor Ed again stated this is the best attended service he does and the cemetery has always looked very nice. Flags were put on the inside of the road, not on the grave site. In the past the residents/family members were allowed to take a flag and put it by the grave of their loved one. Police and Fire flags were put out by a volunteer who has those flags.

**Memo** from Pam Olson regarding 2014 donations to Civic Orgs-Alexandra House donation amount. The contract was approved at the last meeting. The dollar amount was not included. **A motion by Halliday and seconded by Kramer to approve the amount of \$1,000 for the 2014 funding.** Discussion. The 2014 budget has a typo stating funding is \$100.00. **Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Millerbernd to approve the payment of the June 10, 2014 bills in the amount of \$87,741.88 and check run #034264 to #034291. Regular payroll pay date 6/6/2014 in the amount of \$12,486.89 (direct deposit #885 through #902) and checks #34261 and 34263.** Discussion. **Vote. All ayes. Motion carried.**

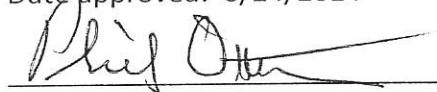
**A motion by Millerbernd and seconded by Halliday to approve the May 13, 2014 Town Board meeting minutes as written.** Discussion. **Vote. Four ayes. Osterhus abstained. Motion carried.** **A motion by Kramer and seconded by Halliday to approve the May 27, 2014 Town Board meeting minutes.** Discussion. Employees use the time clock when they are here working-not when they are off site doing Township work. **Vote. All ayes. Motion carried.**

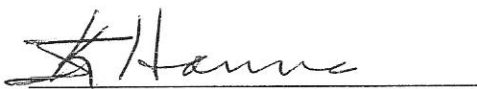
**Chairman Osterhus stated the rest of the meeting was informational.** Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Wyoming Dairy Queen LFFD event June 18, 2014 6:00pm-9:00pm, Linwood Covenant Church fundraiser flyer for the June 13-14, 2014 event; Linwood's Fire system inspection/maintenance report for 2014; Linwood Fire Marshal's annual inspection report for 2014; and from Anoka County, Section X1. Employee Benefit information.

**Supervisor Halliday** stated it is insurance time and he will be working with Chris Sauro.

**A motion by Kramer and seconded by Halliday to adjourn at 7:58pm. Vote. All ayes. Motion carried.**

Date approved: 6/24/2014

  
Philip Osterhus, Chairman

  
Judith Hanna, Clerk



## **LINWOOD TOWNSHIP**

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

### **Minutes**

### **Town Board**

**June 24, 2014**

**6:00 p.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 with the addition of discussion on the gravel quotes received and discussion on the upgrading of 245<sup>th</sup> Avenue. Discussion. Vote. All ayes. Motion carried.**

**Chris Sauro, Township Insurance Agent** was present for discussion regarding Linwood's Annual Insurance Review. Chris thanked Supervisor Halliday, Darryl Ballman (Fire Chief), Mike Budde (maintenance worker), and office staff for their time in assisting in the process. When the carp barriers are installed, information would be provided to be included under property coverage. The policy premium was paid and approved with the June 10, 2014 bills in the amount of \$27,770. Last year's premium was \$24,040.

**Supervisor Kramer** stated Planning and Zoning held the public hearing for Application 2014-07 for Jake Vadnais requesting a side lot setback to build a garage. Property address is 23944 Julliard St. NE, Stacy, MN 55079. Kramer stated planning recommended approval. A motion by and seconded by <sup>1</sup>

**Attorney Mike Haag** received the job description for the website/cable person hired by the Township from Supervisor Searing. Discussion was tabled until HR meets.

**Supervisor Kramer** stated he is receiving two Recycling Awards on behalf of the Township. One of the awards is for the "Most Improved Municipal Drop-Off Program". He will provide more information at the next meeting on the other award.

**Discussion** from Supervisor Kramer on a "reader board". He will provide cost, and hook-up information at the next meeting. Discussion on who would do the inputting of information.

**Discussion** from Chairman Osterhus on the bid received from 2014 Street Crack Sealing Project- ASTECH Corp \$1.64/pound (low bidder) =27,439 pounds=\$44,999.96. Township Engineer Craig Jochum is recommending accepting the lowest bid from Astech Corp. **A motion by Kramer and seconded by Millerbernd to accept the bid received from Astech Corp in the amount of**



**\$44,999.96 for 27,439 pounds of crack sealing compound. Discussion. Five bids were received. Vote. All ayes. Motion carried.**

**Discussion** on the quote from Dresel Contracting for Class 5 delivered, spread, and compacted for \$13.00 a ton (lowest quote). **A motion by Osterhus and seconded by Millerbernd to accept the quote from Dresel Contracting for Class 5 delivered, spread, and compacted for \$13.00 a ton. Discussion. Vote. All ayes. Motion carried.**

**Animal control update:** Information provided by office staff stated the surrounding cities did not have any animal control. They either had the resident contact the police department or contracted with the police department for animal control. The Attorney will do some checking into options.

**Discussion** from Supervisor Searing regarding the removal of "You would wonder why someone would want to be on a committee and not want to protect themselves from public suspicions". Supervisor Halliday stated the website fee was yearly, not monthly. **A motion by Searing and seconded by Kramer to approve the June 10, 2014 Town Board meeting minutes deleting "You would wonder why someone would want to be on a committee and not want to protect themselves from public suspicions" and changing the word "monthly" to "yearly". Discussion. Vote. All ayes. Motion carried.** **Discussion** on judges doing training before the School Bond Election and they will be attending training again before the upcoming elections. Working on getting all the "glitches" out and setting up the office for all the new election requirements. Jed Dolphy was called in to work with the requirements (phone line and computer)

**Chairman Osterhus** stated the Short Course Training in St. Cloud was attended by Pam Olson and himself. Supervisor Kramer will be attending the training in Carlton this Thursday. Judy attended the Clerks Election training in Rochester on June 19<sup>th</sup>.

**Discussion** on approving/appointing Pam Olson to be the staff person to do the absentee voting starting June 27 until Election Day from 8:00am to 4:30pm. Sheila Bien will cover the office on Tuesdays from 8:00am-4:30pm. Sheila will pick up supplies and return all supplies. **A motion by Halliday and seconded by Kramer to appoint Pam Olson and Sheila Bien as office staff to do the absentee voting duties during the times needed. Discussion. Judy will be back-up. Vote. All ayes. Motion carried.**

**Discussion** on putting the agenda's on the website. Conclusion was they would not be put on the website.

**Discussion** on the Annual Road Review-The date set was September 30, 2014 starting at 6:00pm.

**A motion by Kramer and seconded by Searing to approve the payment of the June 24, 2014 bills in the amount of \$41,030.15, check run #034293 to #034334 EFT #918-920. Regular payroll pay date 6-20-2014 in the amount of \$10,817.27, direct deposit #907 through #914 and EFT #915-917. Discussion. Vote. All ayes. Motion carried.**

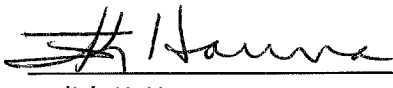
**Chairman Osterhus** suggested to the Board to keep July 10<sup>th</sup> at 11am to hear a proposal from Crabtree Companies regarding the Township going paperless.

**Chairman Osterhus stated the rest of the meeting is informational:** Absentee Voting starts this Friday 8:00am to 4:30pm through August 12, 2014; Sample Ballot; Road closure information; MidContinent Cable TV-508 households in Linwood subscribe; 2015 Anoka County Sheriff Contract (attending the July 8, 2014 TB meeting); Senior Center Advisory Board last meeting minutes-May 19, 2014; Filing date for Supervisor Seats A & D, Treasurers 4-year terms open July 29 and close August 12 at 4:30pm; Current Police Report; and Legal Seminar-June 26, 2014 Albertville.

**A motion by Millerbernd and seconded by Halliday to adjourn at 7:26pm. Discussion. Vote. All ayes. Motion carried.**

Date approved: July 8, 2014

  
Philip Osterhus, Chairman

  
Judith K. Hanna

<sup>1</sup> Amended 10/28/14 to read: A motion by Halliday and seconded by Searing to approve Application 2014-07 for Jake Vadnais to build a detached garage closer to the road than Township code allows. The variance would allow building the garage with a six foot side setback from the road on the right. The property address is 23944 Julliard Street NE.







## LINWOOD TOWNSHIP

ANOKA COUNTY  
22817 Typo Creek Drive N.E.  
Stacy, Minnesota 55079  
(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
July 22, 2014  
6:00 p.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 was absent. The Clerk Judy Hanna was also present.

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

**Discussion** on the letter received from Kevin Tramm, Building Inspector resigning as of August 8, 2014. Mike Jungbauer provided information on his background and willingness to take over the position being left by Kevin. **A motion by Halliday and seconded by Kramer to approve Mike Jungbauer for the Building Inspector, starting July 28, 2014 at \$23.00 per hour with benefits. The position will be reviewed after the three month probation and a \$2.00 pay increase after six months. Discussion. Mike comes in with more licenses and certifications for the position. Vote. All ayes. Motion carries.**

Kelly Kramer was present for discussion on the website/cable and the newsletter.

Chairman Osterhus stated the Attorney Mike Haag will not be present.

**Discussion** on approving Pay Estimate #1 for the 2014 Street Maintenance Project in the amount of \$204,447.46. **A motion by Kramer and seconded by Millerbernd to approve for payment to Knife River Cooperation in the amount of \$204,447.46 for the 2014 Street Maintenance Project. Discussion. Recommended for payment from Township Engineer Hakanson Anderson. Vote. Four ayes. Halliday nay. Motion carried.**

**Discussion** on approving, corrections and or additions to the July 8, 2014 Town Board meeting minutes. **A motion by Halliday and seconded by Millerbernd to approve the meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.**

**Discussion** on Linwood Covenant Church having a link on the Township website. Linwood Covenant is accepting 5K run applications and fees. They will submit one check to Linwood to cover the entrance fees collected.

**A motion by Halliday and seconded by Kramer to approve the payment of the July 22, 2014 bills in the amount of \$303,906.33 and check run #034405 to #034434 EFT #941-942. Regular payroll pay date 7-18-2014 in the amount of \$10,913.93. Direct Deposit #943 through #952 and EFT #953-955 and check**

**#34404. Fire Department second quarter payroll pay date 7-17-2014 in the amount of \$16,516.01. Checks #034365-#034402 & EFT # 956-957. Discussion. Vote. All ayes. Motion carried.**

**Clerk Judy Hanna** stated that in her absence Deputy Clerk, Mike Parker will be available from July 31-August 8 to file for a Township elected position. The notice states to call the Township office for an appointment to file with the Clerk. The three positions up for this year's election are Seat A, Seat D and the Treasurer. Deputy Clerk Parker will be in the office from 3:30-4:30 those days for election purposes and any other Clerk responsibilities

**Discussion** on the Primary Election August 12 from 7:00am to 8:00pm.

**Discussion** on the Town Board meeting also August 12. **A motion by Halliday and seconded by Searing to post the August 12, 2014 regular meeting time to start at 8:15pm.**

**Discussion** from Supervisor Kramer-sign, air conditioning, and electrical update. **A motion by Osterhus and seconded by Halliday to accept the bid received from Kramer Mechanical in the amount of \$6,500 for installing an air conditioning in the town hall meeting room. Discussion. Vote. All ayes. Motion carried.**

**Fire Chief Darryl Ballman** provided an update to the Town Board on monthly fire department activities. No new information on the Oxford Township mutual aid agreement. Donations for refurbishing the 1937 fire truck are being discussed. They would be deposited into the general fund and cost the for supplies would be paid from that fund. No Township (purpose) fundraising is allowed. All labor would be donated. **Discussion** on notifying residents when a house is burned for training purposes.

**Discussion** on door prize donation for the MN Association of Township Educational Conference and Annual Meeting November 20-22, 2014 in Duluth, MN. A motion by Osterhus and seconded by Halliday to table until we verify if we can accept a flag flown over the State Capital.

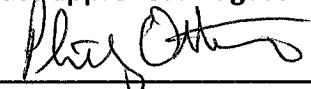
**Discussion** on holding an "all staff meeting" July 29, 2014 at 7:45am.

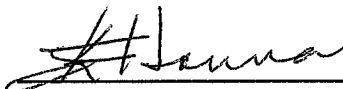
**From the audience:** Annual Meeting minutes request from Cathy Hereau.

**Informational:** Absentee Voting started Friday June, 27 at 8:00am to 4:30pm-August 12, 2014; Filing for Supervisor Seats A & D, and Treasurers 4 year terms open July 29 and close August 12 at 4:30pm; Current Police Report, Wednesday July 30 Local Officials meeting at Chomonix Golf Course and Pam, Linda and Kevin are approving, authority signatures for the Township's open burning permits.

**A motion by Kramer and seconded by Halliday to adjourn at 7:05pm. Discussion. Vote. All ayes. Motion carried.**

**Date approved: August 26, 2014**

  
Philip Osterhus, Chairman

  
Judith K Hanna, Clerk



# LINWOOD TOWNSHIP

ANOKA COUNTY  
22817 Typo Creek Drive N.E.  
Stacy, Minnesota 55079  
(651) 462-2812 • Fax (651) 462-0500

## Minutes Town Board July 8, 2014 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 with the addition of accepting the letter of resignation received from Melvin Pfaffendorf from the Senior Committee. Delete June financials. Discussion. Vote. All ayes. Motion carried.**

**Discussion with Commander Paul Summers regarding the Anoka County 2015 Sheriff Contract. A motion by Halliday and seconded by Millerbernd to approve the 2015 Anoka County Sheriff's Contract in the amount of \$221,116. Discussion. Vote. All ayes. Motion carried.**

**Attorney Mike Haag updated the Board on information on animal control. He is recommending contracting with Tammy Grimple from Gratitude Farms starting August 1, 2014. A motion by Halliday and seconded by Millerbernd to direct the Attorney to contact Tammy and to draft up the contract. Discussion. The contract will spell out the conditions and state no "cats". The contract will start August 1, 2014 and end December 31, 2014. A review would be done in November. Vote. All ayes. Motion carried. Discussion on the License Agreement to use County right of way to install fish barriers and guardrails. A motion by Halliday and seconded by Millerbernd to approve the License Agreement with Anoka County allowing the use of the County right of way to install fish barriers and guardrail. Discussion. Vote. All ayes. Motion carried. Discussion on Resolution 2014-12 Township Policy on Background checks for employees and volunteers. A motion by Halliday and seconded by Millerbernd to approve Resolution 2014-12. Discussion. Delete "and one designated employee" and replace with the words "Chairman of the Board". Roll call vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye and Millerbernd-aye. Resolution 2014-12 passed.**

**Chairman Osterhus stated the June 2014 Building Permit Report was available and posted.**

**Discussion from Fire Chief Darryl Ballman stated 22 runs were recorded for the month of June. (Fourteen medical and eight fire). The monthly siren report states all the township sirens are in good working order. The department is working on an agreement with Lent Township for fire protection. Engine 1 was in the Forest Lake 4<sup>th</sup> of July parade. Nothing new on the purchasing of a generator. Swed-Bro will be looking at the floor in the apparatus bay. Discussion with Ken**

Minske regarding purchasing back Linwood's first fire truck - a 1931 pumper for \$9,800. **A motion by Halliday and seconded by Millerbernd to approve \$9,800 taken from the General Fund to buy back the pumper.** Discussion. Volunteers will refurbish the truck and donate the estimated \$5,000 for supplies. **Vote. All ayes. Motion carried.**

**Senior Center Supervisor Halliday moved to accept the letter of resignation received from committee member Melvin Pfaffendorf and seconded by Millerbernd.** Discussion. A letter of Thank You should be sent. **Vote. All ayes. Motion carried.** A copy of the monthly transit log and financial information was provided. Judy was directed to contact Kwik Wall representative Al Schwartz regarding servicing the wall units. Deb Parker, Chair of the Senior Committee stated the meeting minutes were available. The committee is meeting every other month on the third Wednesday at 8:30am. The next meeting is August 20, 2014.

**Chairman Osterhus** stated the Road and Bridge meeting minutes are posted and available. No new information from the Stat on upgrading 205<sup>th</sup> Avenue.

**Supervisor Halliday** stated the Park committee was working on updating the Adopt-a- Park program. He will bring information to the next Park meeting on a winter hill for sliding using the area by the 4 Seasons Park. Discussion on the removal of the developer's sign on the Boettcher Farm Park corner.

**Sunrise Watershed-Supervisor Millerbernd** stated the carp barrier project has to be rebid. Only one bid came back. They cannot approve the project with only one bid.

**Recycling-Supervisor Kramer** informed the Board of his intentions of moving the containers used for recycling, the compost site and having the recycling center opened on Tuesday and Thursdays from 8:00am to 4:00pm. Discussion on have more recycling signs made. Recycling funds would pay for the persons time and sign supplies. A separate voucher should be used for the signs.

**Linwood Family Fun Day-Supervisor Millerbernd** stated plans are coming along for this year's event. Copies of the 2014 financials are available. Members filled out the required background and driver's license permission forms. Discussion on the tractor show (Kramer).

**Discussion** on the tree loses and damage to the Cemetery grounds from the winds Saturday, July 5, 2014. The area was cleaned up by Monday. Volunteers of all ages helped pick up the small debris.

**A motion by Halliday and seconded by Millerbernd to approve the following Election Judges for the August 12 and November 4, 2014 Elections.** Head Judge-Sheila Bien, Asst. Head Judge-Doris Wetjen, Clerk Judy Hanna, John Weimer, Brenda Willard, Anita Johnson, Craig Kasl, Jan McDonugh, Eileen Reinke, Ruth Smallidge and Sanda Staub. Discussion. **Vote. All ayes. Motion carried.**

**Discussion** from Supervisor Kramer regarding the outside sign, air conditioning for the Town Hall/office area and electricity for the recycling building. Table until the next meeting.

**Discussion** on minimizing waste at Linwood Family Day. The county will provide a flyer to hand out to all vendors attending LFFD.


**A motion by Kramer and seconded by Halliday to approve payment and file for audit the July 8, 2014 bills in the amount of \$12,645.99 and check run #034335 to #034363., EFT #941-942. Regular payroll pay date 7/3/2014 in the amount of \$13,776.45 (direct deposit #921 through #937) and EFT #938-940.**

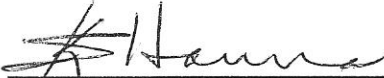
**A motion by Halliday and seconded by Millerbernd to approve the June 24, 2014 Town Board meeting minutes as presented. Discussion. Vote. All ayes. Motion carried..**

**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; and Wyoming Dairy Queen LFFD event July 16, 2014 6:00pm-9:00pm.

**A motion by Halliday and seconded by Millerbernd to adjourn at 7:45pm. Discussion. Vote. All ayes. Motion carried.**

Date approved: July 22, 2014

  
Philip Osterhus, Chairman

  
Judith K. Hanna



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

### Minutes

### Town Board

August 12, 2014

8:15 p.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 was also present. The Clerk Judy Hanna was in the Senior Center closing out the election.

**A motion by Kramer and seconded by Millerbernd to approve the agenda with the additions of discussion on Meeting the Candidates meeting date<sup>1</sup>, Sunrise Water Shed and the septic information notice being sent out. Discussion. Vote. All ayes. Motion carried.**

**Discussion** from John Zacher requesting natural gas to Shadow Ridge Development. John Zacher was advised to come back to the Town Board when he has gathered all the needed information. John stated he would need cost and funding information from the Attorney/Town Board before he could do that. Supervisor Halliday stated the first requirement needed is the petition signed by the residents within the proposed project describing what their request is. The steps following will include a public hearing(s). All the plans, the cost and the financing would be discussed at the hearing. 75% of residents would decide whether the Township should proceed. John stated he would continue to work with the Attorney and Xcel Energy on moving forward. **Discussion** on should this request go to Planning.

**Attorney Mike Haag:** Discussion on Resolution 2014-13 Leave Donation Policy-allowing employees to donate their accrued sick and vacation time to another employee when they may not have enough paid leave because of a catastrophic illness or death. No motion. **A special motion by Osterhus and seconded by Kramer to approve and allow resigning Building Inspector, Kevin Tramm, to donate his remaining sick time to employee Chris Herring. Discussion. The Attorney will revise Resolution 2014-13. Chairman Osterhus will follow up with Pam Olson. Vote. All ayes. Motion carried.**

**Discussion** on Resolution 2014-14 allowing the Stacy Lions Club to serve non-intoxicating malt liquor at LFFD September 6, 2014. **A motion by Halliday and seconded by Kramer to adopt Resolution 2014-14. Roll call vote. Supervisor Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye.**

**A motion by Halliday and seconded by Millerbernd to approve Linda Anderson as Senior Center Committee member. Discussion. All ayes. Motion carried.**

The July 22, 2014 Town Board meeting minutes were not available.

**Discussion** on requesting support for repayment of the cost for the surprise retirement party for Ilene Hudak (election judge for 35years) Shirley Doberstein (30 years) and Lucy Pfaffendorf (20+). Supervisor Kramer and Chairman Osterhus have donated to the party.

**Discussion** on Crabtree Companies August 6, 2014 7:30am meeting.

**Discussion** on the carp barrier project being started tomorrow (8-13-2014).

**Supervisor Searing** reported Forest Lake Printing will do the next newsletter for \$634.50. Copies were provided for proofing and comments. This will be mailed to all residents. **Discussion** on hours for Kelli. **Discussion** on Kelly's job description. **Discussion** on the website.

**Discussion** on the "Notice to Property Owner" letter/flyer being sent out. Supervisor Kramer has been working with Mike Jungbauer on revising the letter/notice.

**A motion by Searing and seconded by Kramer to approve and pay the August 12, 2014 bills in the amount of \$23,663.97 and check run #034435 to #034471 EFT #972-974. Regular payroll pay date 8-1-2014 in the amount of \$11,144.65 Direct Deposit #958 through #968 and EFT #969-971. Discussion. Vote. All ayes. Motion carried.**

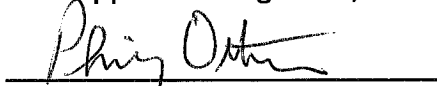
**Discussion from the audience:** Janet Dolphy questioned the use of Township vehicles; using taxpayer dollars to support non-township needs of the township people; using volunteers for volunteering-not township tax dollars. All Township employees are authorized to use township vehicles. Driver licenses and background checks are done on all users.

**Discussion from the audience:** Cathy Hereau regarding Annual Meeting minutes.

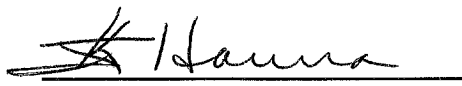
**Chairman Osterhus** stated the rest of the meeting was informational: Filing for Supervisor Seat A-Robert Millerbernd; Seat D-Michael Halliday and Treasurer-Vicki L. Erickson and Carrie Luedtke; MN Assoc. of Township District Meeting/Election; Current Police Report; Township Legal Seminar information; The Education Foundation of the Forest Lake Area fundraiser-Growing "teffla" at Waldoch Farms-September 18, 2014; 2015 Township Aid (\$411.00); SRWMO meeting September 4<sup>th</sup>, 2014 at 6:30pm at East Bethel City Hall; Office of the State Auditor E-Update; Maintenance workers attended OSHA safety training on "Flagging"; Domestic Violence Awareness Month Proclamation Resolution on the September 9, 2014 TB Mtg.

**A motion by Millerbernd and seconded by Kramer to adjourn at 9:10pm. Discussion. Vote. All ayes. Motion carried.**

**Date approved: August 26, 2014**



**Philip Osterhus, Chairman**



**Judith K Hanna, Clerk**

Amended 10/28/14:<sup>1</sup>Meet the Candidate night is Thursday, October 16 starting at 7:00 pm.





## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

### Minutes

#### Town Board

August 26, 2014

6:00 p.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 add to the agenda discussion from Supervisor Halliday regarding Parks/ the maintenance position and accepting the letter of resignation received from Melvin Pfaffendorf<sup>1</sup> from the Senior Committee. Chairman Osterhus requested discussion on the direction the Treasurer should take regarding extending the terms of a CD to get a higher rate<sup>2</sup> and deleting the June financials. Discussion. Vote. All ayes. Motion carried.**

**Discussion from the Attorney regarding Crown Castle tower lease. A motion by Kramer and seconded by Halliday to direct the Attorney to provide an agreement with Crown Castle at the next meeting. Vote. All ayes. Motion carried. Discussion on Resolution 2014-15, Accepting Donations. A motion by Millerbernd and seconded by Halliday to adopt this resolution. Vote by roll call. Supervisor Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Roll call vote approved Resolution 2012-15. A motion by Halliday and seconded by Millerbernd to adopt resolution 2014-13, Leave Donation Policy. Vote by roll call. Supervisor Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Roll call vote approved Resolution 2014-13. Discussion on the job description for the website/channel 10 coordinator. A motion by Halliday and seconded by Kramer to approve the job description. Vote. All ayes. Motion carried. The attorney provided copies of information for establishment and uses for subordinate service districts Minn. Stat. 356A.**

**Chairman Osterhus read the letter received from Chris Herring resigning. A motion by Kramer and seconded by Halliday to accept his letter. Discussion. Chairman Osterhus stated so far word of mouth has produced several applications. The attorney stated it is up to the Town Board as to how they fill the position. Vote. All ayes. Motion carried.**

**Discussion from Supervisor Halliday regarding the office staff meeting held August 26. Linda Anderson will be in the office Mondays and Thursday from 8am to noon. She would also fill in other days when needed. These two days a week she would answer the phones, assist at the window, help with making copies of meeting materials, assist with Supervisor needs, opening and filing mail to name a few. Since Rudi McCurdy position wasn't filled she could pick up some of his duties. Mike Budde will also be back to work, light duty and half days. A motion by Halliday and**

**seconded by Millerbernd to give Linda Anderson more hours and set days as an office employee. Vote. All ayes. Motion carried.**

**Discussion from Chairman Osterhus** regarding giving the Building Inspector a key to the building before his probation period is up. **A motion by Halliday and seconded by Searing to provide Mike Jungbauer a key to the building before his 90 days probation period is up. Discussion. Vote. All ayes. Motion carried.** **Discussion from Chairman Osterhus** on the return of Chris Herring keys and phone.

**Fire Department Darryl Ballman**-Mutual aid with Oxford Township is still in discussion. Swed-Bro will return to fix the cracks in the floor which is under warranty. Working on the 2016 budget. The selling of old engine 11. Two firefighters have started the ACTA (1) FF will be starting his medical training. Discussion on donating to the FWD Restoration Fund-checks to be made out to the township, volunteers needed, and storage will be at Joe Dolphy's address.

**Discussion on the May and June bus travel log. A motion by Halliday and seconded by Millerbernd to accept the letter from Howard Nessel-resigning from the Senior Center Committee. Vote. All ayes. Motion carried.**

**Discussion from Supervisor Millerbernd** Sunrise Water Shed. The carp barrier on the south end of Martin Lake is in. The others will be started this year but not finished until the spring of 2015.

**Discussion from Supervisor Kramer** regarding the purchase of a CHIPSTAR PTO 8 chipper for the use of chipping the brush/tree's branches we work with for mulch.

**A motion by Kramer<sup>3</sup> to waive the \$60.00 building permit fee for the air/heat unit in the Town Hall meeting room. Discussion. The surcharge fee to the state would be paid. Vote. All ayes. Motion carried.**

**Discussion on approval, corrections and/or additions to the July 22, 2014 Town Board meeting minutes. A motion by Kramer and seconded by Halliday to approve the July 22, 2014 Town Board meeting minutes as printed. Discussion. Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Halliday to approve the August 12, 2014 8:15pm Town Board meeting minutes with the deletion of a motion by Supervisor Searing "directing John Zacher to come back to the Town Board failed for not having a second". Discussion. Supervisor Searing did not believe she made that motion. Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded by Kramer to request the release of \$284.00 from Anoka County Property Records and Taxation. Discussion. The program has not been in use since 2004. Vote. All ayes. Motion carried.**

**Discussion on the payment of the September 9, 2014 bills in the amount of \$31,348.60 and check run #034511 to #034543. Regular payroll pay date 8-29-2014 in the amount of \$5,614.47. Direct Deposit #1000 through #1013 and EFT #1014-1016. A motion by Searing and seconded by Halliday to approve the payment of the September 9, 2014 bills in the amount of \$31,348.60 and check**

run #034511 to #034543. Regular payroll pay date 8-29-2014 in the amount of \$5,614.47. Direct Deposit #1000 through #1013 and EFT #1014-1016. Vote. All ayes. Motion carried.<sup>3</sup>

**Discussion** on running another AP for invoices for Linwood Family Fun Day September 6, 2014. A motion by Halliday and seconded by Millerbernd to approve another AP for Linwood Family fun Day invoices. Vote. All ayes. Motion carried.

**Discussion** on a new copier and the Crabtree project. Chairman Osterhus provided information supporting the need for a new copier, the technology the Crabtree project would bring to the office staff/ cost savings and funding. A motion by Halliday and seconded by Millerbernd to approve up to \$15,000 for the Crabtree Project. Vote. All ayes. Motion carried. **Discussion** on the time line to implement the project. Ending of 2014 and the beginning of 2015. **Discussion** on what internet server will be providing us with service. Two computers have been upgraded (accounting and building inspector).

A motion by Halliday and seconded by Millerbernd to direct the Chairman and the Clerk to sign the Engagement Letter for auditing services from RedPath and Company. Discussion. Vote. All ayes. Motion carried.

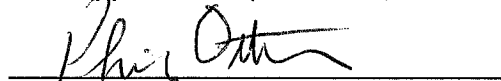
**Discussion** on the filing for Township offices went well for Deputy Clerk, Mike Parker.

**Discussion** on requesting a flag donation for the MN Association of Township Educational Conference and Annual Meeting November 20-22, 2014 in Duluth, MN. Mike Jungbauer will check on receiving one from the State.

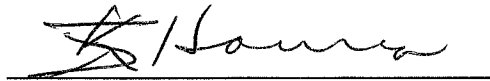
**Chairman Osterhus** stated the rest of the meeting material was **informational**: Current Police Report, Mike Budde-back to work-limited hours and light duty, Judy Hanna has been challenged to do the ALS ice water challenge. Judy is challenging all LINWOOD ELECTED OFFICIALS to do the same. **Discussion** from the audience: Cathy Hereau regarding approving the 2013 Annual Meeting Minutes. Chairman Osterhus stated those meeting minutes are the from the people's meeting, not a Town Board meeting. They will be approved at the 2015 Annual Meeting.

A motion by Halliday and seconded by Millerbernd to adjourn at 8:12pm. Discussion. Vote. All ayes. Motion carried.

Date approved: September 9, 2014



Philip Osterhus, Chairman



Judith K. Hanna

The following amendments were made on 10/28/14:

<sup>1</sup>Motion was amended to accept letter of resignation received from Howard Nessel from the Senior Committee.

<sup>2</sup>Discussion took place directing the Treasurer to change the maturing CD from a 6 month term to a 12 month term for the purpose of gaining a better interest rate. No motion was made. See the 10/28/14 minutes for the motion.

<sup>3</sup>This motion was seconded by Millerbernd.

<sup>4</sup>The entire paragraph was amended to read: Discussion on the payment of the August 26, 2014 bills in the amount of \$75,867.31 and check run #34473 to #34505. Regular payroll pay date 8/15/2014 in the amount of \$16,124.21. Direct Deposit #977 through #996 and EFT #977-#999. A motion by Searing and seconded by Halliday to approve the payment of the August 26, 2014 bills in the amount of \$75,867.31 and check run #34473 to #34505. Regular payroll pay date 8/15/2014 in the amount of \$16,124.21. Direct Deposit #977 through #996 and EFT #997 through #999. Vote. All ayes. Motion carried.



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

### Minutes

#### Town Board

September 9, 2014

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 Kramer and seconded by Millerbernd to approve the agenda as printed. Discussion. Vote. All ayes. Motion carried.**

**Attorney Mike Haag** provided information on the hiring of a maintenance worker. Chairman of the Board Osterhus provided a written summary of the process. The recommendation to hire Tony DeChaine at \$22.00 starting September 29 at 7:00am. Discussion followed requesting the Attorney to follow up on 40 hours of work (volunteer fireman (employee) and an employee). A motion by Kramer and seconded by Halliday to approve the hiring of Tony DeChaine at \$22.00 per hour starting at 7:00am. September 29, 2014. Vote 4 ayes. Searing abstained. Discussion on Resolution 2014-16-the 2015 Levy at \$1,500,000.00. **A motion by Searing and seconded by Halliday to adopt Resolution 2014-16 by roll call vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Resolution 2014-16 adopted.** Discussion on Resolution 2014-17 October is National Domestic Violence Awareness Month. **A motion by Millerbernd and seconded by Searing to adopt Resolution 2014-17 proclaiming October to be Domestic Violence Awareness Month by roll call vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Resolution 2014-17 adopted.** Discussion on Resolution 2014-18 Proclaiming September 17-23 as Constitution Week in Linwood Township. **A motion by Kramer and seconded by Halliday to adopt Resolution 2014-18 Proclaiming September 17-23 as Constitution Week in Linwood Township by roll call vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Resolution 2014-18 adopted.** Discussion on the memo received from the Attorney regarding the proposal received from Crown Castle on their tower proposal. Tabled until the next meeting.

**Chairman Osterhus** stated the August 2014 Building Permit Report was available and posted.

**Fire Department**-Fire Chief Darryl Ballman requested to be paced on the next meeting's agenda.

**Senior Center**-A list of the Senior Committee members and their e-mail addresses were provided. Supervisor Halliday stated the committee should discuss the request received from the Golden Club regarding a new stove.

**Road and Bridge**-Chairman Osterhus stated the meeting minutes are posted and available. A reminder about the Town Board annual road review set for Tuesday September 30 starting at 4:00pm.

**Park Board**-Supervisor Halliday stated the park board members did the new brochure during their last meeting. The provided it at their booth during Linwood Family Fun Day.

**Linwood Family Fun Day**-Supervisor Millerbernd invited all volunteers to the pot luck wind down party September 17, in the Senior Center at 5:30pm. We had another perfect day for this great event. The 5k run had 150 runners, the car show had 80+cars, the tractor show had 7 tractors and the bike show had 13 bikes. All the vendors were happy with the new layout and the midway was a hit. Ed Kramer was presented the 2014 Hall of Fame Award. He again thanked all the new and old volunteers. Discussion on the awesome front page article in the "LOWDOWN" newspaper. Thank them very much!!

**Discussion from Supervisor Kramer** regarding the purchasing of a Chipstar PTO 8 chipper to be purchased with funds from the SCORE recycling reimbursement program. **A motion by Millerbernd and seconded by Searing to approve up to \$3,500 to purchase a wood chipper to create compost as part of the townships recycling program.** Discussion. Ed will apply for the grant to cover the cost. **Vote. All ayes. Motion carried.**

**Supervisor Millerbernd** stated the carp barriers installed at the south end of Martin Lake are not finished. The others ones will be started this fall, but finished next spring.

**A motion by Searing and seconded by Millerbernd to approve the payment of the September 9, 2014 bills in the amount of \$29,518.64 and check run #034201 to #034237. Regular payroll pay date 4/25/2014 in the amount of \$10,839.32 (direct deposit #844 through #854) and check #34198. Regular payroll \$12,193.49 Direct Deposit #855 through #871 and Checks #34199 to #34200.** Discussion. **Vote. All ayes. Motion carried.**<sup>1</sup>

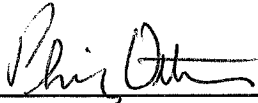
**A motion by Kramer and seconded by Halliday to approve the August 26, 2014 Town Board meeting minutes as printed.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** on Kelly Kramer doing up signs and flyers for recycling. Her rate of pay would be the same as doing the website/cable/ and newsletter. Because this is for recycling the cost would come from recycling funds.

**Chairman Osterhus stated to rest of the meeting was informational:** Memo from Pam Olson regarding District 7 meeting she attended September 3, 2014; Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Forest Lake Chamber Connection; 90 years of WCCO Radio fundraising event for ACHS; NEWS-open Forum-Scandia removes employee perks; and Open House-September 16 from 4-7pm at the Anoka County Sheriff's Office/Tri County Regional Forensic Laboratory.

**A motion by Halliday and seconded by Kramer to adjourn at 7:05pm.** Discussion. **Vote. All ayes. Motion carried.**

Date approved: September 23, 2014



Philip Osterhus, Chairman



Judith K Hanna, Clerk

<sup>1</sup>Entire paragraph was amended on 10/28/14 to read: A motion by Searing and seconded by Millerbernd to approve the payment of the September 9, 2014 bills in the amount of \$31,348.60 and check run #34507 to #34543 and EFT #1017 to #1020. Regular payroll paydate 8/25/14 in the amount of \$9,312.29. Direct Deposit #1000 through #1013, check #34506, and EFT #1014 to #1016. Vote. All ayes. Motion carried.







## LINWOOD TOWNSHIP

ANOKA COUNTY  
22817 Typo Creek Drive N.E.  
Stacy, Minnesota 55079  
(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
September 23, 2014  
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 Kramer and seconded by Millerbernd to add discussion on the Laserfiche project (Crabtree Companies) to the agenda. Vote. All ayes. Motion carried.**

**Attorney Mike Haag** provided summary of the tower lease contract and hiring a consultant to help negotiate a new agreement with Crown Castle on the lease of the land (Broadbent Park) on which the cell tower sits. **A motion by Halliday and seconded by Kramer to contract with "Steel In the Air, Inc." to help in negotiating a new lease with Crown Castle. Vote. All ayes. Motion carried.** **Discussion** with the Attorney and resident John Zacher regarding the Shadow Ridge Subordinate Service District natural gas project. Mr. Zacher was directed to continue discussions with Xcel Energy to see if they would help with financing the project. **Discussion** on correcting the numbering of Resolution 2014-09 to 2014-15 with no wordage changes to the Resolution. **A motion by Kramer and seconded by Halliday to approve and change Resolution 2014-09 to 2014-15 (Accepting Donations). Vote. All ayes. Motion carried.**

**Fire Chief Darryl Ballman** was present for discussion. Discussion was held on: the department was invited to attend the 9/11 ceremony held in Mpls; more on the Oxford Township shared services at the next meeting; Engine 11 is in Duxbury, MN-the department would like to donate the truck to them; increasing the number of firefighter from 29 to 35; donation for the "FWD Restoration Fund" are continuing to come in; Fire prevention Week-October 6 they will be at Linwood School; and the department "Open House" is October 9<sup>th</sup>. **A motion by Halliday and seconded by Millerbernd to increase the Fire Department's fire fighter roster from 29 to 35. Vote. All ayes. Motion carried.**

**Discussion** on the Town Board's Road review September 30, 2014 starting at 4:00pm not 6:00pm.

**Linwood Family Fun Day**-Supervisor Millerbernd again thanked all the volunteers. Planning for 2015 will start in January. Volunteers are already working on new ideas.

A motion by Kramer and seconded by Millerbernd to approve and appoint for the 2014 General Election the following Judges: Head Judge-Sheila Bien; Assistant Head Judge-Doris Wetjen; Anita Johnson, Craig Kasl, Eileen Reinke, Ruth Smallidge, Sandra Staub, and John Weimer. Vote. All ayes. Motion carried.

A motion by Kramer and seconded by Halliday to approve the payment of the September 23, 2014 bills in the amount of \$19,720.67 and check run #034546 to #034568. Regular payroll pay date 9/12/2014 in the amount of \$13,919.44 (direct deposit #1021 through #1037) and EFT #1038-1040 and Check #34545. Vote. All ayes. Motion carried.

A motion by Kramer and seconded by Halliday to correct the September 9, 2014 Town Board meeting minutes as follows-the Road review time to 4:00pm (6:00pm), the carp barriers on the south end of Martin Lake are not finished and the funds to purchase the chipper come from SCORE Recycling reimbursement program. Vote. All ayes. Motion carried.

Discussion on the Laserfiche project. A motion by Osterhus was to spend up to \$1,500 for IT support. Motion failed for no second. Discussion continued on using one person/company to totally support the computers/office equipment. A motion by Halliday and seconded by Osterhus to spend up to \$1,000 to get the system up and running. Discussion. Funds would come out of the "Communication Fund". Once the system is up and running the IT support would be decided. Halliday amended his motion to "spend up to \$2,500 to support the Crabtree laserfiche". Osterhus amended his second. Vote. All ayes. Motion carried to spend up to \$2,500 for the support of getting the project up and running. Vote. All ayes. Motion carried. Chairman Osterhus will work with Mike Christian as Linwood's IT person for office computer support. TR Computer Sales will set up and support the network.

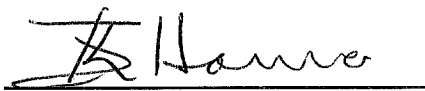
Chairman Osterhus stated the rest of the meeting was informational: Anoka County Sheriff's Office police report; and Office of the State Auditor E-Update

A motion by Halliday and seconded by Millerbernd to adjourn at 7:30pm. Vote. All ayes. Motion carried.

Date approved: October 28, 2014



Philip Osterhus, Chairman



Judith K Hanna, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY  
22817 Typo Creek Drive N.E.  
Stacy, Minnesota 55079  
(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
October 14, 2014  
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 add but table requesting additional \$36.90 from Anoka County until we know why it was added, and discussion on the 2015 calendar. Discussion. Vote. All ayes. Motion carried.**

**Attorney Mike Haag** stated Resolution 2014-19 is some unfinished business regarding two parcels of land. One the Township is using for a park. The other parcel by Resolution would be to convey Lot 1, Block 2, Paradise Point Unit 4 back to the State because it is not being used for a park and the Township does not have any use for this parcel. **A motion by Kramer and seconded by Searing to adopt Resolution 2014-19. Roll call vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, Millerbernd-aye. Resolution 2014-19 adopted. Discussion:** on upcoming tax forfeiture property on West Martin Lake in 2015.

**Chairman Osterhus** stated **Application 2014-08 Interim Use Permit (pigeons) denied.** The applicants' withdrew their request to be allowed to have homing pigeons on their property. The property is located at 22940 East Martin Lake NE. **A motion by Kramer and seconded by Halliday to deny Interim Use Permit Application 2014-08 received from Frank Varro/John Rudberg. Discussion. Vote. All ayes. Motion carried.** **Application 2014-09 Renewal Interim Use Permit for an unmanned telecommunication tower located at 21830 Viking Blvd NE (old Carlisle property). A motion by Kramer and seconded by Halliday to approve Application 2014-09 renewing the Interim Use Permit for an unmanned telecommunication tower. Discussion. Vote. All ayes. Motion carried.**

**Chairman Osterhus** stated the September 2014 Building Permit Report was available and posted.

**Fire Department-Fire Chief Darryl Ballman** was present for discussion. He reported nine medical and four fire calls. Talks with Oxford Township on the Joint Powers Agreement regarding sharing their fire service between Linwood, Stacy, Lent and Isanti. The attorney will work with the auditor, Duxbury and Darryl on how the Township can donate old fire engine two to the Duxbury Fire Department legally. Halliday stated the Township cannot donate or fundraise. **Discussion** on allowing the department to hire six more fire fighters, bringing the roster up to the 35 they are allowed. **A motion by Halliday and seconded by Millerbernd to approve the hiring of six new employees for the fire department. Discussion. Vote. All ayes. Discussion** on the Joint Powers Agreement with Anoka County Fire Police Committee. The Attorney and the Fire Chief (or another representative) has been

attending the meetings. The DOLF/CAD is the policy being formed outlining how the department operates/paper work. **Discussion** on the 2015 township calendar. All advertising money goes into the Fire Relief fund (agreed to at the time the fire department took over doing the calendar). **The gift cards** given to Linwood students during Fire Prevention Week will be recorded as a gift from the Fire Relief fund.

**Supervisor Halliday** stated the Senior Center Board will meet tomorrow morning in the Senior Center at 8:30an. September 2014 bus travel log was provided. Question regarding background /driver license received from bus drivers. **Discussion** on hired bus driver receiving mileage and her hourly wage for using her own vehicle.

**Road and Bridge**-Meeting minutes are posted and available. **A motion by Halliday and seconded by Millerbernd to approve the payment for Pay Estimate #2 regarding the 2014 Street Maintenance Project in the amount of \$12,053.12.** Discussion. Why did they this year crack fill the streets that we paved last year? Osterhus stated it is recommended to crack fill the first year-the cracks were cut then filled. **Vote. All ayes. Motion carried.** **Discussion** on the information received regarding the upgrading of 205<sup>th</sup> Street. A contract between the DNR and Dresel Contracting has been signed to do the work in the amount of \$38,398.22. **Discussion** on the committee's recommendation to vacate 205<sup>th</sup> Street. Supervisors were encouraged to review the road. Supervisor Kramer stated he would attend the next Kiwi snowmobile meeting. **Discussion** on the township engineer providing an estimate and plans for ditching 400 feet for 228<sup>th</sup> Avenue from Feather Street to West Martin Lake Drive. **Discussion** on the work done to repair an exposed culvert on Jordell Street. **Discussion** on 205<sup>th</sup> Avenue being a State Aid road. **Discussion** on the request for payment received from Envirotech for dust control on 205<sup>th</sup> Avenue in the amount of \$2,230 instead of the quote of \$1,800.

**Supervisor Halliday** stated the Park Board did not meet.

**Supervisor Millerbernd** stated the Martin Lake carp barrier is completed. The barrier to be located at the north end of Martin Lake/south end of Fawn Lake will be installed in the spring of 2015.

**Supervisor Millerbernd** invited all ages to attend the annual Moonlight Walk in the Park and School Forest, Friday October 24.

**Supervisor Kramer** stated 2014 Enhancement Grant was approved to purchase a tractor (\$29,000) to be used by recycling. Copies were provided of the information gathered on tractors. **A motion by Halliday and seconded by Millerbernd to approve the purchase using the Enhancement Recycling Grant for Kubota tracker in the amount of \$29,000.** Discussion. **Vote. All ayes. Motion carried.**

**Kelly Kramer** was present for discussion on the mailings we are doing. If the information were to be given to her she would have the information for the website and cable. How do we make sure she receives that information? Searing is in charge of providing her with website/cable information. The mailing of information is better than delivering Township information. E-mailing out information verses mailing out. How do we keep a current and accurate resident list? **Discussion** doing the mailing out of the Forest Lake Post Office.

**Discussion** on paying the October 14, 2014 bills. A motion made by Halliday, failed for lack of a second not to pay the bills until **A motion by Kramer and seconded by Halliday to withhold the Envirotech payment in the amount of \$2,230 leaving the approved balance at \$23,019.33.**

**Discussion. Vote. All ayes. Motion carried. A motion by Kramer and seconded by Halliday to pay the rest of the bills minus the \$2,230. Discussion.** Check run #034606 to #034648. EFTs #1079-1083. Regular payroll pay date 9/26/2014 in the amount of \$12,943.89 (direct deposit #1042 through #1053) and EFT #1054-1056. Check # 34570. Regular payroll pay date 10/10/14 \$16,068.78 Direct Deposit #1057 through #1073 and EFT #1074-1076 and Check #34573. 3Q 2014 Fire Department Payroll pay date 10/11/14 in the amount of \$20,290.29. Checks 34574-34605 and EFT #1077-1078. **Vote. All ayes. Motion carried. Discussion** on paying \$150.00 per month for a broadband that we are not hooked to. **Osterhus** will check into. VISA bill-no receipt. Judy stated in the past office staff would request a duplicate copy from where the item was purchased and a memo would be given to the person. **Linda** could do this.

**Discussion** on the employees using the time clock to check in or out daily. The time cards have a Supervisor, Judy or another employee initial the hand printed time.

**Discussion** regarding the memo received from Pam Olson requesting corrections/additions to the following meeting minutes: **Discussion** from Searing having the information for additions or corrections. **Halliday** stated Pam should provide the information at the next meeting. The Attorney will provide direction on how we need to do this. The minutes were approved as written. The correction would normally be included with the next meeting minutes. If meeting minutes are read by the public they would see the corrections when they are amended. Halliday suggested the meeting minutes have a notation at the bottom stating a correction was done. Searing requested having the meeting minutes provided earlier.

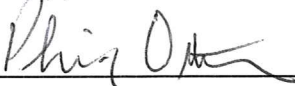
**Discussion** from the audience on the using a vehicle log sheet. Chairman Osterhus stated we do-but it does not detail the daily use.

**Discussion** on requesting payment from Anoka County Property Records and Taxation for an additional \$36.90 deposited in our account. Osterhus suggested tabling until Pam could recheck with the county as to why this was added.

**Informational:** Anoka County Recorder; Office of the State Auditor E-Update; Linwood Township monthly Police Activity report; Department of Human Services-licensing new residential programs in Linwood (League of Minnesota Cities requested the Department of Human Services to notify cities/townships when a new residential license is granted).

**A motion by Halliday and seconded by Millerbernd to adjourn at 7:25pm. Discussion. Vote. All ayes. Motion carried.**

Date approved: October 28, 2014

  
Philip Osterhus, Chairman

  
Judith K Hanna, Clerk





# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

## Minutes

### Town Board

October 28, 2014

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 (left at 6:37pm), 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 add the fire department report to the agenda and approve the agenda as amended. Discussion. Motion carried.**

**Supervisor Searing** stated after the last meeting she contacted Walmart regarding the missing receipt (\$16.03) for payment on the VISA bill. Both she and Supervisor Halliday had a misunderstanding on the memo received from the accounting/secretary regarding the VISA bill. The receipt in question on the VISA bill was the amount of \$16.03-not the whole VISA bill.

**Discussion** from Supervisor Halliday and Searing requesting a raise (\$2.00) and increasing work hours up to 40 hours a week starting January 1, 2015 for Pam Olson, Accounting/Secretary. **A motion by Searing and seconded by Halliday to approve increasing Pam Olson's hours of work from 32 hours to up to 40 hours per week starting immediately. Discussion. Finding of fact:** Taking on more jobs than what her job descriptions states. Implementing the new CTAS accounting program by the first of the year; implementing the new Crabtree office copier program. **Vote. All ayes. Motion carried. A motion by Halliday and seconded by Searing to increase her pay \$2.00 per hour stating January 1, 2015. Discussion. The increase is because of the added responsibility. Vote. All ayes. Motion carried.**

**Fire Chief Darryl Ballman** was present and reported for the month of October 15, runs were recorded: Nine medical and six fire. **Discussion** with Oxford Township in joint fire protection is still continuing. Discussion on the quote received in the amount of \$36, 000 for new lighting for the parking lot, building, and flag pole. He was directed to go out for more quotes. **Discussion** on the Fire Relief Association will not be doing the 2015 calendar. They offered help in setting up the program. Seven candidates are being interviewed tonight. This Thursday is a meeting with the JPA-ACFPC. Attorney Haag stated the meetings have been discussion on the sharing the cost equally.

**Attorney Mike Haag** provided copies Handouts: Minimum Maintenance Roads. Requested the Board to review and bring back for discussion at another time. **Discussion** on 205<sup>th</sup> being a State

Aid Road. Road and Bridge has recommended this road be vacated. **A motion by Kramer and seconded by Millerbernd to leave the 205<sup>th</sup> Avenue open and upgrade the road using funds donated from the KIWI snowmobile club (\$5,000).** Discussion. **Vote. All ayes. Motion carried.** Discussion on "Steel in the Air" cell tower lease. Discussion on the Anoka County Fire Prevention Council. Discussion on accepting donations for the Halloween Party. The attorney stated the money would be turned in and the Town Board would accept the donation by resolution.

**Discussion on Planning and Zoning Application 2014-10 Interim Use Permit Cell Tower located at 5071 197<sup>th</sup> Avenue. A motion by Kramer and seconded by Searing to approve Application 2014-10 Interim Use Permit for the cell tower located on private property at 5071-197<sup>th</sup> Avenue.** Discussion. Planning recommended approval. **Vote. All ayes. Motion carried.**

Discussion on the memo received from Craig Jochum, Township Engineer providing an estimate for 228<sup>th</sup> Avenue from Feather Street to West Martin Lake Drive (\$46,068) to add catch basins. Road and Bridge will redo the estimated footage and work with the engineer to reduce the cost. Tabled until the next meeting. Chairman Osterhus does not believe it will be done this year.

Supervisor Kramer requested discussion on the senior center's new stove and kitchen flooring. Table until Supervisor Halliday is present. Discussion on the quote received from Columbus Trucking on the lift repair for the 2005 senior bus. The quote was in the amount of \$7,468 for a new wheelchair lift. Kramer requested no action be taken on the quote. He would check out other options.

<sup>1</sup>Omitted paragraph.

Supervisor Kramer stated the Envirotech payment is still on hold.

**A motion by Kramer and seconded by Millerbernd to approve for payment the October 28th, 2014 bills in the amount of \$72,271.68 and check run #034652 to #034678. EFT #1095. Regular payroll pay date 10-24-14 in the amount of \$14,467.89. Direct deposits #1079 through #1091 and EFT # 1092 through # 1094.** Discussion. Supervisor Kramer questioned the claims numbers to be approved do not match the check issued numbers. Pam Olson was in the audience and stated she could use claim numbers, making it easier to match up. **Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Millerbernd to approve the September 23, 2014 Town Board meeting minutes with the clarification that Mike Christian is Linwood's IT person for office computer support. TR sales will set up and support the network.** Discussion. **Vote. All ayes. Motion carried.**

Discussion on correcting the already approved meeting minutes. Correct the spelling of Kelli Kramer to Kelly Kramer. Add to the June 24<sup>th</sup> Town Board meeting minutes A motion by Searing and seconded by Halliday to approve Application 2014-07 for Jake Vadnais to build a detached



garage closer to the road than Township code allows. The property address is 23944 Julliard Street NE. **Add** to the August 12, 2014 Town Board meeting minutes: Meet the Candidate night is Thursday, October 16 starting at 7:00pm. **Amend** the August 26, 2014 meeting minutes to read in the 1<sup>st</sup> sentence, 2<sup>nd</sup> paragraph, **A motion by Halliday and seconded by Kramer to add to the agenda discussion from Supervisor Halliday regarding Parks, the maintenance position, and accepting the letter of resignation received from Howard Nessel from the Senior Committee.** Discussion. **Vote. All ayes. Motion carried.** Include in the motion by Kramer and seconded by Millerbernd to waive the \$60.00 building permit fee for installing the air/heat unit in the Town Hall. Discussion. **Vote. All ayes. Motion carried.** Amend the 15<sup>th</sup> paragraph to read, Discussion on the payment of the August 26, 2014 bills in the amount of \$75,867.31 and check run #34473 to #34505. Regular payroll pay date 8-15-2014 in the amount of \$16,124.21. Direct Deposit #977 through #996 and EFT #977 through #999. **A motion by Searing and seconded by Halliday to approve the payment of the August 26, 2014 bills in the amount of \$75,867.31 and check run #34473 to #34505. Regular payroll pay date 8-15-2014 in the amount of \$16,124.21. Direct Deposit #977 through #996 and EFT #977 through #999.** Discussion. **Vote. All ayes. Motion carried.** Add a motion by Searing and seconded by Millerbernd to give direction to the Town Treasurer to extend the CD for 2 years at the best rate possible. Discussion. The interest rate would be at "best rate". **Vote. All ayes. Motion carried.** Amend the September 9, 2014 meeting minutes the 12<sup>th</sup> paragraph to read, **A motion by Searing and seconded by Millerbernd to approve the payment of the September 9, 2014 in the amount of \$31,348.60 and check run #34507 to #34543 and EFT #1017 to #1020. Regular payroll pay date 8-25-14 in the amount of \$9,312.29. Direct deposit #1000 through #1013, check #34506, and EFT 1014 through #1016.** Discussion. **Vote. All ayes. Motion carried.** Pam Olson was in the audience and was directed to add a note to all the meeting minutes to look for corrections with in the October 28, 2014 meeting minutes once they are approved. **A motion by Searing and seconded by Kramer to approve the amendments as recommended.** Discussion. **Vote. All ayes. Motion carried.**

**A motion by Millerbernd and seconded by Kramer to approve the October 14, 2014 Town Board meeting minutes as printed.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** on the next newsletter going out. Articles to be included should be safety tips on heating with wood, and snowplowing article to name a few.

**Discussion** on holding the regular Town Board meeting November 11, 2014. **A motion by Searing and seconded by Kramer to hold our regular meeting.** Discussion. **The office will be closed. Vote. All ayes. Motion carried.**

**Chairman Osterhus stated the rest of the meeting was informational:** Anoka County Sheriff's Office police report; Office of the State Auditor E-Update, Local Government Officials meeting location at the Blaine Fire Station #3 dinner at 6:00pm-\$11.00 per person, you're Invited Open House Reception hosted by Redpath and Company, Customized Training information, and memo from Pam Olson-questions and answers.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:40 pm. Discussion. Vote. All ayes. Motion carried.

Date approved: December 9, 2014

  
Philip Osterhus, Chairman

\_\_\_\_\_  
Judith K Hanna, Clerk

<sup>1</sup>Entire paragraph was omitted in approved minutes. Minutes were amended on 3/24/15 to read: There was discussion on donations received to cover the cost of the Halloween Party. By consensus it was decided that free-will offerings would be accepted at the party and all donations would be approved by resolution by the Town Board.



# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

## Minutes

### Town Board

November 11, 2014

6:00p.m.

Vice-Chairman Halliday 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, and Bob Millerbernd. The Attorney Mike Haag and the Clerk Judy Hanna were also present.

Searing would like "donations given for the food giveaway" and "item on the election judge pay voucher" to be added to the agenda. Halliday requested discussion on the Senior Center flooring and kitchen stove. **A motion by Searing and seconded by Millerbernd to add for discussion the food giveaway donations, item on the election judges pay voucher and the Senior Center kitchen stove/flooring. Vote. All ayes. Motion carried.**

**Discussion** from township residents on the snow plowing done for the first snow of the year. Supervisor Kramer tried to explain the township is in a transition period. We lost one of our two maintenance personnel early fall. The township has hired a replacement. Our main maintenance person was out on vacation. We could not reach him. Extra casual workers were call in. The first snow fall of the season, amount of snow and the different layers of ice and snow caused the snow plower's (and residents) to have a lot of difficulties. Trucks broke down. Our trucks got stuck. We did the best we could. We have not contracted for the last couple of years. Not everyone who plows knows our roads. Contractors have other contracts. They could not start when we wanted them or they may not be able to finish (breakdowns). A meeting is planned once we have this snow cleaned up. All people called in to plow would be at this meeting. Areas of priorities would be gone over. The Board thanked the residents for their concerns. The Board all agreed changes need to be addressed.

**Discussion** from Supervisor Searing regarding reimbursing election judges for pie and coffee after they have attended an election meeting in Anoka. More discussion during the payment of the bills.

**Discussion** from Supervisor Searing regarding collecting \$5.00 from families attending the food giveaway. Supervisor Millerbernd stated this is not a township program. They use the building. The money collected is a donation given to the driver/group bringing in the food. All the Volunteers are volunteers, not township representatives. Next month the food giveaway will be held at Linwood Convent Church-volunteers would not be church representatives. The event, food or money has nothing to do with the Township.

**Discussion** on Resolution 2014-20 designating a minimum maintenance road with Attorney Mike Haag. **A motion by Searing and seconded by Kramer to table adoption.** Discussion. The resolution needs to be done yearly. Copies would be given to the Road and Bridge committee for their review. Clarify the area on 205<sup>th</sup> Avenue to be designated as a minimum maintenance road. **Vote. All ayes. Motion carried.** **Discussion** on the proposal received from Crown Castle. **A motion by Kramer and seconded by Searing to direct the Attorney to answer back with a counter proposal.** Discussion. We have time to negotiate. **Vote. All ayes. Motion carried.**

Copies of the October Building Permit report were provided.

**Discussion** on the memo received from Craig Jochum, Township Engineer recommending final approval for 2015 final payment for crack sealing to Astech in the amount of \$43,050.00.<sup>1</sup>

**Supervisor Kramer** stated the senior bus was taken for other estimates on the 2005 bus lift repair. **A motion by Kramer and seconded by Searing to approve the quote received from IMED Mobility in the amount of \$2,150.40.**<sup>2</sup> Discussion. Replacing both lift vertical arms. The rest of the cost is labor, and other items if needed. Quote from DARTS VMS-\$4,854.93-new lift, shipping and labor. Quote from Columbus Trucking for a new lift, and labor in the amount of \$7,468. **Vote. All ayes. Motion carried.** Kramer will follow-up and contact IMED.

**Supervisor Kramer** stated the Envirotech payment has been paid per the quote.

**Discussion** on increasing the approved direct deposit amount of \$10,000 to \$15,000. **A motion by Kramer and seconded by Searing to approve the increase from \$10,000 to \$15,000.** Discussion. Extra casual workers during the winter season could run us over the \$10,000. Judy would contact the Wyoming Bank of the Boards approval of the increase. Judy would take the paperwork needed by the Wyoming Bank to Chairman Osterhus for review and his signature. **Vote. All ayes. Motion carried.** **Discussion** on adding more signatures to the signature card at the bank. Judy will check into that.

**A motion by Halliday and seconded by Kramer to table the October 28, 2014 Town Board meeting minutes.** Discussion. Proof the amendments to make sure they are as the Board corrected. **Vote. All ayes. Motion carried.**<sup>3</sup>

**Vice Chairman Halliday** stated the City and Town meeting was held at the Blaine Fire Station and meeting material provided was about being a heart safe community. **Discussion** regarding the updating the training on the defibrillator located in the senior center. **Discussion** on receiving salt from the county.

**Discussion** concluded we already have a copier policy in place. If copies are made for personal use we charge .25 cents per copy. If we are making copies, colored or black/white for a community event, discretion should be used. More discussion will be done later. (Judy and Ed left the meeting-plow truck is stuck-need phone number to tow truck)

**Discussion** on adding Linda Anderson as another township Notary. Halliday stated the Senior Coordinator is also a notary and she has requested renewal. **A motion to table any action by Halliday and seconded by Millerbernd until later.** Discussion. Judy stated the township office should be covered. The need for the senior center to be covered-they are, by the town hall office. The treasurer is also a notary. Will the new treasurer need to become one? **Vote to table action. All ayes. Motion carried.**

**Discussion** on a new stove and kitchen flooring. **A motion by Kramer and seconded by Searing to approve up to \$6,500 for a new stove and kitchen flooring.** Discussion. The money is from the account the Senior Center Board had when it was dissolved. The flooring would be done first. The stove would be ordered when the floor is finished. Volunteers are needed. Halliday would like the materials for the floor and the stove be ordered this year. **Vote. All ayes. Motion carried.**<sup>4</sup>

**A motion by Millerbernd and seconded by Searing to approve the payment of the November 11, 2014 bills in the amount of \$95,198.03 minus the two elections claims for pie, coffee and juice and claims #31067 and Claims #31083 through #31128. Regular payroll pay date 11-7-14 in the amount of \$16,106.77. Direct deposits #1096 through #1113 and EFT # 1114-1116. Check #34679.** Discussion. Is paying for coffee and pie for 2 election judges after an election meeting with in the legal areas of the law. **A motion by Millerbernd and seconded by Searing to deny payment for the pie, coffee and juice on the two election judges vouchers.** Discussion. Pam Olson will redo the 2 checks. **Discussion** on the three checks issued for reimbursement for expenses incurred for the Halloween Party. Vice-Chair Halliday stated he approved the spending/reimbursement from the senior center fund for this community event. Money was donated and turned over to the township. Supervisor Millerbernd still questioned the legality of this reimbursement. **Vote. All ayes. Motion carried.**

**Discussion** on the Town Board of Supervisors being the "Canvassing Board". Information provided was the "Abstract of votes cast in the precinct of Linwood Township, State of Minnesota at the 2014 State General Election held Tuesday, November 4, 2014 as compiled from the official returns. **A motion by Kramer and seconded by Millerbernd to approve the 2014 State General Election for Linwood Township election results.** Discussion. **Vote. All ayes. Motion carried.**

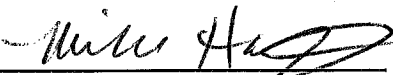
**Discussion** on the question on the ballot. To hire or keep the election process in place. The voters voted to elect.

**Discussion** on the newsletter going out on Friday.

**Vice-Chair Halliday** stated the rest of the material is informational: Anoka County Sheriff's Office police report; Office of the State Auditor E-Update; Anoka County NEWS; and Metropolitan Mosquito Control District summary.

**A motion to adjourn at 7:35 from Kramer and seconded by Millerbernd. Discussion. Vote. All ayes. Motion carried.**

Date approved: December 9, 2014

  
Mike Halliday, Vice-Chairman

\_\_\_\_\_  
Judith K Hanna, Clerk

The following amendments were approved on March 24, 2015:

<sup>1</sup> The entire paragraph was amended to read: Discussion on the memo received from Craig Jochum, Township Engineer recommending payment for crack sealing. A motion was made by Searing, seconded by Kramer to make the final payment of \$43,050.00 to Astech for the 2014 crack sealing project.

<sup>2</sup> The motion was amended to read: A motion by Searing and seconded by Kramer to hire IMED to fix the lift on the senior bus for an estimated cost of \$2150.

<sup>3</sup> The entire paragraph was amended to read: A motion by Halliday and seconded by Millerbernd to table the October 28, 2014 Town Board meeting minutes. Discussion. Judy Hanna requested that she would like time for Pam Olson to proof the minutes. Vote. All ayes. Motion carried.

<sup>4</sup> The entire paragraph was amended to read: Discussion on a new stove and kitchen flooring. A motion by Searing and seconded by Kramer to approve up to \$7,000 for a new stove and floor for the Senior Center kitchen. \$5,500 of the money was given to the Township by the Senior Advisory Board when it dissolved in 2014. The flooring would be done first. The stove would be ordered when the floor is finished. Volunteers are needed. Halliday would like the materials for the floor and the stove be ordered this year. Vote. All ayes. Motion carried.



# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

## Minutes

### Town Board

November 25, 2014

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.**

Attorney Mike Haag: Discussion on amending the Anoka County Connectivity Services Agreement for Broadband services. The township is paying \$150.00 per month for the service and we are not using it. **A motion by Halliday and seconded by Searing to approve Anoka County Contract No. 2011-0129A Amendment No. 1. Vote. All ayes. Motion carried. A motion by Kramer and seconded by Halliday to adopt Resolution 2014-21.** Discussion. Resolution 2014-21 requesting funds from Anoka County Housing and Redevelopment Authority for wheelchair lift repair on the 2005 Township Linwood handicapped assessable bus. **Roll call vote: Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2014-21 adopted.** Discussion on action the Town Board could take regarding the money owed to the Township from developers. The attorney could take action to collect or the Board would give direction to office accountant to write them off. If we owe money to any developer we have to pay it back. The list of developer information was incomplete. Discussion on all moneys to be returned has to go back to the corporation, or the state under unclaimed properties, not an individual. A complete developers list would be emailed to the Supervisors for more discussion at the next meeting.

**Supervisor Kramer** stated Planning and Zoning held public hearings for Planning and Zoning Application 2014-11 Variance and Interim Use Permit request from Gerald Tauer to allow horses on less than 9 acres. Variance is for .8 acres. Application 2014-12 Variance request from Brian and Sherry Langlois to build a pole barn exceeding township code. Planning recommended approval for both the applications. Discussion on Variance/ Interim Use Application 2014-11 allowing Gerald Tauer to have horses on less than 9 acres. **A motion by Halliday and seconded by Kramer to approve application 2014-11 allowing horses on less than 9 acres with the conditions no boarding of horses is permitted.** Discussion. Gerald Tauer was present for discussion. The variance is for .8 acres. The property is located at 22655 Sunrise Road. Property is zoned R-A. The interim use permit goes with the owners-not the property. Surrounding property owners have horses. **All ayes. Motion carried.** Discussion on Variance

Application 2014-12 request from Brian Langlois to build a pole barn exceeding township code. **A motion by Halliday and seconded by Searing to approve Variance Application 2014-12 to build a pole building exceeding code for size and height.** Discussion. Brian was not present for discussion. Property is R-1 zoning. Approximately 5 acres. Maximum of 1800sf for accessory buildings. **Vote. All ayes. Motion carried.**

**Fire Chief Darryl Ballman** was present for discussion. Oxford Township has finalized the cost for partnering with Oxford, Lent, Stacy, and Isanti departments. **Other** options are being discussed for the repair of the fire station doors. **The hiring committee** has selected five candidates to continue with the hiring process. **Effective** December 1, 2014 Jeff Willcocks is retiring. **Effective** January 1, 2015 Tony Sipe is retiring.<sup>1</sup> **More** information on the JPA-ACFPC joint powers agreement. **Discussion** on the DOLF/CAD is still in the working stages with Anoka County. **Breakfast** with Santa is December 6, 2014 in the Senior Center. **Discussion** on the "Stand By" for fire fighters policy. **A motion by Kramer and seconded by Searing approving up to \$6,000 for 35 for jump suits.** Discussion. The money would come from their funds. Purchase would be this year. The suits would identify who they are. They would allow the fire department medical personnel to keep them in their vehicles. **Vote. All ayes. Motion carried.**<sup>2</sup>

**Supervisor Halliday** stated the Park Board meeting minutes were available. The lights for the skating rinks are now on a timer.

**Discussion** on correcting the lighting in the pole shed.

**Discussion** from Supervisor Kramer regarding purchasing a new plow truck. Both plow trucks are old and having metal fatigue. Kramer was to check out options for plow truck(s) replacement.

**Supervisor Halliday** stated the Senior Center Committee meets in December. The October Transportation log was provided.

**Discussion** on Mike Jungbauer, a full time employee, 90 days probation was up October 28, 2014. **A motion Osterhus and seconded by Kramer to approve Mike as a full time employee as of October 28 earning full benefits from October 28, 2014.** Discussion. Pay would stay the same. **Vote. All ayes. Motion carried.** **Discussion** on how property complaints are handled. A meeting would be set up with him. **Discussion** on how monthly insurance payment is made.

**A motion by Millerbernd and seconded by Kramer to renew and continue the PERA agreement with the Clerk, Judy Hanna for 20 hours a week.** Discussion. This agreement is needed as long as Judy remains the Clerk. **Vote. All ayes. Motion carried.**<sup>3</sup>

**Discussion** on the 2015 Holiday schedule. Supervisor Searing requested this be tabled until the next meeting.



**Discussion** on approving office staff Linda Anderson and Senior Center Coordinator Dawn Cash as township notaries. Board Supervisors did not feel another notary was needed in the office. Dawn Cash is a notary for family business.

**Discussion** on charging for copies for non-Township information. More discussion will be held when the Board approves the 2015 charges by resolution.

**A motion by Millerbernd and seconded by Searing to hold the December 23, 2014 Town Board meeting.** Discussion. The office is open. Employees could work it out to have the office covered from 8:00am to 4:30pm. **Vote. All ayes. Motion carried.**

**Discussion** on purchasing a laptop for the new Treasurer. **A motion by Halliday and seconded by Millerbernd to spend up to \$500.00 to purchase a new laptop for the Treasurer to use.** Discussion. The CTAS accounting program would be installed. The new treasurer is very excited about her new venture. **Vote. All ayes. Motion carried.**

**Discussion** on allowing the Treasurer to work with Irene Bright at \$15.00 per hour + mileage. **A motion by Osterhus and seconded by to allow up to 30 hours of CTAS training (if needed).** Discussion. Irene was one of the CTAS developers. **Vote. All ayes. Motion carried.**

**Discussion** on the MAT 2014 Educational Conference-Township Pride.

**Discussion** on dividing Linwood Township into two voting precincts. **Discussion** on purchasing another voting machine. Another voting machine would not provide more space. The county recommends division when you have over 1500 voters.

**Discussion** to table the October 28, 2014 Town Board meeting minutes. Supervisor Searing will provide corrections/additions. The meeting minutes need to be corrected. The discussion doesn't matter. **A motion by Halliday and seconded by Searing to table the October 28 minutes until the December 9, 2014 Town Board meeting.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** to table the November 11, 2014 Town Board meeting minutes.

**A motion by Halliday and seconded by Kramer to approve the payment of the November 25, 2014 bills in the amount of \$19,365.63 and claims #31129 through #31156. Regular payroll pay date 11-21-14 in the amount of \$13,019.46. Direct deposits #1126 through #1137 and EFT # 1138-1140. Check #34723.** Discussion. **Vote. All ayes. Motion carried.**

**Chairman Osterhus stated the rest of the meeting was informational:** 2014 Linwood Family Fun Day financial report; Anoka County Sheriff's Office police report; memo Anoka Conservation District; Office of the State Auditor E-Update; Anoka County NEWS; memo from the Kiwi Snowmobile Club; CDGB and HOME 2015; Mike Jungbauer memo regarding the resident residing at xxxxx West Martin Lake Road NE.

**Discussion** from Supervisor Millerbernd on the cost of the 2014 Linwood Family Fun Day. Less than \$14,000. He also thanked again all the volunteers and staff for all the help on this event.

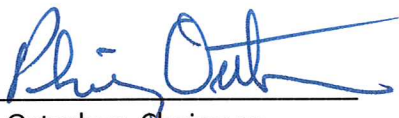
**Discussion** from Supervisor Millerbernd on the last news letter material. The news letter needs to be proofed by all the Supervisors.

**Discussion** from Pam Olson, on purchasing the clerk a new tape recorder, moving the audit date from February to May/June, how to legally get rid of township equipment, and excepting the pictures donated from the Brown family. **A motion by Millerbernd and seconded by Halliday approving the purchase of a new tape recorder.** Discussion. **Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded by Millerbernd to adjourn at 7:15pm.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** from the Attorney and a Linwood Township resident regarding an easement.

Date approved: December 9, 2014

  
Philip Osterhus, Chairman

\_\_\_\_\_  
Judith K Hanna, Clerk

The following amendments were approved on March 24, 2015:

<sup>1</sup> Tony Sipe resigned, not retired.

<sup>2</sup> Darryl informed the Board that Relief Association has decided not to do the 2015 Linwood calendar. The Town Board decided that it's too late to try to do a Township calendar. Citizens can find a printable calendar on the township website. Website is getting an average of 6,473 hits per month. The calendar has already had 820 hits for the month of November.

<sup>3</sup> The entire paragraph was amended to read: A motion by Millerbernd and seconded by Kramer to renew the PERA agreement with the Clerk, Judy Hanna for up to a maximum of 20 hours per week. Discussion. Vote. All ayes. Motion carried.



# **LINWOOD TOWNSHIP**

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

## **Minutes**

### **Town Board**

**December 9, 2014**

**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 Clerk Judy Hanna were also present.

**A motion by Halliday and seconded by Millerbernd to approve the agenda with the request from PERA be added.**<sup>1</sup> Discussion. **Vote. All ayes. Motion carried.**

**Attorney Mike Haag:** John Zacker returned with an update on the request to bring in natural gas to the Shadow Ridge development. **A motion by Halliday and seconded by Kramer to set the public hearing for January 28, 2014 in the Senior Center starting at 7:00pm.** Discussion. John provided a cost estimate from Xcel Energy and stated he has received enough signatures from residents to continue on with the process. **Vote. All ayes. Motion carried.** Discussion on office staff sending letters out to all the developers still owing the Township money. Discussion will continue at the January 27, 2015 6:00pm Town Board Meeting. Discussion on dividing the Township into two voting precincts. Judy was directed to see if the Township could have more than one voting machine within the one precinct.<sup>2</sup> Discussion on signing the Joint Powers Agreement with Anoka County Fire Departments (The Anoka County Fire Protection Council- "ACFPC"). Tabled until the December 23, 2014 6:00pm meeting when a representative could be present to answer questions.

**Fire Department:** Fire Chief Darryl Ballman reported the runs for November were 4 medical and three fires. Hiring committee has selected five candidates to continue with the hiring process. They are working on the 2016 budget. Three quotes have been received for repairing the fire station doors. Discussion on the ACFPC.

**Road and Bridge:** Meeting minutes are available. Discussion on the memo received from Township Engineer Craig Jochum. Street Improvement Cost Estimates for Typo Creek Drive-Fawn Drive to 245<sup>th</sup> Avenue- shape and pave \$213,824 and Thames Street-Fawn Lake Drive to 245<sup>th</sup> Avenue- shape and pave-\$275,150.

**Park Board** meeting minutes were provided.

**Senior Center Committee** meets December 17, 2015 at 8:30am.

**Discussion** on the 2015 Holiday Schedule. The Township is closed for eleven and one half holidays. Changes for the 2015 schedule deleted Columbus Day and added Christmas Eve Day (close at noon?). Discussion on closing December 23, 2014 (Christmas Eve Day). A motion by Osterhus to close the office December 23, 2014 failed for no second. Discussion concluded with the office staying open Christmas Eve Day this year. Office staff could work it amongst themselves to cover the office. Other employees could use their own time if taken off (vacation or personal time).

**A new bank signature card** will be signed at the first meeting of the year. At the auditors suggestion only four elected officials be allowed to sign the card and the checks.

**A motion by Halliday and seconded by Kramer to approve the October 28, 2014 Town Board meeting minutes as printed.** Discussion. **Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded Millerbernd to approve the November 11, 2014 Town Board meeting minutes as corrected.** Discussion. **Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded by Kramer to approve the November 25, 2014 Town Board meeting minutes as corrected.** Discussion. **Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded by Millerbernd to approve and direct the Chairman Osterhus and Clerk to sign the 2015 Hennepin Technical College OSHA Training contract.** Discussion. Cost is \$720.00. In the past we have sent maintenance personal. The cost includes all we send. **Vote. All ayes. Motion carried.**


**A motion by Halliday and seconded by Searing<sup>3</sup> to approve the payment of the December 9, 2014 bills in the amount of \$56,999.80 and claims #31157 through #31198. Regular payroll pay date 12-5-14 in the amount of \$14,150.03. Direct deposits #1141 through #1158 and EFT # 1159-1161. Checks #34752 & 34753.** Discussion. **Vote. All ayes. Motion carried.**

**PERA agreement between the Township and Clerk Judy Hanna. A motion by Kramer and seconded by Halliday to approve the Clerks time not to exceed 1020 hours a year allowing her to collect her PERA pension.** Discussion. **Vote. All ayes. Motion carried.<sup>3</sup>**

**Chairman Osterhus stated the rest of the meeting was informational.** Anoka County Sheriff's Office police report; State Auditor E-Update; the Clerk will not be at the December 23, 2014 Town Board meeting; LAYSB memo; 2014-21 Anoka County HRA; 2014 motorola radio service contract.

**A motion by Halliday and Millerbernd to adjourn at 7:20pm. Discussion. Vote. All ayes. Motion carried.**

Date approved: February 10, 2014

  
Philip Osterhus, Chairman

\_\_\_\_\_  
Judith K Hanna, Clerk

The following amendments were approved on March 24, 2015:

<sup>1</sup> Delete these references. The Phased Retirement Option was approved at the November 25<sup>th</sup> meeting.

<sup>2</sup> Included in the discussion was that the Town Board is not in favor of having two precincts.

<sup>3</sup> The motion to pay the bills was seconded by Kramer, not Searing.

<sup>4</sup> Delete these references. The Phased Retirement Option was approved at the November 25<sup>th</sup> meeting.



# LINWOOD TOWNSHIP

ANOKA COUNTY  
22817 Typo Creek Drive N.E.  
Stacy, Minnesota 55079  
(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
December 23, 2014  
6:00 p.m.**

Chairperson 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 Deputy Clerk Michael Parker were also present.

**A motion by Kramer and seconded by Halliday to approve the agenda with the discussion on the newsletter Discussion. Vote. All ayes. Motion carried.**

Discussion from Karen Skepper regarding Anoka County HRA and other programs available to Linwood Township and its residents. Linwood has never opted into this program. It would be done by a resolution. The resolution would declare the need for the Anoka County Housing and Redevelopment Authority to Exercise its Economic Development Powers in the Town of Linwood.

Attorney Mike Haag: Discussion on Resolution 2014-20- Designation Minimum Maintenance (Road-205 Avenue). **A motion by Kramer and seconded by Searing to adopt by roll call vote Resolution 2014-20.** Discussion. A resolution needs Four more signs are needed.<sup>1</sup> Comment from the audience: The DNR recorded over 100 vehicles on that road opening of hunting. This resolution allows the Township to limit funds for maintenance. **Roll call vote; Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution adopted.** Resolution 2014-21 was approved in November 2014. Resolution 2014-22- Accepting 4<sup>th</sup> Quarter 2014 Donation. **A motion by Halliday and seconded by Kramer to adopt by roll call vote Resolution 2014-22.** Discussion. Donation amount \$2,689.33. **Roll call vote; Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution adopted.** Resolution 2014-23 Declaring the need for the Anoka County Housing and Redevelopment Authority to Exercise its Economic Development Powers in the Town of Linwood. **A motion by Halliday and seconded by Millerbernd to adopt by roll call vote Resolution 2014-23.** Discussion. **Roll call vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution adopted.** Resolution 2014-24 to apply for CDBG Grant for Senior Center Kitchen Renovation. **A motion by Halliday and seconded by Searing to adopt by roll call vote Resolution 2014-24.** Discussion. Replacing the floor, commercial stove and dishwasher in the Senior Center kitchen. **Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution adopted.** Resolution 2014-25 applying for CDBG for Handicap Accessible Van. **A motion by Kramer and seconded by Millerbernd to adopt by roll call vote Resolution 2014-25.** Discussion. **Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution adopted.** Resolution 2014-26 applying for CDBG Grant for Senior Center Renovation. **A motion by Halliday and seconded by Millerbernd to adopt by resolution 2014-26.** Discussion. The fire

department could be eligible for this grant too. **Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution-2014-26 adopted.** Discussion on Resolution 2014-27 supporting the development of the East Anoka County Regional Trail. **A motion by Millerbernd and seconded by Halliday to adopt by roll call vote Resolution 2014-27.** Discussion. We would be part of the planning of this regional trail. **Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution adopted.** Discussion on the cell Tower Lease Negotiations. Tabled until January 27, 2015.

**Discussion** from Fire Chief Darryl Ballman regarding the Joint Powers Agreement. **A motion by Halliday and seconded by Millerbernd to approve and direct the Chair and Vice Chair to sign the Joint Powers Agreement (JPA).** Discussion. Twenty-two Anoka County fire departments/cities have approved the agreement. **Vote. All ayes. Motion carried.** **Discussion** from Captain Andy Ludedtke Chair of the hiring committee regarding the approval to bring on five new fire fighters. **A motion by Kramer and seconded by Searing to approve the hiring of five new fire fighters.** Discussion. Seven applications were reviewed. The fire department has 32 members. **Vote. All ayes. Motion carried.**

**Discussion** from Chairman Osterhus and Supervisor Kramer regarding information gathered for a new plow truck. Discussion on how we would pay for the truck. Discussion concluded with a **motion by Halliday and seconded by Millerbernd to approve the purchase of a new plow truck up to the amount of \$188,000** Discussion. The cost of a new truck is \$188,000. \$50,000 as a down payment. Using Township funds verses a loan. Amending the 2015 budget. No prepayment penalty. **Vote. All ayes. Motion carried.** **A motion by Halliday and seconded by Millerbernd to purchase the Freightliner plow truck with J-Craft body and Henke plow package with \$50,000 down and using the CD's amounts as they mature.** Discussion. We need to put money away for big items like this. Capital Funds are necessary. We need to move forward with replacements. **Vote. All ayes. Motion carried.**

**From the audience:** Discussion on the "crack filling" failing. The resident will send in the pictures she has taken.

**Supervisor Halliday** stated the Park Board is planning a bigger event for the January 2015 Winter Fun Day. They discussed the Anoka County Trail plan. They are looking into park directional signs.

**Supervisor Kramer** stated the newsletter should have issue dates. The next one is due for February. Winter-Spring, Summer, and Fall (every three months).<sup>2</sup> Putting in a three month calendar included with the newsletter. Articles are needed.<sup>3</sup>

**Supervisor Halliday** stated the Senior Board will meet in January. The December meeting was canceled.

**Discussion** on tightening up building security.

**Discussion** on 2016 budget meetings date. **A motion by and seconded by to set 2016 budget work shop meeting January 21 and February 4 all starting at 7:00pm.**<sup>4</sup>

**Discussion** on the balance Envirotech bill. The agreement was \$1,800. They are claiming a balance of \$400.00 + is left. The Attorney was directed to write a letter regarding the balance.

**Discussion** concluded with **a motion by Halliday and seconded by Millerbernd to end the Abacus Copier Services Maintenance Agreement.** Discussion. It no longer is used by the Township office. **Vote. All ayes. Motion carried.**

**A motion by Millerbernd and seconded by Kramer to approve the payment of 12/23/14 claims #31199 through #31237 in the amount of \$30,194.83. Regular payroll pay date 12/19/14 in the amount of \$11,597.41 for direct deposits #1168 through #1178 and EFT #1179-1181. Kevin Glazek paycheck #34792 & EFT #1182.** Discussion. **Vote. All ayes. Motion carried.**

**Chairman Osterhus** stated the rest of the meeting was informational: Anoka County Sheriff's Report; State Auditor E-Update; PERA Newsletter; 2015 Pet Clinic dates: April 11, May 16, June 13; Notice of Public Hearing for Subordinate Service District Publication dates 1/15/15 & 1/22/15; and EACRT Master Trail Plan Amendment.

**Discussion** on the times, ads, non-residents, and cost of the use of the township building for the pet clinics.

**A motion by Halliday and seconded by Millerbernd to adjourn at 7:30pm.** Discussion. **Vote. All ayes. Motion carried.**

Date approved: February 10, 2015



Philip Osterhus, Chairman

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Judith K Hanna, Clerk

The following amendments were approved on March 24, 2015:

<sup>1</sup> The sentence should read: Four more Minimum Maintenance Road signs are needed.

<sup>2</sup> The Town Board's consensus was to have the newsletter go out in February, May, August and November.

<sup>3</sup> Articles are needed by January 5, 2015.

<sup>4</sup> Entire paragraph was amended to read: Discussion on 2016 budget meeting dates. A motion by Millerbernd and seconded by Halliday to set 2016 budget meetings for January 21 and February 4, starting at 6:00pm.





# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

## Minutes

### Town Board

### 2016 Budget Meeting

January 21, 2015

6:00 P.M

Chairman Osterhus called the meeting to order. The pledge to the flag was recited and 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 Accounting Secretary Pam Olson were also present.

Chairman Osterhus stated this meeting was to work on the 2016 budgets: General, Police and Road/Bridge 2016 proposed budgets.

Budget work sheets information was provided. Chairman Osterhus stated the Road and Bridge Committee followed the suggestion from Accounting Secretary and fill in the bottom line dollar amount-not line by line. She would fill that in.

Chairman Osterhus suggest the Board do the same with the General budget worksheet. Pam would enter the line by line dollar amounts.

#### 100: General

Town Board	\$ 35,000
Committees (Planning/Zoning, Parks and Ordinances)	10,000
Clerk	20,000
Elections	10,000
General Office Staff	20,000
Treasure	5,000
Accounting Secretary	60,000
Financial Auditing	28,000
Legal Services	15,000
Other General Government	40,000
Town Hall	45,000
Building Department	65,000
Civil Defense/Protection	950
Animal Control	4,000
Recycling Administration, Collection, and Disposal	32,000
Linwood Family Fun Day	18,000
Surface Water Resources	28,000
Cable TV-Communications	15,000
Cemetery	<u>4,000</u>
2016 Preliminary	\$456,000

232: Police Fund:

\$225,000

201: Road and Bridge

Wages/Benefits	\$ 63,750
Supplies	4,120
Sublet Services	15,140
Communication	1,600
Property Insurance	3,100
Utilities	4,650
Sublet Repairs	7,470
Misc.	110
Assets	2,600
Paved Streets	337,840
Gravel Roads	76,478
Ice/Snow Removal	46,350
Road Equipment	18,025
Insurance-Property-Vehicle	2,000
Contracts/Rental/Towing	<u>31,400</u>
	\$620,000
Capital	<u>50,000</u>
	\$670,000

Discussion on amending the 2015 budget by Resolution at the next regular Town Board meeting. Pam was directed to draft the Resolution, and e-mail it to the attorney for his approval.

**A motion by Halliday and seconded by Millerbernd to adjourn. Discussion. Vote. All ayes. Motion carried.**

Date approved: May 26, 2015

  
\_\_\_\_\_  
Judith K Hanna, Clerk

  
\_\_\_\_\_  
Philip Osterhus, Chairman



# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

E-Mail: [info@linwoodtownship.org](mailto:info@linwoodtownship.org)

Website: <http://linwoodtownship.org>

## Minutes

### Town Board

January 27, 2015

Chairman Osterhus called the meeting to order at 6:00 PM. Supervisors present: Phil Osterhus, Ed Kramer, Bob Millerbernd, Mike Halliday, Carol Searing. The Clerk Judy Hanna and Attorney Mike Haag were also present.

**Motion by Mike Halliday, seconded by Ed Kramer to approve the agenda.** Carried.

#### Voting Precincts

Cindy Reichert, Manager of Anoka County Elections and Board of Registrations had to cancel for tonight but will be at the February 10th Town Board Meeting.

#### Land Use request

**Motion by Mike Halliday and seconded by Ed Kramer to approve Bob Ridge and Barbara Rice to combine approximately 11 acres purchased from Ron Ridge with existing property and residence.** No other plans for this parcel at present. Total acreage of combined parcels equals approximately 24 acres. Meets current code. No public hearing was required. Carried.

#### Mike Haag Attorney

Resolution 2015-01: **Motion by Mike Halliday, seconded by Bob Millerbernd to approve Resolution 2015-01.** The Town Budget for the fiscal year ending December 31, 2015 was approved on February 11, 2014, and on January 27, 2015 the Town Board amended the budget to pay for a new snow plow in the amount of \$188,000.00 using capital fund. The Town Board authorized the Town Treasurer to sell the Certificate of Deposit to pay for the snow plow, and the Accounting/Secretary is authorized to make all necessary changes to amend the budget. Roll call vote. Carried. **Motion by Ed Kramer, seconded by Mike Halliday to accept the contract by Crown Castle for the cell tower.** Carried. The contract extends the lease, increases the monthly lease pay to \$1320.00 per month and includes a \$20,000.00 signing bonus. Yearly resolutions table until next meeting.

#### Fire Department Chief Darryl Ballman

Runs: Total 13

Medical 9 and Fire 4

**Motion by Mike Halliday, seconded by Ed Kramer to approved a contract with Embedded Services to keep the Township sirens in working order.** Carried. Fee of \$44.00/unit per month. Anoka County Fire Protection Counsel will meet Thursday. Phil Osterhus and Ed Kramer will represent the Town Board.

The Fire Station well and pump have been inspected, and the tank bladder has been replaced by EH Rehner.

Fire Department has finished their 2016 proposed budget, and it will be reviewed by the Town Board at the February 4th Budget Meeting.

2014 Budgeted remaining balance of \$14,100. Can it be moved to the Fire Capital? To be discussed after the budget is completed.

Burning permits are now required because of the lack of snow.

#### Recycling

**Motion by Mike Halliday, Seconded by Carol Searing to approve the 2015 recycling contract.** Carried.

Discussion on whether Ed Kramer should investigate and negotiate having one garbage hauler in Linwood. Ed will discuss this at the Annual Meeting.

#### Planning and Zoning

**Motion was made by Ed Kramer, seconded by Mike Halliday for Mike Jungbauer to become the Planning and Zoning Administrator.** Carried. He will be doing all the legal notices, meeting minutes, agendas and research for Planning and Zoning. Discussion on how to pay Mike Jungbauer went to HR to figure out.

#### Pay Equity Report

After much discussion regarding which categories in which to put the Accounting Clerk and the maintenance workers, Mike Halliday made a motion, seconded by Carol Searing to change the Accounting Clerk to an Accounting Technician. Carried. **Motion by Mike Halliday, seconded by Phil Osterhus to switch the Senior Coordinator to Administrative Specialist.** Carried. Motion by Mike Halliday, seconded by Bob Millerbernd to leave the remaining positions as they are. Carried

#### Reorganizational Meeting:

Motion by Carol Searing, seconded by Bob Millerbernd for Phil Osterhus to be Town Board Chairman. Carried.

Motion by Ed Kramer, seconded by Bob Millerbernd for Mike Halliday to be the Town Board Vice-Chair. Carried.

Motion by Bob Millerbernd, seconded by Ed Kramer to keep the Town Board Meeting the 2nd and 4th Tuesdays of each month at 6:00 PM. Carried.

Motion by Carol Searing, seconded by Bob Millerbernd to keep the Forest Lake Times as the official newspaper. Carried.

Motion by Carol Searing, seconded by Bob Millerbernd to keep Dolphy's, Country Store, Town Hall and Linwood Township's website as the Township Official Posting Places. Carried.

Motion by Mike Halliday, seconded by Bob Millerbernd to Designate the First State Bank of Wyoming as the Township's bank. Carried.

Motion by Carol Searing, seconded by Bob Millerbernd to designate 6 official check signers. They are Phil Osterhus, Mike Halliday, Carrie Luedtke, Jacquelyn Carpenter, Judy Hanna and Michael Parker. Carried.

Consider potential conflicts of interest. None

Review and Amend Board policies as needed. None

Review Town's Awar Policy. None

Inventory training and reference materials. None  
Review Town Ordinance Book and Resolution Book. None  
Identify upcoming training opportunities. MAT Short Courses

Sent a list of Officers to the Minnesota Association of Townships.

**Motion by Mike Halliday, seconded by Bob Millerbernd to continue \$.55/mile for reimbursement.** Carried.

Township Services:

Attorney - Mike Haag  
Auditor - decision tabled  
Building Official - Mike Youngbauer  
Engineer - Hakason Anderson  
Health Authority - decision tabled (Darryl Ballman to check it out)  
Road Foreman - Frank Kvidera  
Tree/Weed Inspector - Mike Youngbauer

License Fees:

**Motion by Ed Kramer, seconded by Carol Searing to accept the licensing fees.** Carried.

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

Service Fees:

**Motion by Mike Halliday, seconded by Ed Kramer to accept the service fee as written except for the Senior Travel bus fee should be changed to \$1.00 per mile.** Carried.

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 per side .25  
Town Codebook 75.00  
Township Maps 1.00 to 10.00  
Senior Center Hall Rental 100.00  
Senior Center Hall Damage Deposit 200.00  
Linwood Senior Traveler 1.00

Planning and Zoning Fees - Tabled until reviewed by Planning and Zoning

Supervisor (s) to oversee Township Committees: **Motion by Mike Halliday, seconded by Ed Kramer to accept the designated Supervisors as stated.** Carried.

Building Maintenance - Bob Millerbernd

Building Study - Bob millerbernd  
Channel 10 - Carol Searing  
Family Fun Day – Bob Millerbernd  
Fire Department - Philip Osterhus, backup Ed Kramer  
Insurance - Mike Halliday  
I.T. - Phil Osterhus  
Newsletter - Carol Searing  
Personnel - Philip Osterhus & Mike Halliday  
Planning and Zoning – Ed Kramer  
Police – Phil Osterhus  
Recycling - Ed Kramer  
Road and Bridge - Philip Osterhus, backup Ed Kramer  
Safety - Philip Osterhus  
Senior Center - Mike Halliday  
School Forest - Bob Millerbernd  
Sunrise River Watershed Management Organization - Bob Millerbernd  
Website - Carol Searing

#### Town Board Minutes

December 9, 2014, December 23, 2014 and January 13, 2015 Town Board Meeting Minutes were tabled to give the supervisors a chance to review the minutes.

#### Payment of the bills

**Motion by Mike Halliday, seconded by Bob Millerbernd to pay the bills as stated.** Payment of the January 27, 2014 bills in the amount of \$72,009.64 and check run #31281 to #31304.

Regular payroll direct deposit #15006-15024 in the amount of \$14,322.50. EFT #15025, 15027, 15028. Check #34839. PARC 2014 payroll checks #34843-34858. EFT #15026 in the amount of \$845.07. Carried.

Signature Card – will be updated with new signers.

**Motion by Ed Kramer, seconded by Mike Halliday to accept the salary proposal for 2015 beginning February 8, 2015.** Carried.

#### HR Salary proposal for 2015:

Clerk - currently 20/week at \$19.48/hr. Salaried. Includes covering time in the office and doing other duties. No time clock required. Monthly cost \$1558.40.

Proposal - Clerk to 10hrs/week at \$19.48/hr. Salaried. No obligation to cover office hours but duties must meet MN State statute at a minimum. No purchasing. No office management. No time clock requirement. Monthly cost \$779.20. No set hours other than attending all Town Board Meetings or requirements by State statute.

Deputy Clerk - No information on file as to any agreement upon compensation.

Proposal - Deputy Clerk. Recommendation is to be paid an hourly rate at \$19.48 per hour (or current Clerk's hourly wage) only if performing duties for the Clerk, not to exceed 10 hours per

week or \$779.20 a month. If duties are performed, and the total time served for the week is under an hour, the pay would be \$19.48 (or current Clerk's hourly wage) for the week. The Deputy Clerk's salary will be deducted from the Clerk's salary so the maximum cost would be \$779.20 for these positions.

Treasurer - Currently salaried at \$372.50 a month. Could not find any record as to how that number was attained. Not based on hourly or amount of time worked. No time clock requirement.

Proposal - Treasurer - Recommended - \$350.00 per month. Salaried. No time clock requirement. Reviewed by the Town Board in 90 days to determine if commensurate with duties performed. Monthly salary at that time could remain the same, lowered or increased.

Deputy Treasurer - No information on file as to any agreement upon compensation.

Proposal - Deputy Treasurer - \$35.00 per hour only if performing duties on behalf of the Treasurer - not to exceed 2.5 hours per week or \$350.00 per month. If the total time spent for a week is under 1 hour of time, the pay would be \$35.00 for the week. The salary will be deducted from the Treasurer's salary so the maximum cost would \$350.00 per month. These salary amounts could also be adjusted after the Treasurer salary is reviewed in 90 days.

**Motion by Mike Halliday, seconded by Ed Kramer to adjourn. Carried.**

Minutes submitted by Carol Searing

Date approved: April 14, 2015

  
Philip Osterhus, Chairman

Attest:

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Judith K Hanna, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY  
22817 Typo Creek Drive N.E.  
Stacy, Minnesota 55079  
(651) 462-2812 • Fax (651) 462-0500

Minutes  
Town Board  
2016 Budget Meeting  
February 4, 2015  
6:00 P.M

Chairperson Philip 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 Clerk Judy Hanna and Pam Olson, Accounting/Secretary was also present.

Information provided was a memo and 2016 budget overview from Pam.

**Chairman Osterhus** suggested starting with the General Budget. Pam had provided information on the past year budget trends. The Auditor will be at the February 24, 2015 6:00pm meeting. **A motion by Halliday and seconded by Kramer to amend the proposed General budget approved at the January 21, 2015 6pm budget meeting of \$456,000 to \$459,000 as presented by Pam. Vote.** Discussion. Election budget is increased. Civil Defense & Protection line is for the three sirens. Medical Exams/Testing-number is 305 is included in all funds. **All ayes. Motion carried.**

**Discussion** on the 2016 Road and Bridge proposed budget. **Chairman** of the Road and Bridge Committee Bob Beckman was present. The Road and Bridge committee submitted a proposed budget of \$620,000 + \$50,000 for Capital. **A motion by Osterhus failed for having no second (\$600,000+\$50,000 for capital). A motion by Halliday and seconded by Millerbernd to approve the Road and Bridge 2016 budget as presented. Vote. All ayes. Motion carried.**

**Discussion** on the 2016 Fire proposed budget. **A motion by Halliday and seconded by Searing to follow Pam's recommendation and approve the Fire 2016 budget in the amount of \$232,000 +\$53,000 for capital.** Discussion. Fire Department proposed budget for 2016 was \$255,500 +\$53,000 for capital. **Vote. All ayes. Motion carried.** Fire Chief, Darryl Ballman was not present.

**Discussion** on the 2016 proposed Senior Center/Transportation budget. Supervisor Halliday felt if adjustments were to be made the wage/salaries line for 2016 could be lowered. Balance for 2014 is \$20,000 less than 2015. The proposed 2016 budget for the Senior Center is \$67,050. Again wages could be reduced. 2014 less than \$1,000 was spent and \$7,000 was budget. The budget for 2015 is at \$7,000. Discussion on the improvements planned to be done in 2015. Anoka County Housing /Rehab/CDBG funds have been applied for to cover, or help cover, the costs. The dissolving of the Senior Advisory Board left \$5,000, that they donated to the General Fund, could be used to help cover the cost. Plans are for the kitchen floor, dishwasher, stove and coffee maker to use the housing/rehab funds. The handicapped van would come from CDBG County funds. A motion by Searing and seconded by Halliday



to approve the budget for the Senior Center/Transportation at \$82,925 + \$5,000 for capital). Vote. All ayes. Motion carried. Senior Center Coordinator Dawn Cash was present.

**Discussion** on using Township funds for an Easter egg hunt and/or Halloween Party. \$20,000 was approved for Linwood Family Fun Day at last year's Annual Meeting. LFFD is a Township celebration. Supervisor Halliday will check into how township funds can be used for the Easter egg hunt and the Halloween party.

**Discussion** on the 2016 proposed Park budget. A lot of the line items are split between the other departments. If equipment is repaired or purchased and used by R&B the cost is split. Spending Park Dedication funds-only for new parks or new equipment at a park, not for repairs. The Park Board is requesting \$15,000 for Capital. **A motion by Halliday and seconded by Millerbernd to approve the Park budget for \$71,500 and \$15,000 for Capital. Vote. All ayes. Motion carried.**

**Discussion** on the proposed 2016 Police budget. **A motion by Kramer and seconded by Halliday to approve the 2016 Police budget at \$225,000. Vote. All ayes. Motion carried.**

**Discussion** on the Fire Capital. **A motion by Halliday and seconded by Searing to approve \$65,000 for Fire Capital for 2016. Vote. All ayes. Motion carried.**

**Discussion** on combining the unassigned Capital Projects, Road and Bridge Capital, Senior Center/Transportation Capital and Park Capital=the proposed 2016 Capital at \$95,000. The auditor has approved combining all the Capital into one General fund. It would still stay separated on the books per funds (Parks, R&B, etc.)

**The Building Capital** fund has \$123, 217.04 in it.

**The Auditor** will be attending the February 24<sup>th</sup> 2015 Town Board meeting.

**Discussion** on the Annual Meeting levy and budget information newsletter.

**The proposed 2016 budget is approximately \$1,825,425.**

**Discussion** on a Resolution clarifying the Boards intent of Park Capital funds. Pam would send a draft resolution to the Attorney and it would be ready for the next meeting.

**Discussion** on "Committed Funds". The money would stay in the General Funds. Sunrise Watershed fund balance would be an example. A Resolution would be needed.

**Discussion** on re-defining the Building fund. The "people" approved the money in that fund. The "people" at the Annual Meeting need to approve the re-defining. Needs a resolution. **The Annual Meeting agenda** needs to include discussion on re-defining the Building Capital fund.

**Discussion** on what information is needed for the Annual Meeting. The proposed budget line item packet would be available before the meeting. Totals of the line item will be printed for the meeting. Copies would be made on site.

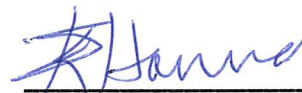
**Discussion** on how the new truck is being paid for.

**A motion by Halliday and seconded by Millerbernd to adjourn at 7:10pm. Vote. All ayes. Motion carried.**

**Date approved: February 24, 2015**

A handwritten signature in blue ink, appearing to read "Philip Osterhus", written over a horizontal line.

**Philip Osterhus, Chairman**

A handwritten signature in blue ink, appearing to read "Judith K Hanna", written over a horizontal line.

**Judith K Hanna, Clerk**



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
February 10, 2015  
6:00p.m.**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited and 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 arrived at 6:10pm.

**A motion by Halliday and seconded by Millerbernd to approve the agenda with the following additions: add discussion on signing another bank card, Community Celebration funding, and the Building Study Committee. Vote. All ayes. Motion carried.**

Will be at the February 24, 2015 TB meeting-Cindy Reichert-Elections

**Chairman Osterhus** requested a motion to direct the following to sign another bank card showing all six signers. **A motion by Kramer and seconded Millerbernd to direct the Treasurer-Carrie Luedtke, Deputy Treasure-Jacquelyn Carpenter, Clerk-Judy Hanna, Deputy Clerk Mike Parker, Chairman Philip Osterhus and Vice Chairman Mike Halliday. Vote. All ayes. Motion carried.**

**Fire Department:** Fire Chief Darryl Ballman reported runs for January were a total of 16-13 fire and 3 medical. The Embedded contract is signed. The upfront cost will be to check them all over and make sure they are all working properly. Discussion on the final cost per unit (\$4,393.) and yearly (\$15,00.) cost for Embedded is still unknown. The Anoka County Fire Council met. Chairman Osterhus and Supervisor Kramer attended the meeting on behalf of the Township. The "grass one" truck is in for refurbishing. Two of our firefighters-Cole and Hanson are graduating from the academy tonight.

Attorney Mike Haag stated he has Resolution 2015-02-2015-05 ready for adoption. **A motion by Kramer and seconded by Millerbernd to by roll call vote adopt Resolution 2015-02 Clarify Intent of Park Capital Funds.** Discussion. During the last audit the Park Dedication Fund and the Park Capital Fund were combined. This resolution separates the two funds. They are two different Park Funds. **Roll call vote-Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2015-02 is adopted.** Resolution 2015-03 Setting Park Dedication Fee. **A motion by Halliday and seconded by Millerbernd to by roll call vote adopt Resolution 2015-03 Setting Park Dedication Fee.** Discussion. The Park Dedication fee is set for \$2,000 per

lot when land is developed. **Roll call vote-Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2015-03 is adopted.** Resolution 2015 04 Establishment of a Snowmobile Trail on Streets within the Boundaries of the Town of Linwood. **A motion by Halliday and seconded by Millerbernd to adopt by roll call vote Resolution 2015 04 Establishment of a Snowmobile Trail on Streets within the Boundaries of the Town of Linwood.** Discussion. Kiwi Snowmobile Club maintains to trail. It is open to the public. **Roll call vote-Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2015-04 is adopted.** Resolution 2015-05 Stacy Lions Club allowing to sell non-intoxication malt liquor. **A motion by Halliday and seconded by Millerbernd to adopt by roll call vote Resolution 2015-05 allowing the Stacy Lions to sell non-intoxication malt liquor.** Discussion. Linwood Family Fun Day September 12, 2015. **Roll call vote-Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2015-05 is adopted.**

**Discussion from Supervisor Kramer** regarding discussion he had with the gas company regarding providing gas to the Shadow Ridge Development residents. Kramer will continue to work with the gas company and a bank. The Towns people have to approve payment for a loan at the Annual Meeting each year. Could this be paid from using HRA funds. The Supervisors felt using the HRA funds was not an option. The Town Board needs to approve HRA funds for this project and request to use it. The residents within the Shadow Ridge Development feel HRA funds are available for this request. Discussion concluded with Kramer stating he would continue gathering more information from the gas company, and the residents from the development will provide written information from Karen Skapper, HRA. The Town Board needs to make a decision by the next Town Board meeting (February 24, 2015).

**Chairman Osterhus** stated the January 2015 Building Permit Report is available and posted.

**Chairman Osterhus** stated the Road and Bridge Committee did not have a quorum. The new plow truck is in.

**Senior Center-Supervisor Halliday** reported no January 2015 bus log information was available. The Senior Center hall rental agreement was reviewed and the changes that were made have both the both the hall rental fee and the damage deposit moneys are both deposited and receipted. Rental applications are accepted one month in advance. The damage deposit would be returned when the next check run was done if no damage was done. Discussion on the bus fee for personal use (fun trips) at \$1.00. The Senior Board is meeting February 16, 2015 at 8:30pm. The senior center is open for exercise during the same time.

**Supervisor Halliday** reported on the "winter party" put on by the Park Board. The turnout was low, food was good and the weather was too warm.

**Supervisor Millerbernd** stated the medallion was found within the first hour!!Community Park and School Forest committee is working on a new trail. A contest to name the trail is being planned. More yellow safety vests are being ordered to be used by the volunteers and school kids while in the park. Discussion on hunters using the easement to enter land they hunt on.

**Supervisor Millerbernd** reported on the Sunrise River Watershed Management Organization budget. Linwood has two residents that are on the committee.

**Supervisor Millerbernd** stated the Building Study committee will meet starting Wednesday February 18, 2015. Letters were sent out to past committee members. The Township has startup funds to upgrade this building. It is long overdue. The Towns people deserve a better town hall. The employee's office staff need and deserve a better work place. The committee will meet monthly. We plan to give a report at the Annual Meeting.

**A motion by Mike Halliday and seconded by Bob Millerbernd for Carrie Luedtke to be an authorized representative for payroll direct deposit. Discussion. Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded by Millerbernd to approve payment of the February 10, 2015 bills in the amount of \$206,659.76 and claims #31305 through #31338. Planning and Zoning 2014 payroll \$1,684.74 Checks #34897 to 34904. Fire Department 4<sup>th</sup> quarter payroll \$10,251.75 Checks #34905 to 34938 EFT #15040 & #15041. Regular payroll pay date 1-30-2015 in the amount of \$12,247.79. Direct deposits #15031 to #15039 & EFT #15042 to #15044. Discussion. Donations cover the moneys spent on restoring the 1932 FWD fire truck. Vote. All ayes. Motion carried.**

**Discussion on a notary commission expense up to \$200.00 for the Deputy Clerk-Mike Parker. A motion by Kramer and seconded by Halliday to deny the expense for another notary. Discussion. Supervisors agreed at this time it is not necessary. Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded by Millerbernd to approve the Clerk/Accounting Secretary/Treasurer and Town Board Supervisors attend the MATT 2015 Training Courses. Discussion. Vote. All ayes. Motion carried.**

**Discussion on the MN Township Group Life Plan and Beneficiary policy. The Township officials are in the "silver" group (\$160 per official). A motion by Kramer and seconded by Millerbernd to approve the Silver Group plan. Discussion. Vote. All ayes. Motion carried.**

**Discussion on the approval, corrections and or additions to the December 9, 2014, December 23, 2014 and January 13, 2015 Town Board meeting minutes. All were provided at the last meeting. A motion by Kramer and seconded by Halliday to approve the December 9, 2014 meeting minutes as printed. Discussion. Vote. All ayes. Motion carried. A motion by Halliday and seconded by Searing to approve the December 23, 2014 meeting minutes as printer. Discussion. Vote. All ayes. Motion carried. A motion by Searing and seconded by Halliday to approve the January 13, 2015 with the following correction-changing the word treasure to treasurer and the word audit to auditor. Discussion. Vote. All ayes. Motion carried. Discussion on all other meeting minutes.**

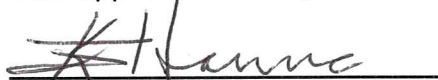
**Discussion on authorizing a check for transfer fees for the new plow truck. We are exempt from sales tax and the excise tax (saved \$6,000.). A motion by Halliday and seconded by Kramer to**

approve a check in the amount of \$50.25 to Washington County DMV for the new plow truck. Discussion. **Vote. All ayes. Motion carried.**

**Chairman Osterhus** stated the rest of the meeting was informational/Reminders: Local Board of Appeals and Equalization Tuesday April 28, 5:30pm (you have three Supervisors trained); PERA-Statewide Volunteer Fighter Retirement Plan memo; Office of the State Auditor E-Update; Anoka County Parks and Community Services News Letter; Police Report; Cell Tower locations and service agreement; P&Z meeting Accessory Building Ordinance ; IRS Scam; Forest Lake Area Chamber of Commerce; Local Officials 2015 meeting schedule; and ACHRA meeting 2015 CDBG and HOME applications. Discussion on the township celebration fund-Linwood Family Fun Day, the Halloween Party, Easter Egg Hunt and the Winter Fun Party-motion by the residents at the annual meeting one lump amount. Follow up on transferring budget balance to capital.

**A motion by Halliday and seconded by Millerbernd to adjourn at 7:10pm. Discussion. Vote. All ayes. Motion carried.**

Date approved: June 9, 2015

A handwritten signature in black ink, appearing to read "J. Hanna", written over a horizontal line.

Judith K Hanna, Clerk

A handwritten signature in blue ink, appearing to read "Philip Osterhus", written over a horizontal line.

Philip Osterhus, Chairman





# **LINWOOD TOWNSHIP**

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
February 24, 2015  
6:00 p.m.**

Chairperson Philip 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 Clerk Judy Hanna and the Attorney Mike Haag were also present.

**A motion by Halliday and seconded by Millerbernd to approve the agenda with an update on the use of fire capital, move Cindy Reichert to follow the Attorney, and discussion on the Building Study Committee. Discussion. Vote. All ayes. Motion carried.**

**Auditor, Peggy Moeller** was present for discussion on reviewing the budget scenario approving the levy amount for the March 10, 2014 Annual Meeting. The information provided included projected 2015 fund balance, and 2016 proposed budgeted non levy revenue. Discussion concluded with **a motion by Halliday and seconded by Searing to approve the 2016 tax levy at \$1,500,000 (Seventh year).** Discussion. This was scenario #5. **Vote. All ayes. Motion carried.**

**Discussion from Attorney, Mike Haag** regarding developing a Subordinate Service District for Linwood Township. His research concluded this was not the route the township should go. The township would have to take "ownership" of this gas utility. Under 216B.361 the residents would finance the project. Bonding could not be done for this project. The township could enter into an agreement with the gas provider, and the residents. The residents are suggesting using HRA funds for this project (\$150,000 of the \$400,000). The use of HRA funds is approved by a resolution by the town board. **A motion by Kramer and seconded by Halliday not to enter into an agreement developing a Subordinate Service District.** Discussion. **Vote. All ayes. Motion carried.** The Attorney suggested forming a committee to work with himself and Supervisor Kramer on using the HRA funds, bank loans (residents) and contacting the Bridgewater (?) Township a MN township that did provide gas service to a designated portion of their township using township funds. Confirmation was received from Karen Skepper regarding the use of HRA funds.

**Discussion** from Cindy Reichert, Anoka Elections provided information regarding Linwood Township being divided into two separate precincts prior to the 2016 Presidential election. They are projecting 2800 voters coming here to vote. Options were provided using population numbers, not registered voter numbers. The cost to the township for equipment is 0. The Joint Powers Agreement states the township pays an annual fee to the county and the county in turn

purchases, maintains, and programs voting equipment and ballots. Publishing of the precinct boundary changes is not specifically required. Once a second precinct and corresponding polling place has been determined, a notice informing them of the new voting location must be mailed to each household with at least one registered voter (\$0.28 per households with registered voter). Linwood Township is already understaffed for election judges regardless of whether another precinct is added. Information was provide showing the cost of elections judges and suggested staffing levels and duties. Election judges must be paid no less than minimum wage in 2016 (\$9.50). The proposed time frame would be by June 2015. Discussion could be at the Annual Meeting. \$10,000 has been levied for 2016 for elections.

**Attorney** Resolution 2015-06 Sunrise River Watershed Management Organization (SRWMO) allowing the SRWMO funds to be maintained as management fees in the SRWMO committed account within the General Fund. **A motion by Halliday and seconded by Kramer to approve and adopt Resolution 2015-06.** Discussion. **Roll call vote: Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2015-06 carried.**

**Discussion** on Resolution 2015-07 Redefine Building Capital Projects Fund to be presented to the residents at the Annual Meeting for approval. The intent of the fund is to be used for construction, renovation, and or major repairs to Township-owned buildings.

**Supervisor Searing** stated the newsletter is ready to go. The final information needed was the proposed levy approved at tonight's meeting.

**Discussion** from Supervisor Halliday regarding a new Senior Center Hall Rental Agreement. The Senior Board has reviewed this policy. **A motion by Halliday and seconded by Searing to approve for use the senior hall rental agreement.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on 2014 hall rental/table and chair and bus revenue. **Discussion** on the January 2015 Monthly Bus Log/Financial information.

**Discussion** from Supervisor Halliday on the Fire Department fund balance being moved into Capital Fund. The unspent funds can be moved around.

**A motion by Halliday and seconded by Millerbernd to allow Mike Budde, Tony DeChaine, as authorized purchasers/users for Township Menards account. Remove Chris Herring name.** Discussion. A signature card should also be on file in the office. **Vote. All ayes. Motion carried.** **Discussion** on the users allowed to use the township credit cards (two). The credit cards would have each users name on it. How would they be used during winter time plowing? Chairman Osterhus stated more information is needed and the information should include who would be using them. Pam was directed to follow up with more information at the March 24, 2015 meeting.

**Discussion** on Supervisor Millerbernd being the Chairman of the Building Study Committee. Tabled until the March 24, 2015 meeting. The attorney will research the question. Other Supervisors have not been allowed to stay as a Committee Chair or member of a committee once they were elected to the Town Board.

**Discussion** on allowing Mike Jungbauer to work on township time up to 4 hours a weeks with the Building Study Committee. **A motion by Kramer and seconded by Millerbernd to allow Mike**



**Jungbauer to work up to four hours a week for the Building Study Committee. Discussion. The code book is a priority. Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded by Millerbernd allowing the Deputy Treasurer as the Authorized Representative to act on behalf of the Township as Deputy Treasurer as needed. Discussion. Vote. All ayes. Motion carried.**

**A motion by Halliday and seconded by Millerbernd allowing the Deputy Clerk as the Authorized Representative to act on behalf of the Township as Deputy Clerk as needed. Discussion. Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Millerbernd to approve for payment the February 25, 2015 bills in the amount of \$11,685.47 and claims #31339 through #31362. Regular payroll pay date Feb. 13, 2015 in the amount of \$15,966.81. Direct deposits #15047 to #15063 & EFT #15064 to #15066. Discussion. Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded Searing to give permission and approval for Mike Jungbauer to attend all of the MAT 2015 Training Courses. Discussion. Mike has been given more responsibilities and the MAT training would benefit him. Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded by Halliday to direct the Attorney to work with the resident on cleaning up all easement concerns for the property PID 10-33-22-24-0007. Discussion. Vote. All ayes. Motion carried.**

**Discussion on the Annual Meeting Agenda. A request from Family Pathways to be on the agenda was denied by a motion by Halliday and seconded Kramer by to recommend they attend a regular Town Board meeting. Discussion. Judy was directed to contact them by phone and other staff would follow up with a letter. Vote. All ayes. Motion carried. Judy was directed to contact County Commissioner Ronda Sivarajah, and Anoka County Sheriff's Office-2014 crime map. Add Resolution 2015-07, and community celebrations (\$20,000). Supervisors divided up the different reports and 2016 proposed expenditures/operating budgets.**

**Discussion on the selling of the plow truck. Chairman Osterhus stated the plow truck sold for \$11,500.**

**A motion by Searing and seconded Kramer to delete the wording Township funds could not be used for the LFFD fireworks or a party after the event. What's the difference between supporting the volunteers by having a party with food or buying candy for a party from the Budget Meeting Minutes of February 4, 2015. Discussion. Vote. All ayes. Motion carried.**

#### **Board of Audit**

**Chairman Osterhus stated the Supervisors approve the bills twice a month. A complete listing of all the checks and receipts are provided twice a month. A complete list of disbursements and receipts has been available for public review. A complete professional audit is done each year. A motion by Kramer and seconded by Osterhus by roll call vote approving the Board of Audit of 2014 and to sign the report for posting-Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Vote approved.**

**Chairman Osterhus** stated the rest of the meeting was informational and reminders: Local Board of Appeals and Equalization Tuesday April 28, 5:30pm (you have three Supervisors trained); Annual Meeting March 10, 2015 starting at 7:00pm, Office of the State Auditor E-Update; Police Report; MN/DOT 2014 Bridge inspection report.

Date approved: May 26, 2015

  
\_\_\_\_\_  
Judith K Hanna, Clerk

  
\_\_\_\_\_  
Philip Osterhus, Chairman



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

### Minutes

#### Town Board

March 10, 2015

8:20pm (following the Annual Meeting)

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.

Chairman Osterhus stated this is a meeting to approve the payment of the March 10, 2015 bills in the amount of \$15,013.80 and check run from #31363 to #31392. Regular direct deposit payroll from 2/27/15 in the amount of \$13,263.10. Check run #15069 to 15082. EFT deposit #15083 to #15085. A bill received from Fairway Collision in the amount of \$5,148.80 has been added for approval also. A motion by Kramer and seconded by Halliday to approve the payment of the March 10, 2015 bills in the amount of \$15,013.80 + \$5,148.80=\$20,162.60. Discussion. The added check is for repainting the Fire Departments Ford 350 grass rig. Vote all ayes. Motion carried.

A motion by Millerbernd and seconded by Kramer to adjourn at 8:30pm. Vote. All Ayes. Motion carried.

Date approved: June 9, 2015

Judith K. Hanna, Clerk

Philip Osterhus, Chairman



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
April 14, 2015  
6:00pm**

Chairman Osterhus called the meeting to order. The pledge to the flag was recited and 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 were also present.

**A motion by Halliday and seconded by Millerbernd to approve the agenda with the following additions: add discussion on "Bob" the builder under the Attorney, the January 27, 2015 meeting minutes and discussion on the "draft" to the personnel policy for official holidays after the Fire Department. Vote. All ayes. Motion carried.**

**Attorney-Ordinance #152 Setting fees and charges for the Township for 2015. A motion by Halliday and seconded by Kramer to approve Ordinance #152 setting fees and charges for licenses, permits, services and other charges in the Township. Discussion. Attorney will published. Vote. All ayes. Motion carried. Resolution 2015-09 Credit Card Usage Policy. A motion by Halliday and seconded by Kramer to approve Resolution 2015-09-Credit Card Policy. Discussion. The attorney and the auditor worked on this policy. Pam Olson was approved as the designee appointed by the Town Clerk. The Clerk is not in the office 40 hours a week. Pam is. Anywhere within the Resolution it would be added Town Clerk/Designee. Roll call vote: Searing -aye, Halliday-aye, Kramer-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2015-09 adopted. Resolution 2015-10-Requesting Anoka County Housing and Redevelopment Authority (HRA funds) allocating \$5,000.00 of its levy towards a Senior Housing Study for Linwood. A motion by Halliday and seconded by Kramer to approve Resolution 2015-10 by roll call vote: Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-nay. Resolution 2015-10 adopted. Resolution 2015-11 Accepting 1<sup>st</sup> quarter donations. A motion by Halliday and seconded by Millerbernd to approve by roll call vote Resolution 2015-11-Accepting 1<sup>st</sup> Quarter Donations in the amount of \$9,203.75. Discussion. Required by Minnesota Statutes Section 465.03. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. Resolution 2015-11 adopted. Linwood Family Fun Day 2015 Fireworks agreement. A motion by Millerbernd and seconded by Halliday to approve the 2015 Fireworks agreement with Northern Lighter Pyrotechnics, Inc. ("NLP") and Linwood for the September 12, Linwood Family Fun Day event. Discussion. The Attorney reviewed the contract. The amount is the same as last year \$3,500. Vote. All ayes. Discussion on the Data Collection**

Practices, Policies, and Public Access Procedures needs to be updated by August 1, every year. Tabled until the May 26, Town Board meeting. Again, because the clerk is not in the office, Pam Olson is the designee. Information within an property file may not all be public. Office staff will review all information before handing over any file. **Motion carried. Discussion** on Supervisor Millerbernd being appointed as the Chairman of the Building Study Committee. **A motion by Osterhus and seconded by Halliday to approve the appointment of Bob Millerbernd as Chairman of the committee.** Discussion. The attorney stated no money is being spent. The committee is a recommending committee. **Vote. Four ayes. Millerbernd abstained. Motion carried.**

The March 2015 Building Permit report was not available (it was done).

**Darryl Ballman Fire Department Fire Chief** stated all three of the sirens are operational. On April 19<sup>th</sup> at 1:45 and 5:55pm the sirens will be sounded for Severe Weather Awareness Week. Total runs for the month of March-19 total runs 8-fire and 11 medicals. A burning ban is still in effect. Recreational fires are permitted. The repairs needed for the fire station are done (doors, outside lighting, and air conditioning motor). Six firefighters went to Rochester for state school training (no cost to the township). The American Red Cross has approached the fire department to possibly schedule a blood drive. The fire department website is being redone. The Health Authority for the Township is Dr. Dean Kratz or on call doctor at Fairview Hospital.

Supervisor Searing provided a draft of the January 27<sup>th</sup>, 2015 Town Board meeting minutes. **A motion by Halliday and seconded by Kramer to approve the January 27, 2015 Town Board meeting minutes as presented.** Discussion. Searing stated the meeting minutes were needed to carry on township business. The clerk has not done them, so she did them. Correction of Millerbernd to Osterhus as "police". **Vote. All ayes. Motion carried.**

**Discussion** on the "draft" policy on Holidays for all regular full time employees. Supervisor Searing, Treasurer Carrie Luedtke and office staff, Pam Olson, will continue working on this and bring back "discussion points" to the board. **A motion by Halliday and seconded by Millerbernd to approve holiday, sick or vacation hours are not counted as hours worked when calculating overtime pay. Vote. All ayes. Motion carried.**

**Supervisor Halliday** reported for the Senior Center. The March bus daily log and financial information was provided by e-mail. Bill Schmidt has been hired as another bus driver because of the increase for medical trips. Ninety-day probation. \$13 per hour to start, after 90 days increase to \$14.00. A different computer (newer) is in the senior center for public use. Lever handles/locks were installed on some of the doors. Easter Egg hunt (township event) attracted 80+ kids.

**Chairman Osterhus** stated a letter was received regarding support for County Striping of County Road 22 and Lighting Project. The county is planning to install twelve street lights along County Road 22. The Township would be responsible for the cost of the electricity (\$973.00 per year). Connexus will install the street lights at no cost to the Township and maintain the street lights for 25 years. **A motion by Searing and seconded by Millerbernd to support the request. Vote. Two ayes-(Searing and Millerbernd) Two naye's (Kramer and Halliday). Osterhus**

**abstained. Discussion will return for additional information at the April 28<sup>th</sup>, 2015 meeting.** Street sweeping should be done in May. KIWI Snowmobile Club is putting up swing gates at both ends of 205<sup>th</sup>. The barricades will be removed. Class 1 gravel is being considered for placements on township roads this year.

**Supervisor Halliday** stated the Park Board will be doing its annual Park Tour starting at 5pm on April 27, 2015. They held discussion on park signs and increasing the size of the north end parking lot for the Community and School Forest Parking lot.

**Supervisor Millerbernd** stated the Sunrise River 2014 annual report is available. The carp barrier on Fawn Lake is being started. The Martin Lakers held their Annual Meeting. The Linwood Lake Association has requested support from the watershed.

**Judy Hanna** reported the first planning meeting was held for Linwood Family Fun Day. The next meeting is May 4, 2015 at 5pm. The committee is requesting the meeting time and date be posted on the outside signs. Plans are to add a "cow pie toss", Clydesdale horses, and a crab race. Having more signs made. Keeping the tractor show "free" and the car show/swap/flea market fee at \$10.00. The Township website should be added to the mail-outs and all flyers. Thanks to Nancy Olson for sending out the meeting note

**Supervisor Millerbernd** provided Building Study Committee meeting notes. Meeting are going very well. Lots of support and input. Discussion on meeting time and date being posted on the outside signs.

**Discussion** on listing all users for the Menards In-house account. All signers need to sign the user form. **A motion by Millerbernd and seconded Halliday to approve Ed Kramer, Bob Millerbernd, Tony DeChaine, Mike Halliday and Mike Budde. Discussion. Vote. All ayes. Motion carried.**

**Supervisor Searing** stated the next newsletter is planned to be mailed out on July 30<sup>th</sup>, 2015. She provided an outline of the time frame. She requested input from all committee members. **Discussion** on the number of hits (16,000+) on the Township website. Discussion on local businesses being added to the website directory. Discussion on the newsletter mailing list and using current resident instead of names.

**Discussion** on the outside lighted sign. No action by the Town Board. Supervisor Kramer will work on the electricity to light it. A motion by Millerbernd and seconded by Osterhus to place the sign on the west side of Typo Creek Drive. Discussion on spending \$2,700 for the cost. Motion was withdrawn and tabled until May 26, 2015 meeting for updated information.

**A motion by Millerbernd and seconded by Halliday to approve the April 14, 2015 bills in the amount of \$95,353.97 and check run from #31420 to #31474. Regular direct deposit payroll from 3/27/15 in the amount of \$12,183.44. Check run #15108- #15119. EFT deposit #15120 to #15122. Regular direct deposit payroll from 4/10/15 in the amount of \$14,564.90. Check run #15123 to #15140. EFT #15141 to 15143. Discussion. Restocking petty cash because of the cost**



of the returning mail sent out by the Township. Supervisor Millerbernd questioned the need for maintenance employees to have overtime in April. **Vote. All ayes. Motion carried.**

**Discussion** on help needed for Saturday April 25, 2015 Recycle Day .

**All Supervisors** signed up for the Local Government Officials April 29, 2015 meeting.

**Discussion** on the Pitney Bowes mailing machine. The cost of using stamps is cheaper. **A motion by Kramer and seconded by Halliday to cancel the Pitney Bowes postage machine rental agreement. Discussion. Vote. All ayes. Motion carried.**

**Discussion** on the pet clinic held April 4, 2015 from 2-4pm. Twenty seven dog licenses were recorded.

**Chairman Osterhus** stated the rest of the meeting is informational: Free shredding event-April 18, 9-11:30am Saturday, April 18; Office of the State Auditor E-Update; Legal Short Course April 23, 2015 at Rockwoods Conference Center; The 50<sup>th</sup> Governing Board of Directors Meeting – May 8, 2015 Courtyards of Andover, 8:30am; Bike helmet clinic-Anoka County Sheriff's Office; information on a prescribed burn at Island Lake sometime before June 4, 2015; and the Anoka County Historical Society newsletter.

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

Date approved: June 9, 2015

  
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Judith K Hanna, Clerk

  
\_\_\_\_\_

Philip Osterhus, Chairman



## **LINWOOD TOWNSHIP**

ANOKA COUNTY  
22817 Typo Creek Drive N.E.  
Stacy, Minnesota 55079  
(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
Local Board of Appeal and Equalization  
April 28, 2015  
5:30pm**

Chairman Osterhus called the Local Board of Appeal and Equalization 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, Peggy Nordrum, Residential Appraiser and John Leone, Commercial Industrial Appraiser were also present.

**Chairman Osterhus** read the official notice (posted and advertised 10 days in advance) and outlined the ground rules for the meeting. Osterhus asked if anyone was present for discussion of the property value or classification on their 2016 property tax payment. No one had signed in on the sheet. The meeting was turned over to Peggy and John. Peggy received a written request to review property located at 7783 233 Lane NE Stacy, MN 55079, owned by Sean and Kelly Merritt. Peggy will contact the resident and set up an appointment to review the property. The process to be heard at this meeting is required to continue on at the County Level. Peggy provided a brief overview of the property tax process and a recap of the current assessment.

Two Eagle Scouts were also present gathering information for a badge in government.

**A motion by Halliday and seconded by Kramer to adjourn at 5:55pm. Discussion. Vote. All ayes. Motion carried.**

**Minutes  
Town Board  
April 28, 2015  
6:00pm**

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 Millerbernd and seconded by Halliday to approve the agenda with the addition of discussion on the county's street light project, recycling, School Forest and the Shadow Ridge gas line project. Vote. All ayes. Motion carried.**

Supervisor Kramer stated Planning and Zoning held public hearings for two applications heard at their meeting April 21, 2015. Request from John Genser Jr. application 2015-03 Variance from side yard setback to build an addition to his seasonal cabin. The property is located at 6022 213<sup>th</sup> Lane NE Stacy, MN 55079. Kramer stated the discussion held at the Planning meeting determined recommending approval to the Town Board. Finding of facts were: Neighbors were in favor of granting this variance. Surrounding properties have been granted side yard setbacks. The difficulty was not created by the current owner. John was present for discussion. **A motion by Kramer and seconded by Searing to approve Variance Application 2015-03 for John Genser Jr. from the side yard setback to build an addition to his seasonal cabin located at 6022 213<sup>th</sup> Lane NE. Vote. All ayes. Motion carried.** Request from Vicki Churches application 2015-04 for an interim use permit for a kennel license. The property is located at 22541 Martin Lake Road NE, Stacy MN. 55079. Kramer stated discussion held at the Planning meeting vote ended with a tie vote. Finding of facts: Vicki has five adult dogs. All pets are kept in the house. Property has room for outside fenced exercise area-underground fence. All dogs need to be licensed. All dogs need to be vaccinated. Required outside exercise area. No more than five dogs. Vicki was present for discussion. **A motion by Kramer and seconded by Searing to approve Application 2015-04 with the following conditions: Within 30 days have all dogs vaccinated and licensed. Have an outside fenced exercise area. No more than five (5) dogs. No breeding of dogs. Vote. All ayes. Motion carried.**

**Discussion** from Supervisor Searing regarding updating policy items in the Township's Employee Handbook. Policy items discussed were Holiday, Vacation Leave, Sick Leave, Classifications, and Overtime/Compensatory. Part-time staff would be eligible for 20 hours of comp time. Directives from the Board will be included in the corrected draft. Searing along with Carrie Luedtke and Pam Olson will continue to work on the handbook.

**Fire Chief Darryl Ballman** reported a total of 20 runs for the month-9 (nine) medical and 11 (eleven) grass fire. The burning ban is still in effect-no burning permits are allowed. Recreational fires are allowed. The fire department did not receive enough department interest for a blood drive at this time. A draft contract was received from Oxford Township. This agreement partners with Lent, Stacy, Isanti and Linwood to provide/improve fire and medical services in Oxford Township. It was provided for the Attorneys review. Discussion on the bills submitted for payment (food, mileage, and drinks). Darryl will work on a policy (June) and have discussion with the members.

**A motion by Kramer and seconded by Millerbernd to approve the final payment for the 2014 Street Maintenance Project in the amount of \$17,047.50. Vote. All ayes. Motion carried.** Chairman Osterhus stated street sweeping would start next week.

**Supervisor Kramer** thanked the volunteers for all the help received for the Recycling Day (April 28, 2015). 187 cars, trucks, and trailers came through the gate. It was steady from 8am to noon.

**Supervisor Halliday** stated the Park Board did its annual park tour and will discuss the tour at their next meeting. A sample of the new reflective park signs was provided. Eagle Scout projects were discussed. **Discussion** on "Park Dedication" land. Both the Attorney and Mike Jungbauer have been working on how this land is received from developers instead of money.

**Discussion** on setting the time and date for the Township's Annual Road Review. The date discussed was May 27 at 5:00pm. Tony will be asked to drive the bus.

**Supervisor Millerbernd** stated the Building Study Committees next meeting is May 14, 2015 starting at 6:00pm. Meeting information should be on outside sign.

**Supervisor Millerbernd** stated the new trail is opened within the School Forest Park named by Linwood students called the Eagles Edge Trail. **A motion by Halliday and seconded by Kramer to approve the appointment of Jesses Weiner to the Park and School Forest Committee. Vote. All ayes. Motion carried.**

**Discussion** on the proposed Anoka County Striping and lighting project. Following discussion from the Fire Chief regarding how the lighting project provides safety and Linwood seniors were in favor of the addition to the lighting on Viking Blvd. **A motion was made by Searing and seconded by Millerbernd to approve the proposal from Craig Jochum, Township Engineer regarding the County project.** Discussion. The County is responsible for all construction costs. Linwood will be responsible for the monthly power cost. Cost per fixture is \$6.76 per month (12 lights). The LED's lighting will limit the lighting to the right-of-way. 22 accidents from 2011-2013 have occurred within Linwood. Connexus Energy would maintain the fixtures for 25 years. Linwood will take over after that. The project would start this summer. **Vote. All ayes. Motion carried.**

**Supervisor Halliday** requested permission allowing the Shadow Ridge residents to use the senior center for a meeting place to gather regarding the gas line project. **Motion by Halliday, seconded by Phil Osterhus, approved.**

**Chairman Osterhus** stated office staff Pam Olson, Treasurer Carrie Luedtke, Clerk Judy Hanna, Supervisors Osterhus and Kramer attended the Legal Short Course put on by MAT.

**Chairman Osterhus** stated the Building Inspector, Mike Jungbauer, Office Staff, Pam Olson, and Supervisors Osterhus and Kramer attended the Legal Short Course in Otsego, MN April 23, 2015.

**A motion by Halliday and seconded by Kramer to approve the April 28, 2015 bills in the amount of \$23,501.89 and check run from #31475 to #31500. Regular direct deposit payroll from April 24, 2015 in the amount of \$12,561.77. Check run #15148- #15160 and EFT deposit #15161 to #15163. Vote. All ayes. Motion carried.**

The following meeting minutes were provided: April 14, 2015, February 24, 2015, March 10, 2015, January 21 Budget mtg. They will be at the next meeting for discussion (May 12, 2015 meeting).

**Supervisor Kramer** stated Anoka County has approved the funds for Senior Housing Study.

**Chairman Osterhus** stated Informational: Linwood Family Fun Day next meeting is May 4, 2015 at 6pm; Local Government Officials April 29, 2015 meeting; Office of the State Auditor E-Update; The 50<sup>th</sup> Governing Board of Directors Meeting –May 8, 2015 Courtyards of Andover, 8:30am; information on a prescribed burn at Island Lake sometime before June 4, 2015; and memo received from Great River Energy stating the transmission line in Athens, Linwood Township and the City of East Bethel project is completed and the March Building Permit Report is provided.

A motion by Halliday and seconded by Millerbernd to adjourn at 7:35pm. Vote. All ayes. Motion carried.

Date approved: May 26, 2015

  
\_\_\_\_\_  
Judith K Hanna, Clerk

  
\_\_\_\_\_  
Philip Osterhus, Chairman



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

**Minutes  
Town Board  
May 12 2015  
6:00p.m.**

**Vice Chairperson Mike Halliday** 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, and Bob Millerbernd. Chairman Philip Osterhus was absent. The Clerk Judy Hanna and the Attorney Mike Haag were also present.

**Vice Chairperson Halliday** stated meeting minutes from the Shadow Ridge Subordinate Service District Public Hearing January 28, 2015 (Mike Jungbauer), February 24 and April 14 will be done all together with the April 28, 2015 minutes. **A motion from Kramer and seconded by Millerbernd to approve the agenda with the additions.** Discussion. **Vote. All ayes. Motion carried.**

**Fire Department:** Fire Chief Darryl Ballman reported 4 runs so far for the month of May. One (1) medical and three (3) fires. The burning ban will be lifted this Friday (May 15, 2015). Discussion on clarifying the fire department's expenditures (bills approved and paid from the last Town Board). Darryl provided written information on the bills/receipts. Vice Chairperson Halliday stated policies are being reviewed and addressed updating allowable expenditures. Waiting for approval on the agreement with Oxford Township. Our Attorney has reviewed the contract and stated it is good. Teddy bears were received from the St. Croix Riders motorcycle club to the department to pass out to children when they respond to calls. Captain Mike Christian has accepted a full time firefighter/paramedic position with the Hasting, MN fire department. He will continue on with Linwood. **A motion by Kramer and seconded by Millerbernd to approve the resignation received from Adam Taylor.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion** for 1 hour and approximately 20 minutes regarding options for the residents living within the Shadow Ridge requesting help bringing gas into their development. No action was taken by the Town Board.

**A motion by Searing and seconded by Millerbernd to correct/change Resolution 2015-11 to 2015-08.** Discussion. This is a housekeeping correction. Resolution 2015-08 (11) Accepting 1<sup>st</sup> Quarter 2015 Donations. **Vote. All ayes. Motion carried.**

**Supervisor Searing** provided a draft of Statement of Purpose, Scope, EEO, Data Practice Advisory, Conflict of Interest, Falsification of Records, Retirement Plans, Workers Compensation, Funeral Leave, Jury Duty, and Military for the Employee Handbook. Discussion concluded with a request from Supervisor Kramer to add within the Funeral Leave section "lifelong partner".

**Vice Chairman Halliday** stated the April 2015 Building Permit Report was available.

**Road and Bridge** meeting minutes were available. The committee's annual road review will be June 2, leaving the Town Hall at 7:00pm. Copies of the Road and Bridge meeting minutes were provided. **A memo** was received from the Township Engineer, Craig Jochum regarding the Thames Street Paving bid opening May 21, 2015. 2015 Crack Sealing Projects quotes. Update on the King Oakdale Park 2014 crack sealing project. Upgrading 205<sup>th</sup>. Cleaning/clearing 227 Place ditches. Street sweeping is being done and may finish up today.

**Senior Center** April 2015 bus log information. Discussions from Halliday regarding the trips to the Hinckley Casino are not meeting the \$1.00 per mile requirement. He will follow up with the volunteer driver and Senior Coordinator.

**Vice Chairman Halliday** stated the Park Board was discussed at the last meeting.

**Supervisor Millerbernd** stated the Community Park and School Forest continues to improve the park. They are done meeting for the summer.

**Supervisor Millerbernd** stated the Sunrise River Watershed Management Organization had rescheduled the May 7 regular meeting to Thursday, May 28 at 6:30pm. Ham Lake City Council has not approved by motion, the 2016 budget. The carp barriers are being put in.

**A motion by Kramer and seconded by Millerbernd to approve the payment of the May 12, 2015 bills in the amount of \$31,426.89, regular payroll for May 1, 2015 in the amount of \$18,786.44 and the fire department payroll in the amount of \$15, 089.92.** Discussion. On sending a letter to Crosstown Mechanical. We will call them for servicing. **Vote. All ayes.**

**Discussion** on the April 28, 2015, Shadow Ridge Subordinate Service District Public Hearing January 28, 2015 (Mike Jungbauer), February 24 and April 14 meeting minutes all being the proofed meeting minutes. All tabled.

**Discussion** on the request received from Mike Jungbauer, Building/Zoning Official regarding the spending of up to \$5,000 for a computer septic tracking program. He would apply for a grant. **A motion by Kramer and seconded by Millerbernd to approve the Building/Zoning Official to apply for a grant for the septic monitoring program.** Discussion. The funds would come out of the Building Department fund. **Vote. All ayes. Motion carried.**

**Reminder** for the Saturday, May 16, 2015 pet clinic held from 2-4pm in the maintenance shop.

**Vice Chairperson Halliday** stated the rest of the meeting is informational/reminders: Office of the State Auditor E-Update; Police Report; Road Reviews May 27, 2015 and June 2, 2015,

**Supervisor Searing** requested newsletter articles for the next newsletter before the July 3<sup>rd</sup> draft deadline.

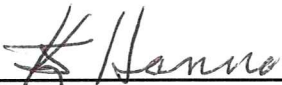
**Discussion** from Supervisor Millerbernd regarding phone calls and fraud. Beware!


**Building Study Committee** meeting minutes were provided by Supervisor Millerbernd.

**Discussion** from Supervisor Searing regarding meeting material. Material for discussion should be provided.

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

Date approved: June 9, 2015

  
\_\_\_\_\_  
Judith K Hanna, Clerk

  
\_\_\_\_\_  
Philip Osterhus, Chairman



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

### Minutes

### Town Board

May 26 2015

6:00 pm

Chairman Osterhus called the meeting to order. The pledge to the flag was recited and 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 present. Attorney Mike Haag was absent.

**A motion by Halliday and seconded by Millerbernd to approve the agenda with the deletion of discussion from Supervisor Searing on the tax meeting she attended May 12, 2015. Adding Memorial Day Service at the cemetery, Supervisor Kramer-discussion on Mike Jungbauer, Supervisor Millerbernd-Building Study Committee. Supervisor Searing-confirm elected Treasurer's hours and pay, and discussion on voting precincts. Vote. All ayes. Motion carried.**

**Township Engineer, Craig Jochum** was present for discussion on the Thames Street Paving project. Bids were opened May 21, 2015 at 11:00am here. Two bids were received/opened-Knife River Corporation-\$408,611.83 and Dresel Contracting, Inc.-\$437,900.52. The Engineer's estimate was \$325,000. Discussion on reducing the costs by leaving the existing muck soils in-place (-\$52,000), shorten the construction on the two side streets-242<sup>nd</sup> Avenue and 244<sup>th</sup> Lane (\$22,000), shorten the construction on Thames Street (-\$115.00 per foot), or reject all bids and rebid this project with the 2016 reconstruction of Typo Creek Drive. They are still waiting for the Army Corp of Engineers-Federal permit. Forest Lake Times confirmed the publishing dates for two weeks but only published once. Craig contacted the Attorney and he felt Craig did his due diligence. **A motion by Millerbernd and seconded by Kramer directing Craig to rebid the Thames Street project with the Typo Creek project earlier into 2016.** Discussion. It could be done in January, 2016. **Vote. All ayes. Motion carried.** Craig and Bob Beckman went to review the drainage on 227<sup>th</sup> Place. Craig informed the Board \$10,000 would be needed to correct the drainage for 6908 227<sup>th</sup> Place property. **A motion by Kramer and seconded by Halliday approving up to \$10,000 for this repair.** Discussion. The right-of-way needs to be surveyed and the trees marked. From the audience: Do you put this out for bids? Chairman Osterhus stated the contractor we have is available and does good work. **Vote. All ayes. Motion carried.** Craig is checking out the complaints regarding the crack sealing project within Kings Oakdale Park Development with the contractors.

**Discussion** from Supervisor Searing regarding the draft policies for the Employee Handbook she has been working on: employee conduct, recruitment, background checks, job descriptions, performance reviews, attendance, work breaks, personnel records, adverse weather conditions, smoking/drugs/alcohol, use of Township property, sexual harassment, respectful work place. Under "Recruitment"-you cannot ask for pre-medical screenings. Discussion on "work breaks"-it has to be



offered-but not taken. Remove the word "shall". Carol has one more section to complete before a draft is ready for the total handbook.

**Discussion** on developers owing money. Chairman Osterhus requested this be tabled until the Attorney is available. Supervisor Halliday requested discussion on the \$10,000 loss negotiated with a developer. The Attorney needs to be aware of this. No building permits are allowed until the full balance is paid. **A motion by Halliday and seconded by Kramer to approve "writing off" all uncollectible balances owed under \$1,000 from the spread sheet provided by Pam Olson.** Discussion. Boettcher Farms, Carlone Plat, and Moline Plat developments. **Vote. All ayes. Motion carries.** **A motion by Halliday and seconded by Searing to direct the office staff to continue working with White Tail Ridge 2 and Lyons Den.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Halliday and seconded by Searing directing the office staff to continue to work with Mark Tradewell, developer of Rolling Oaks Meadows requesting written poof of bankruptcy.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Halliday and seconded by Kramer directing the Attorney to work on locating Daniel and Linda Evans developers of Evans Estates for collecting balance due.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Halliday and seconded by Kramer to direct the attorney to follow up with returning the Pine Tree Ridge balance to the estate of Fred Dewall.** Discussion. **Vote. All ayes. Motion carried.** Discussion from the engineer regarding balance due and the punch list for Lyons Den. **A motion by Searing and seconded by Halliday to direct the builder to pay the full amount (21,041.08) owed for Lyon's Den before any building permits are issued.** Discussion. Supervisor Kramer feels the balance should be adjusted for use of the road/shoulders by others in the meantime. **Vote. Four ayes; Ed Kramer voted Nay. Motion carried.**

**Planning and Zoning,** Supervisor Kramer provided information on the Variance request from the road setback requirements. Application 2015-05 was discussed at the Planning and Zoning meeting. Property address is 21745 Zodiak Street NE. Planning recommended approval on providing a survey (20'variance from the front yard setback), front of building matches the house, and screening. Discussion on granting a second driveway. **A motion by Halliday and seconded by Searing to approve Application 2015-05 following Planning's recommendations and the approving the second driveway.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion from Supervisor Kramer** regarding purchasing pallet shelving in the recycling building for storage. Mike Jungbauer was present and provided information on pricing. **A motion by Halliday and seconded by Millerbernd to approve the expenditure using Recycling funds for the purchase of pallet shelving for storage up to \$2,000.** Discussion. **Vote. All ayes. Motion carried.**

**Discussion from Supervisor Kramer regarding the lighted sign.** He is still gathering information.

**Discussion on the Memorial Day Service.** About 100 people attend the annual service held at the Linwood Cemetery. Pastor Ed stated he had been doing the service for 30 years. He read the names of the buried fire and policeman. Charlie Peterson, from the Stacy American Legion Peterson-Waller Post #312 read the 79 names of the veterans buried in the cemetery. Boy Scouts put out the flags.

**Discussion from the Senior Center Committee Chairperson, Deb Parker** regarding the purchase and ordering carpet for the activity room in the amount of \$850.00. Supervisor Halliday stated he



supported the spending and to have it installed by professionals (\$200), instead of volunteers. A copy of the May 18, 2015 minutes were provided. **A motion by Kramer and seconded by Millerbernd to approve the spending of up to \$1,000 out of the funds received from the Senior Advisory Board, when it was dissolved.** Discussion. The money (\$7,000) was originally ear marked for new kitchen equipment and flooring. We are receiving a grant for the kitchen equipment. The cost for the carpeting is over \$500.00. **Vote. All ayes.**

**A motion by Halliday and seconded by Kramer to increase any expenditures from \$500.00 spending limit to \$1,000 for the purchase of new items with the approval of two Supervisors. Amounts over \$1,000 needs to have Board approval.** Discussion. Any expenditures up to \$500.00 still needs to be approved by the Supervisor. Have an expenditure expense form. **Vote. All ayes. Motion carried.**

**A motion by Kramer and seconded Millerbernd to approve the payment of the May 26, 2015 bills in the amount of \$5,705.87 and payroll in the amount of \$12,164.37.** Discussion. **Vote. All ayes. Motion carried.**

Discussion from Supervisor Millerbernd up-dating the Board and providing building plans from the Building Study Committee meeting. **A motion by Kramer and seconded by Millerbernd for Mike Jungbauer to attend the June 3 tour with the Building Study Committee.** Discussion. Mike will be gone all day. **Vote. All ayes. Motion carried.**

Supervisor Searing requested the February 10, 2015 and the May 12, 2015 meeting minutes to be tabled. They were just received. **Correction February 24, 2015 (second page)-should read to continue discussion on the number of voting precincts in June, 2015 not November, 2015. A motion by Halliday and seconded by Millerbernd to approve the February 24, 2015 meeting minutes as corrected.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Halliday and seconded by Millerbernd to approve the April 14, 2015 meeting minutes with the deletion of the word "part-time"-Holiday Benefits are for full time employee's only.** Discussion. **Vote. All ayes. Motion carried.** **A motion by Halliday and seconded by Millerbernd to add the wordage to the April 28th, 2015 meeting minutes adding "part time staff is eligible for 20 hours comp time; Anoka county lighting project-should read the county is paying for the maintenance (25years)-we pay for the lighting** Discussion. **Vote. All ayes. Motion carried.** Discussion on the Public Hearing meeting minutes from January 28, 2015 done by Zoning Administrator Mike Jungbauer with one typo in first paragraph the word 'off' to 'of'. **A motion by Kramer and Millerbernd to approve the Public Hearing meeting with the spelling correction.** Discussion. **Vote. All ayes. Motion carried.**

**Chairman Osterhus** stated the rest of the meeting was informational/reminders: Office of the State Auditor E-Update; Police Report; Linwood Family Fun Day June 1, 2015 meeting starting at 5pm; Association of Townships membership cards; and information on the 2015 Summer Short Courses.

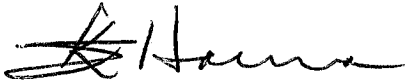
From the audience: Pam Olson reminded the Board about the early registration for upcoming Association of Township workshops.

**Supervisor Halliday** stated he will work with Carrie regarding her hours and pay as the elected treasurer. Wages will stay the same until Supervisor Halliday reports back to the Board.

**Discussion** from Supervisor Kramer regarding Resolution 2015-11 expanding the no parking along County Road 76/Fawn Lake Drive NE south of Typo Lake. **A motion by Kramer and seconded by Millerbernd to approve Resolution 2015-11 by roll call vote. Searing-aye, Kramer-aye, Halliday-aye, Osterhus-aye, and Millerbernd-aye. All ayes. Resolution 2015-11 adopted.**

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

Date approved: June 23, 2015

A handwritten signature in cursive script, appearing to read "J. Hanna", written over a horizontal line.

Judith K Hanna, Clerk

A handwritten signature in cursive script, appearing to read "Philip Osterhus", written over a horizontal line.

Philip Osterhus, Chairman



# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

Website: <http://linwoodtownship.org>

**Minutes  
Town Board  
June 9, 2015  
6:00pm**

**Vice Chairperson Mike Halliday<sup>1</sup>** 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, and Bob Millerbernd. Chairman Philip Osterhus was absent<sup>2</sup>. The Clerk Judy Hanna and the Attorney Mike Haag were also present.

**A motion by Kramer and seconded by Halliday to delete Planning and Zoning from the agenda. Discussion. Vote. All ayes. Motion carried.**

Chris Sauro, Township Insurance agent was present for discussion on the 2015-2016 insurance policy/payment. The cost this year is \$29, 816.00. **A motion by Halliday and seconded by Searing to approve for payment the amount of \$29, 816.00.** Discussion. This policy covers all township buildings, and all equipment, **Vote. All ayes. Motion carried.**

**Discussion from Mike Jungbauer** requesting to spend Building Department funds supporting the grant program he has applied for (SSTS software for tracking landowners septic tank pumping for \$7,500+) in the amount of \$1,300. **A motion by Kramer and seconded by Searing to approve agreement the township would support the ongoing licensing, and upgrades to the grant program (if approved) in the amount of \$1,300.** Discussion. If the grant is approved the township has to spend the money grant money and provide documentation for reimbursement from the grant funds. **Vote. All ayes. Motion carried.**

**Discussion from Mike Jungbauer** requesting approval to spend Senior Center funds for pallet racks for storage in the Senior Center garages. Both garages are very high and with the racks that area could be used for storage for item that are used once a year. The day to day items would be store on the lower half of the shelves. **A motion by Searing and seconded by Kramer to approve the spending up to \$2,063.48 for pallet racks for storage in the senior garage and roll-up.** Discussion. Linwood Family Fun Day items are also stored in the bus garage. Forks are needed to lift the items onto the shelves and a rolling ladder to reach the items to get down. Cost split between LFFD and the Senior Center. It was suggested all Town Board Supervisors take a tour of all the township buildings. **Vote. All ayes. Motion carried.** Judy stated LFFD volunteers have agreed to work with Mike (J) on sorting out the senior garage and the rollup and really organize the garages. Un-use items will be removed. **From the audience:** Deb Parker requested how many pallets are being purchased for that amount? Mike Jungbauer will provide a copy of the information to her.

**Attorney Mike Haag** was present for discussion on developers owning money. Tom Carlisle has paid his bill in full. He has requested to be at the June 23, 2015 Town Board meeting. Should the Township Engineer be present? How much administration and attorney fees been paid by the Township because of this developer? **The office** staff is still working on documentation for proof of bankruptcy from Mark Tradewell regarding Rolling Oaks Meadows. **No** new information has been found for locating Daniel and Linda Evans. The Township owes a refund to the Pine Tree Ridge developer Fred Dewall. The township will send the refund to the estate of Fred Dewall (Pine Tree Ridge).

**Discussion** regarding the letter received from the DNR on the cell tower located on Broadbent Park violates the grant (\$25,000) received for the tennis courts. The attorney will follow up with the DNR. **A motion by Halliday and seconded by Kramer to direct the Attorney to follow up will a letter.** Discussion. **Vote. All ayes. Motion carried.** **Discussion** on Ordinance #154 amending Part 1. Building Permit and Inspections of Chapter VIII. Building and Land Use Regulation of the Linwood Town Code. **A motion by Halliday and seconded by Millerbernd to approve Ordinance #154 and publish and post.** **Vote. All ayes. Motion carried.** **Discussion from the Attorney** on hiring someone to hire to take and prepare the Town Board minutes. **A motion by Kramer and seconded by Halliday to hire Tom Searing temporarily (90 days) at \$75.00 per meeting.** Discussion. Tom was in the audience and stated he was willing to do it for \$75.00 per meeting. From the audience: Deb Parker felt hiring Tom even temporarily, is a conflict of interest. The Board did not agree. Advertising would be done by using the website and the Forest Lake Times meeting reporter. **Vote. Four ayes. Searing abstained. Motion carried.** Office staff would do the agenda with the deadline of the Monday at noon (noon on Friday was past). **Discussion** on publishing the legal notices and ordinances. Mike Jungbauer praised Linda Anderson stated she is very capable for doing the agenda and other added jobs she may be directed to do. The attorney has the final copy of the legal notices and ordinances. Pam Olson has the final copies of the Town Board meeting minutes.

**Chairman Osterhus** stated the May 2015 Building Permit report was provided and posted. The Building Inspector has been very busy. Extra hours maybe required for the Inspector to keep up with the increase of building permits and requirements.

**Fire Department Fire Chief, Darryl Ballman** was present for discussion. The Township Attorney has approved the draft contract with Oxford Township. Darryl reported for the month of May a total of 12 runs were recorded-6 medical and 6 fire. The Forest Lake Fire Department has contacted Linwood regarding an auto/mutual aid agreement. The Olson's<sup>3</sup> have been hired to clean the fire department twice a month. They already clean the Town Hall and the Senior Center. Five candidates have started the academy and would graduate in October. Kyle Cold and Justin Hansen have completed their EMT and are in the process of taking the National Registry test. At the June 23, 2015 meeting the department will be requesting an increase of yearly compensation to \$2, 6000.<sup>4</sup> The department is requesting a Stacy Kwik Trip Def Fuel Credit card. Darryl will check into an "in house account" (Township has at Wyoming Shell and Linwood Country Store). **A motion by Halliday and seconded by Millerbernd to approve the officers as followed: Chief-Darryl Ballman; Assistant-Chief 1 Jim Stockinger; Captain 11- Steve Erickson; Captain 12-Mike Raml; and Secretary-Dennis Young for a three year term.** Discussion. **Vote. All ayes. Motion carried.**

Chairman Osterhus stated the annual Road Review was held May 27, 2015.

Chairman Osterhus stated a speed reduction request for 237<sup>th</sup> between Typo Creek Drive and Thames and the "alley" will be followed up by the Township Engineer. **Discussion** on purchasing more radios for the maintenance employees, winter plowing help and township trucks. Currently we have four. **A motion by Kramer and seconded by Halliday to approve up to \$2,000 to buy 3-4 more radios.** Discussion. These phones would go into both plow trucks and the 1-ton. **Vote. All ayes. Motion carried.**

Supervisor Millerbernd stated the Linwood Family Fun Day Committee is all fired up. The committee discussed keeping the car and tractor show on Broadbent Park, and extending the activities behind the senior center to include the recycling building. Discussion on LFFD website information, the need for volunteers the day of the event. Volunteers are also need to collect "cow pies" ("new"-cow chip toss contest). Starting August 3, 2015 we will meet every Monday at 5:00pm.

Bob Millerbernd updated the Board on the Building Study Committee: Meeting minutes were provided. The next meeting is June 18, 2015 starting at 6 p.m. The tour of two projects in Daniel Township was June 3.

Supervisor Searing-policies, newsletter and mailing: All information for the newsletter regarding recycling and LFFD need to be in by July 1<sup>st</sup>, 2015. Other articles are also welcome **Bulk mailing:** The printer doing the township newsletter has confirmed bulk mailing and use their mailing and move everything to Forest Lake. This will be easier for everyone. The bulk mailing permit (7-8-2015) does not need to be renewed. **Township Policies:** Discussion on Employment "at Will"-Termination policy; Township Driving policy; Business, Conferences and training seminars; Firearm (employee-state law); and final pay policy. Searing will continue to work on the draft with all the corrections/comments of everything discussed and provide copies to all Supervisors. Searing and Carrie Luedtke were thanked for all their time on putting together all the policy recommendations.

**Discussion** on the March 10, 2015 meeting minutes and the March 24, 2015 meeting minutes. No May 26, 2015 meeting minutes. Supervisor Searing requested February 10, 2015-correction should read- **A motion by Halliday and seconded by Millerbernd to authorize Treasurer Carrie Luedtke to act on behalf of the Township as the authorized representative for direct deposit.** Discussion. **Vote. All ayes. Motion carried.** Supervisor Millerbernd stated discussion does not have to be included in the meeting minutes. Supervisor Halliday stated discussion was held on the raising of the fee for non-personal trips to \$1.00 a mile earlier in the year. **A motion by Searing and seconded by Halliday to approve the February 10, meeting minutes as amended.** Discussion. **Vote. All ayes. Motion carried.** Searing continue on with May 12-delete the \$5,000 amount. A motion was made by Searing and seconded by Millerbernd-Kramer stated it was included. **A motion by Seating and seconded by Kramer to approve as amended. Vote. All ayes. Motion carried.** Searing continue with the March 10, 2015 **A motion by Searing and seconded by Halliday to approve the March 10, 2015 meeting minutes with the typo corrections and "the added check is (delete is and replace with was) for repainting the Fire**

**Departments Ford 350 grass rig. Discussion. Vote. All ayes. Motion carried. Discussion** on the March 24, May 26, Annual meeting minutes and tonight's meeting.

**A motion by Kramer and seconded by Halliday to approve the June 9, 2015 bills minus Jeff's Outdoor bill (in the amount of \$54,082.34<sup>5</sup> and check run/claims #31559 & #31561 through #31592. Regular direct deposit payroll from 6/5/15 in the amount of \$14,504.96. Direct deposit #15208 to #15222. EFT deposit #15223 to #15225. Discussion. Hold Jeff's Outdoor<sup>6</sup>. Vote. All ayes. Motion carried.**

**Question** from Supervisor Searing regarding a written complaint received. Supervisor Kramer stated the complaint went to Chairman Osterhus. Osterhus stated he will follow-up on it. Searing's concern is not ignoring complaints.

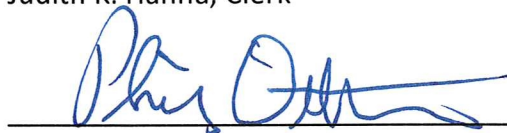
**Discussion** on the repair of the Senior Center air conditioner.

**Chairman Osterhus** stated the rest of the meeting was informational: Anoka County Sheriff's report; Office of the State Auditor E-Update; reminder MAT upcoming training; Fire Inspection work sheet; Forest Lake Area Youth Service Bureau flyer; U of M Extension press release;

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

Date approved: July 14, 2015

  
\_\_\_\_\_  
Judith K. Hanna, Clerk

  
\_\_\_\_\_  
Philip Osterhus, Chairman

The following amendments were approved on July 28, 2015:

<sup>1</sup> Chairman Phil Osterhus called the meeting to order.

<sup>2</sup> Chairman Philip Osterhus was present.

<sup>3</sup> Nancy and Larry Olson

<sup>4</sup> At the June 23, 2015 meeting, the department will be requesting an increase of yearly pension compensation to \$2,500 per year of service.

<sup>5</sup> \$47,984.95

<sup>6</sup> Hold Jeff's Outdoor Services payment.





# LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

## Minutes

### Town Board

June 23, 2015

6:00 P.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.

**Motion by Halliday, seconded by Kramer, to approve the agenda with the addition of a discussion about the newsletter. All voted in favor. Motion carried.**

### 2014 Annual Financial Report Review

Auditor Peggy Moeller of Redpath & Company presented the 2014 Annual Financial Report that was prepared according to Government Auditing Standards. The report showed that General Fund, Road & Bridge Fund and Fire Funds expenditures had exceeded the budgeted appropriations. Two items of deficiency internal controls were found:

1. A prior period adjustment identified by staff was recorded for a previously unrecorded salaries payable in the amount of \$20,304. Philip Osterhus stated that the cause was paying the firefighters in January for wages earned in December because they are paid quarterly. Going forward, the staff will record this January expenditure in December of the previous year.
2. The Township has a recycling change fund that is not kept at the Township Hall and is not reconciled or tracked. Going forward, this cash will be kept at the Township Hall and will be tracked and reconciled by Township staff.

Of the five categories of Minnesota Legal Compliance that were tested during the audit, one area was not in compliance. Minnesota statutes provides certain specific collateral requirements for deposits. If Township funds are in excess of available FDIC, the government entity must require the bank to furnish collateral security in an amount at least ten percent more than the amount of funds on deposit. On December 31, 2014, the Township had a collateral deficiency of \$18,157.

Going forward, the Township will work with the bank to more closely monitor collateral provided.

There is a new GASB64 requirement effective in 2015 which requires government entities to book their share of defined benefit pension plans, like PERA, on their government Y chart. This new requirement is merely reporting something the Township has been doing all along. **Motion by Kramer, Seconded by Halliday, to approve the Auditor's report. All voted in favor. Motion carried.**

**Fire Department – Darryl Ballman** - June runs as of 6/22: 7 medical, 7 fire. The fire departments from Linwood Township, Stacy and Isanti will be dividing up Oxford Township to improve Oxford's medical and fire services. The Linwood Fire Department has been contacted by Forest Lake regarding an Auto/Mutual Aide agreement. Chief Ballman will follow up with Chief Newman with the FLFD. The Olsons are doing a great job of cleaning the Fire Department. FWD is in need of \$5,000 to \$10,000 to complete rehabbing the old fire truck. A request for donations will be placed in the newsletter and on the Linwood Township website. Officer appointed positions have been posted. Firefighters can apply until Friday, June 26, for these positions which are Assistant Chief II, Captain 13, Captain 14, Captain 15, Fire Marshal, Lieutenant 23 and Lieutenant 24. Assistant Chief Jim

Stockinger spoke for LFD asking to increase the benefit level for our firefighters' retirement plan administered by PERA. **Motion by Kramer, seconded by Millerbernd, to raise the benefit from \$2,000 per year to \$2,500 per year. All voted in favor. Motion carried.**

**Attorney Mike Haag** – Resolution 2015-12 requesting that the Anoka County Housing and Redevelopment Authority grant the Town an amount not to exceed \$20,000 for the purposes of constructing a storm drainage ditch and basin on 227<sup>th</sup> Place. This resolution shall not be interpreted as an admission of liability on the part of the Township, but rather as a remedy. **Motion by Halliday, seconded by Kramer, to adopt Resolution 2015-12 by roll call vote. Ayes (Searing, Kramer, Halliday, Osterhus), nays (Millerbernd). Resolution adopted.**

Mike Haag and Mike Jungbauer are continuing to work on updating the Township code book and many of their updates have been published. Mike Jungbauer stated that in order to enforce our codes, Minnesota statutes must be cited, and in some cases, a tiered remedy must be prescribed. Mike Jungbauer will be given a badge and a ticket book.

**Planning & Zoning – Ed Kramer** – **Motion by Kramer, seconded by Halliday, to approve Plat Application 2015-16 for the fifth addition to Boettcher Farm Preserve.** The request is for allowing six residential lots to be developed. The property is zoned R-1. The project meets minimum lot size, buildability and wastewater treatment requirements. Planning & Zoning recommended approval. **All voted in favor. Motion carried.**

The Anoka County Water Conservation District has agreed to contribute \$8,734 toward the purchase of specialized computer software that will track septic system activity and building permit activity. Mike Jungbauer asked the Board to spend up to \$7,568 from the Building Department Fund to purchase this software. When the \$8734 contribution from the Water Conservation District is received, it will be deposited in the Building Department Fund. **Motion by Halliday, seconded by Millerbernd, to spend \$7,568 from the Building Department Fund for the ISTS Tracking System. All voted in favor. Motion carried.**

Mike Jungbauer presented samples of a driveway permit application form, procedures and fees. The policy of requiring driveway permits is being considered because driveways are appearing without consideration for traffic safety, drainage and damage to roads. This concept will be considered by Road & Bridge and Planning & Zoning committees before coming to the Town Board for approval.

Mike Jungbauer stated that he has received many complaints regarding what accessory buildings should or should not look like, and he has been instructed by Planning & Zoning to craft a tentative change in the Town Code to address this issue. He asked the Supervisors for their individual input.

**Senior Center – Mike Halliday** – The activity room carpet has been installed and looks nice.

**Roads & Bridges – Philip Osterhus** – Four cab-mounted radios have been ordered for the Maintenance Department trucks.

**Linwood Family Fun Day – Bob Millerbernd** – The LFFD Committee tentatively plans to meet every Monday in August at 5:00 p.m.

**Building Study Committee – Bob Millerbernd** – The Building Study Committee is recommending that the Township make a Phase 1 down payment to Structural Buildings, Inc. of \$10,000 to design and manage the construction/renovation of the Town Hall complex. The total estimated cost of the project is under \$400,000, while a previous estimate from another architect was \$750,000. Mike Halliday asked for a consensus of the Board to determine if everyone was willing to spend up to \$400,000 before committing to this \$10,000 expenditure, and he found that everyone was. Discussion among members revealed that there is approximately \$323,000 available for this project now. **Motion by Halliday, seconded by Searing, to spend \$10,000 for the SBI Phase 1 down payment. Millerbernd abstained because he is a member of the Building Study Committee. Searing, Halliday, Kramer and Osterhus voted in favor. Motion carried.**

**Parks – Mike Halliday** – The Maintenance Department is working on a list of repairs that were discovered during the park review.



**Recycling – Ed Kramer** – Linwood Township has been recognized by Anoka County as being one of only eight municipalities in the county that conducts regular recycling days. Tom Sausen has been awarded a Master Recycling Badge.

**Dividing Voting Precincts – Motion by Millerbernd, seconded by Kramer, to divide the Township into two voting precincts; polling places and dividing lines to be determined later. Searing, Kramer, Osterhus and Millerbernd in favor. Halliday opposed. Motion carried.**

**Newsletter – Carol Searing** – Carol asked for a consensus regarding whether the upcoming newsletter should be in color or black and white, and the consensus was black and white in order to reduce the cost. Carol reminded everyone that the deadline for submitting articles is July 1.

**Meeting Packet Contents – Ed Kramer** – Ed asked for a consensus regarding the content of the regular Town Board Meeting packet. The consensus was to direct the office staff to include all items that are on the meeting agenda in the packet and to place all other items in Supervisors' boxes.

**Approval of past Town Board Meeting Minutes – Motion by Halliday, seconded by Millerbernd, to approve the March 24, 2015 minutes with corrections. All voted in favor. Motion carried. Motion by Halliday, seconded by Kramer, to approve the May 26, 2015 minutes with corrections. All voted in favor. Motion carried.**

**Approval of Bills – Motion by Halliday, seconded by Millerbernd, to pay Claims #31593 through #31621 = \$13,801.45 and Regular Payroll 6/9/15 – Direct Deposits #15228 to #15239 & EFT #15240 to #15242 = \$12,011.78.**

**Motion by Halliday, seconded by Millerbernd, to adjourn the meeting at 7:56 p.m. All voted in favor. Motion carried.**

Minutes written by Thomas Searing

Date approved: July 14, 2015



Philip Osterhus, Chairman



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Minutes

#### Town Board

July 14, 2015

6:00 pm

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, the Clerk, Judy Hanna, and the Treasurer, Carrie Luedtke, were also present.

**Motion by Halliday, seconded by Millerbernd, to approve the agenda with the addition of Lyle Johnson (Minnesota Association of Townships), Building Study Committee, June 9 Meeting Minutes, and the deletion of The Anoka County Sheriff. All voted in favor. Motion carried.**

**Lyle Johnson, Minnesota Association of Townships' District 7 representative, reported the following:** The Minnesota Legislature estimates that the cost to maintain Minnesota's existing roads over the next ten years will be \$6-\$7 billion. The Legislators are considering taking the tax revenue on automotive repair parts from the general fund and placing it into the roads and bridges fund. They are also considering increasing the gross vehicle weight from 80,000 pounds to 97,000 pounds. They are also working on creating a tax break for first responders, including fire fighters. No action was taken on any of these ideas. Johnson invited Linwood Township officials to attend the District-wide MAT Annual Meeting on September 2 and the Chisago County Association of Township Officers' meetings which are held at 7:00 pm at the North Branch Senior Center on the last Wednesday of each month except July.

**Attorney, Mike Haag – Resolution 2015-13 Supporting Chronic Disease Self-Management Programs. Motion by Halliday, seconded by Millerbernd, to adopt Resolution 2015-13 by roll call vote. All voted in favor. Resolution adopted.**

**Motion by Halliday, seconded by Kramer, to adopted Resolution 2015-14, accepting the second quarter, 2015, donations totaling \$2,388.19 by roll call vote. All voted in favor. Resolution adopted.**

**Motion by Searing, seconded by Halliday, to adopt Resolution 2015-15, creating a Rural Residential District and reducing the speed limit on 237<sup>th</sup> Avenue to 35 MPH between Mackenzie Street and Thames Street by roll call vote. Ayes (Searing, Halliday, Kramer, Millerbernd), nays (Osterhus). Resolution adopted.** Mike Jungbauer was also directed to contact the county to initiate a speed study on 237<sup>th</sup> Avenue east of Thames Street, to be paid for by Anoka County.

**Motion by Kramer, seconded by Searing, to direct Mike Haag to finish the easement work on the Melby/Regal property and clean up the title. All voted in favor. Motion carried.**

**Fire Department – Darryl Ballman** – July runs to date: 9 medical, 7 fire. Nothing to report regarding the Oxford Township or the Forest Lake projects. The Fire Department is still seeking donations for rehabbing the old fire truck. Kwik Trip in Stacy is in the process of setting up a charge account for fuel for the fire trucks. Darryl agreed to the request to add the Township plow trucks to the account. Interviews for the Officer-appointed positions will begin on July 15 and are expected to be completed by July 31.

**Senior Center – Ed Kramer** – Ed is working on a way to make free bread available to residents on the weekends when the building is locked by installing some kind of container outside that is insect and rodent-proof. A consensus of the Supervisors was positive. An old cabinet was suggested. Darryl Ballman will check to see if there's a way to use an old refrigerator without causing a safety problem.

**Senior Center – Deb Parker** – The Senior Center Committee recommends that liability insurance is needed for rentals and classes. The Committee bought two 50 cup coffee pots. A four hour 55 Alive class is scheduled for September 9, and an eight hour class is scheduled for September 19. A 43 inch TV was purchased by Mike Halliday for the former Green Room. Parker asked the Board for approval to purchase two couches for that room using money donated by the former Senior Advisory Board. **Motion by Halliday, seconded by Millerbernd, to approve spending up to \$1,100 at Ashley Furniture for the couches and warranty. All voted in favor. Motion carried.**

**Road and Bridge – Motion by Kramer, seconded by Searing, to hire ASTECH Corp. to fill street cracks for a cost not to exceed \$44,998.74 plus an additional amount at the same rate per pound to fill the Fire Department cracks. The Fire Department parking lot crack sealing expense would come out of Fire Department funds. Ayes (Searing, Kramer, Osterhus, Millerbernd), nay (Halliday). Motion carried.**

**Motion by Kramer, seconded by Millerbernd, to table the question of purchasing toolboxes for the snow plows for \$1,270 until more prices can be explored. All voted in favor. Motion carried.**

Gary Wettshrek, former Town Board Supervisor, offered some suggestions from the audience regarding mowing procedures and equipment.

**Motion by Kramer, seconded by Halliday, to grant permission to the resident at 23430 Orion Street to plant flowers in the road right of way three feet outside the tree line. The Township recommends that the resident places a sign not to mow and cannot hold the Township liable if the flowers do get damaged. All voted in favor. Motion carried.**

**Building Study Committee – Bob Millerbernd** – Troy from Structural Buildings, Inc. will attend the next committee meeting on July 16 to compile a wants/needs list.

**Motion by Kramer, seconded by Halliday, to pay Tom Searing \$75 per meeting and to pay Judy Hanna for five hours per week, both to be paid monthly. Ayes (Kramer, Halliday, Osterhus, Millerbernd), abstain (Searing) because Tom is her husband. Motion carried.**

**Newsletter – Carol Searing** – Carol presented three options to the Board for including various forms, and the consensus was to include a description of each in the newsletter and ask that

interested people print the forms from the Township web site. She distributed copies of the unproofed newsletter and reminded everybody that she needs feedback by July 16. She reported that Ed Kramer has succeeded in procuring money from Anoka County from the recycling budget to pay for printing the newsletter in color.

**Auditor for 2016 – Philip Osterhus** – Notification of a 2 ½% cost increase from our current auditor triggered a discussion about the cost of the audit. The consensus was that Pam Olson and Carrie Luedtke will get quotes from other auditing firms. The Board chose not to request a Letter of Engagement for 2016 services from Redpath and Associates at this time.

**Building Department – Ed Kramer** – The Building Department is exploring a number of options for providing a vehicle for the Building Official. The current vehicle is being used for many different purposes and is often not available for one use when it's being put to another.

**Employee Health Insurance – Mike Halliday** – IRS Notice 2013-54, effective July 1, 2015 was recently learned about by a part-time employee from a radio program. Even IRS telephone answering people can't answer questions about it. The new rule states that small employers like the Township can no longer give full-time employees a monthly stipend toward their health insurance cost as Linwood Township has been doing. The penalty for non-compliance is \$100 per day per employee. Pam Olson will try to arrange a special meeting to be held at 6:00 p.m. on July 20 or July 22 at the Town Hall to talk with an expert and to discuss the options and try to resolve this issue. **Motion by Halliday, seconded by Millerbernd, to comply with IRS Notice 2013-54, to no longer provide a health insurance stipend for employees and temporarily to remove all reference to health insurance benefits from the Employee Handbook. All voted in favor. Motion carried.**

**Approval of June 23, 2015 Town Board Meeting Minutes – Motion by Kramer, seconded by Halliday, to approve the minutes with one addition. All voted in favor. Motion carried.**

**Approval of June 9, 2015 Town Board Meeting Minutes – Motion by Searing, seconded by Kramer, to approve the minutes with corrections. All voted in favor. Motion carried.**

**Approval of Claims List – Motion by Searing, seconded by Kramer, to pay claims #31622 through #31664 = \$135,683.42. All voted in favor. Motion carried.**

**Approval of Payroll – Motion by Halliday, seconded by Millerbernd, to pay regular payroll of 7/2/15 – Direct Deposits #15244 to #15254 & EFT #15255 to #15257 = \$12,109.75. All voted in favor. Motion carried.**

**Public Comment** – A number of residents from the Typo Creek Estates Development attended the meeting to voice in-person complaints about Brian Magnuson, a member of the Township Planning and Zoning Commission. Several of the residents reported that Magnuson had introduced himself as a representative of the Township, and in two instances, as a Board Supervisor. In that capacity, Magnuson was telling residents that certain of their pole building structures were illegal and needed to be torn down, or not built in the first place. These residents were all lead to believe that he was acting on behalf of the Township, which is why they all attended the meeting. Chairman Osterhus informed these residents that Magnuson had previously been warned to not use his official title in his disputes with his neighbors. This was by letter previously sent to Magnuson. A couple residents also reported an ongoing

pattern of bullying and harassment coming from Magnuson, and purportedly in his capacity as a member of Planning & Zoning. Upon advice from the Township Attorney, **Kramer moved to remove Brian Magnuson from the Planning and Zoning Commission, seconded by Halliday. All voted in favor. Motion Carried.**

**Motion by Millerbernd, seconded by Kramer to adjourn the meeting at 8:24 p.m. All voted in favor. Motion carried.**

Minutes written by Thomas Searing

Date approved: July 28, 2015



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**Philip Osterhus, Chairman**





## **LINWOOD TOWNSHIP**

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### **Minutes**

### **Special Town Board Meeting**

**July 22, 2015**

**6:00 pm**

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 Clerk, Judy Hanna, was also present.

Osterhus stated that the purpose of the meeting was to collect information and to identify potential options for complying with IRS Notice 2013-54.

Gene Schmidt from Individual & Corporate Needs Agency (INC Agency), who has specialized in health insurance since 1984, was present to discuss health insurance benefit requirements and options. Gene briefly explained how a Group Health Plan works in conjunction with a Section 125 (Cafeteria) Plan in conjunction with a Health Savings Account (HSA). Gene stated that the four most viable Minnesota carriers are Blue Cross, Medica, Health Partners and Preferred One. He stated that MNSure may become viable in the future, but today they are not well-organized. He stated that the most competitive carrier in our location is Health Partners, and he presented a detailed cost and benefit matrix for the Township's four full-time employees. He stated that the Federal Affordable Care Act defines a small group to be between 2 and 50 employees, and that he thinks that definition will change in 2016 to be 1-100. He stated that the most popular type of plan today is a high deductible plan combined with an HSA. He stated that according to Minnesota law, small group employers like Linwood Township do not have to offer a health insurance plan, but if they do, they must not discriminate; they must pay at least 50 percent of the premiums for full time employees (not their dependents); employees must contribute through payroll deduction; and 75 percent of eligible employees must participate in the plan. He stated that IRS taxes employees who choose not to carry health insurance regardless of whether or not their employer offers a plan.

Highlights of the discussion among Supervisors exploring options:

Two of the Township's full time employees are currently insured through other sources, so only two are "eligible". Since 75 percent participation is required for a plan to be provided, both must participate. Osterhus stated that he believes both of those two employees desire health insurance in lieu of a pay increase. Searing pointed out that Public Employees Insurance Plan (PEIP) appears to be a viable option, noting that that option appears to offer the most flexibility and competitive rates. Pam Olson stated that apparently because of PEIP's wide base, their rate increases have been significantly lower than other providers (1.8% over the last

6 years). Halliday stated that he believes the best option for the employees and the Township going forward is to offer group health insurance through a Section 125 Plan in conjunction with an HSA. The general concept would be for the Township to pay 50 percent of the premiums and contribute the balance up to \$450 per month into the employee's HSA. It was decided by consensus to hold a public meeting with all of the full time employees and a representative from PEIP to inform the employees of their options and to determine the best option for retaining current employees and for the Township going forward. The meeting was tentatively scheduled for 5:00 pm on Tuesday, July 28 pending the availability of all participants.

**Motion by Halliday, seconded by Millerbernd, to adjourn the meeting at 7:33 pm. All voted in favor. Motion Carried.**

Minutes written by Thomas Searing

Date approved: July 28, 2015



**Philip Osterhus, Chairman**



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## **Minutes**

### **Town Board Meeting**

**August 11, 2015**

**6:00 pm**

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, the Clerk, Judy Hanna, and the Treasurer, Carrie Luedtke, were also present.

**Motion by Kramer, seconded by Halliday, to approve the agenda with the addition of the Anoka County Deputy Sheriff. All voted in favor. Motion carried.**

**Deputy Sheriff – Commander Paul Sommer** – Commander Sommer presented the 2016 budget of \$222,814 for police service to the Town Board. This budget will provide for 1.68 full time equivalents of deputies covering the township. Since a 2016 budget of \$225,000 was approved at the Annual Meeting, no vote of approval was necessary. The contract was referred to Mike Haag for his review.

**Attorney, Mike Haag – Motion by Kramer, seconded by Millerbernd, to adopt Resolution 2015-17 increasing the benefit level of the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan administered by PERA to \$2,500 per year of service. All voted in favor by roll call vote. Resolution adopted.**

**Planning and Zoning – Ed Kramer** – Kramer presented a request from Mike Jungbauer on behalf of Tom Green, whose variance to increase the size of an accessory building to 2400 square feet at XXXX 228th Avenue NE was approved at the last Town Board Meeting, to 2464 square feet, stating that the best appearance on that lot would be provided by a building 44 feet wide by 56 feet long. **Motion by Searing, seconded by Millerbernd, to approve the request to increase the size of the accessory building to 2464 square feet, 44 feet wide by 56 feet long. All voted in favor. Motion carried.**

In view of the recent vacancy on the Planning and Zoning Commission, Searing was asked to post a notice on the township website requesting that letters of interest in filling the vacancy be sent to Mike Jungbauer.

**Fire Department – Darryl Ballman** – Total July runs: 12 medical, 8 fire.

**Motion by Kramer, seconded by Searing, to approve the selection of Captain 13 – Mike Christian (Equipment), Captain 14 – Andy Luedtke (Administrative) and Captain 15 - Brian Meyer (Medical Training). All voted in favor. Motion carried.**

Chief Ballman stated that Lieutenant interviews are scheduled for August 12.

Chief Ballman informed the Board of a change in state law. He stated that the Minnesota Fire Service recognizes the critical importance of providing health insurance benefits to survivor families in the case of Line of Duty Deaths (LODD) of non-career firefighters. The new law ends the inequity that exists today for survivor families of non-career firefighters who die in the line of duty. Current law provides for health insurance benefits only for survivor families of career firefighter LODD, but not for a volunteer/paid-on-call family. Beginning in January, 2016, benefits will be provided for all families until the firefighter's spouse reaches the age of 65, and their minor dependents reach the age of 26.



Captain Luedtke presented a proposal to change the internet service from Frontier to Midcontinent citing a slightly higher cost but significantly better quality and service. **Motion by Halliday, seconded by Kramer, to change the Fire Department and the Town Hall internet service from Frontier to Midcontinent. All voted in favor. Motion carried. Motion by Halliday, seconded by Millerbernd, to change the Fire Department and the Town Hall telephone service from Frontier to Midcontinent. All voted in favor. Motion carried.**

**Road and Bridge – Ed Kramer – Kramer stated that the bids for the drainage project at 227<sup>th</sup> Place have been received. Motion by Halliday, seconded by Kramer, to table the issue until the August 25 Town Board Meeting in order for Supervisors to review the information. All voted in favor. Motion carried.**

**Building Study Committee – Bob Millerbernd – Motion by Halliday, seconded by Millerbernd, to designate two contact people (Joe Dolphy and Marty Anderson) for Structural Buildings, Inc. to answer easy questions in order to avoid having to convene the entire committee. All voted in favor. Motion carried.**

**SRWMO – Bob Millerbernd – Millerbernd reported that Columbus, like Ham Lake, wants to reduce their share of the administrative cost for the SRWMO because they, too, encompass less than 25 percent of the area in the SRWMO. The consensus of the Town Board was that Linwood Township, who encompasses most of the SRWMO, should press for either equal financial responsibility or representation based on percent of the area encompassed by each municipality.**

**Recycling – Ed Kramer – Motion by Kramer, seconded by Halliday, to spend up to \$2,200 to purchase compostable supplies for Linwood Family Fun Day. All voted in favor. Motion carried. Motion by Halliday, seconded by Millerbernd, to spend up to \$1,700 to purchase waste/recycling containers for the parks. All voted in favor. Motion carried.**

**Linwood Family Fun Day – Bob Millerbernd – Motion by Millerbernd, seconded by Halliday, to approve a contract for \$3,500 with Northern Lighter Pyrotechnic, Inc. to provide fireworks for LFFD. All voted in favor. Motion carried. Motion by Searing, seconded by Halliday, to authorize the LFFD Committee to spend up to \$1,000 for new signs. All voted in favor. Motion carried. Motion by Millerbernd, seconded by Halliday, to spend up to \$2,500 for jumpies. All voted in favor. Motion carried.**

**Employee Insurance – Pam Olson reported that a group application for the FSA Plan and three individual full-time employee applications have been made to Public Employees Insurance Program (PEIP). Motion by Searing, seconded by, Kramer, to appoint Mike Halliday to develop a Flexible Spending Account Policy. Searing, Kramer, Osterhus and Millerbernd voted in favor, Halliday abstained. Motion carried. Motion by Searing, seconded by Halliday, to pay \$450 per month toward each full-time employee's health insurance premium, and if the premium is less than \$450 per month, the difference will be paid into the employee's pre-tax FSA or HSA. All voted in favor. Motion carried. Motion by Halliday, seconded by Millerbernd, to define a full-time employee for this employee benefit as one who works at least 32 hours per week, to make new employees eligible for this benefit on the first day of the month following 60 days of employment, and to allow employees to roll over \$500 from their FSA's into the next calendar year following each December 31. All voted in favor. Motion carried.**

**Approval of Meeting Minutes – Motion by Halliday, seconded by Kramer, to approve the July 28, 2015 Special Town Board Meeting Minutes as written. All vote in favor. Motion carried. Motion by Halliday, seconded by Kramer, to approve the July 28, 2015 Regular Town Board Meeting Minutes as written. All voted in favor. Motion carried.**

**Approval of the Bills – Motion by Halliday, seconded by Millerbernd, to pay Claims #31686 through #31715, dated 7/29-8/11/15, = \$17,571.91. All voted in favor. Motion carried. Motion by Halliday, seconded by Millerbernd, to pay the Regular Payroll, pay date 7/31/15, including Direct Deposits #15288 to #15302 and EFT #15303 to #15305 = \$16,757.56. All voted in favor. Motion carried.**

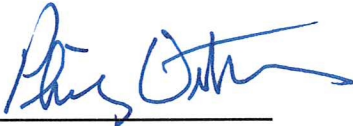
**Employee Handbook – Carol Searing** – Searing distributed new draft policies to the Town Board members for their review, to be discussed at the August 25 Town Board Meeting.

**Fire Marshall – Bob Millerbernd** – Millerbernd reported that Scott Smith, the Fire Marshall, has expressed frustration because his directives regarding numerous fire code violations in and around the Town Hall have fallen on deaf ears for the past few years. Bob volunteered to develop a plan to bring the building(s) into compliance.

**Motion by Halliday, seconded by Millerbernd, to adjourn the meeting at 8:05 pm. All voted in favor. Motion carried.**

Minutes written by Thomas Searing

Date approved: August 25, 2015



Philip Osterhus, Chairman



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

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### Minutes

### Special Town Board Meeting

August 25, 2015

6:00 pm

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, the Clerk, Judy Hanna, and the Treasurer, Carrie Luedtke, were also present.

**Motion by Kramer, seconded by Halliday, to approve the agenda as written. All voted in favor. Motion carried.**

**Attorney, Mike Haag** – Bob Millerbernd stated that there has been no action by the Sunrise River Watershed Management Organization (SRWMO) regarding the Joint Powers Agreement under consideration. **Motion by Millerbernd, seconded by Halliday, to table any decision regarding the SRWMO Joint Powers Agreement until November 10, after the SRWMO meeting in early November. All voted in favor. Motion carried.**

Mike Haag stated that he had reviewed the contract with the Anoka County Sheriff's Department for police service to Linwood Township and that he recommended approval. **Motion by Searing, seconded by Kramer, to execute the contract. All voted in favor. Motion carried.**

**Fire Department – Darryl Ballman** - Chief Ballman stated that the final arrangements for the Fire Department vehicles and the Township snowplows to purchase fuel at the Stacy Kwik Trip have been completed.

Chief Ballman stated that final officer interviews have been completed and that he recommended Town Board approval for the following 3-year positions: Lieutenant 23 (Training) – Mike Zacker, Lieutenant 24 (Medical) – Dan Ragen, and Fire Marshall – Scott Smith. **Motion by Searing, seconded by Millerbernd, to approve the two Lieutenants and Fire Marshall appointments. All voted in favor. Motion carried.**

Chief Ballman stated that 12 firefighters along with 36 family and friends walked in the "Stomp Out Suicide" walk this past Saturday. He stated that the fire station roof has developed more problems and that it's time to budget for a new roof. He stated that the Fire Department parking lot cracks were filled this past Saturday and that the lot looks great. He stated that the LFD Honor Guard has been asked to participate in the 9/11 Memorial at Lake Harriet in Minneapolis. He stated that the LFD is gearing up for the Linwood Family Fun Day booya and dance.

Bob Millerbernd stated that he has met with Scott Smith, and they have developed a plan to bring the Town Hall complex into fire code compliance, implementation to begin September 1.

**Planning and Zoning – Ed Kramer** – Ed Kramer stated that a letter of interest to fill the vacancy on the Planning and Zoning Commission had been received by Tom Sausen. **Motion by Millerbernd, seconded by Searing, to approve the appointment of Tom Sausen to the Planning and Zoning Commission. All voted in favor. Motion carried.**

Planning & Zoning recommended a new driveway permit procedure and application form, stating that these documents would be internal procedural changes, not changes in the Town Code. **Motion by Halliday, seconded by Millerbernd, to approve the procedure and application form with minor changes. All voted in favor. Motion carried.**

Planning & Zoning recommended a graduated ordinance violation penalties policy featuring a graduated fine schedule which would enable the Township to achieve better success in instances where a court hearing is necessary. **Motion by Searing, seconded by Kramer, to approve the graduated Notice of Ordinance Violation as an addition to the Township's existing fee schedule. All voted in favor. Motion carried.**

Planning & Zoning recommended the following clarifications of, not changes to, the accessory building ordinance:

1. Section 807.03. General Provisions – Subd. 3. Accessory Uses, Buildings and Structures  
–  
(4) Change to read “Private garages and accessory buildings shall be constructed with a similar design and similar colors of the siding and roofing of the dwelling unit.”
2. Section 807.03. General Provisions – Subd. 3. Accessory Uses, Buildings and Structures  
–  
(8a) Change to read “Lakeshore parcels of land of record on the effective date of this ordinance that are less than one (1) acre. The garages and accessory buildings shall be constructed with a similar design and similar colors of the siding and roofing of the dwelling unit.”
3. Section 807.03. General Provisions – Subd. 3. Accessory Uses, Buildings and Structures  
–  
(8b5) Change to read “Garages and accessory buildings shall be constructed with a similar design and similar colors of the siding and roofing of the dwelling unit.”
4. Section 807.03. General Provisions – Subd. 3. Accessory Uses, Buildings and Structures  
–  
Add (8b6) “Any accessory building constructed in an R1 zone, and closer to the road than the principal structure, shall have a face matching as close as possible to the face of the principal structure.”

**Motion by Kramer, seconded by Searing, to approve the above ordinance clarifications. All voted in favor. Motion carried.**

**Recording Secretary – Motion by Kramer, seconded by Searing, to hire Julie Trombley as the Town Board Meeting Recording Secretary for a probationary period of 90 days beginning at the first September meeting and to pay her \$75.00 per meeting. All voted in favor. Motion carried.**

**Senior Center – Ed Kramer** – Ed Kramer stated that Maxfield Associates has completed a study for Anoka County providing a preliminary assessment of the market potential for senior housing in Linwood Township. The preliminary assessment indicates that there is a market for twenty senior housing units, but too small a need for memory care facilities (6 units) for there to be a market.

**Road and Bridge – Ed Kramer** – Motion by Kramer, seconded by Halliday, to accept a bid from Kamke Contracting of \$54,588 to solve the water drainage problems on 227<sup>th</sup> Place and to reduce the width of the roads from 24 feet to 22 feet with two foot shoulders. Kramer, Halliday and Osterhus voted in favor. Searing and Millerbernd voted against. Motion carried.

Motion by Kramer, seconded by Millerbernd, to hire Busy Bee Tree Service to remove two very large trees on Martin Lake Road. Kramer, Halliday, Osterhus and Millerbernd voted in favor. Searing voted against. Motion carried.

Ed Kramer stated that the DNR has expressed some interest in taking over 205<sup>th</sup> Avenue. He will continue a dialogue with them.

**Parks – Mike Halliday** – Motion by Halliday, seconded by Millerbernd, to accept Peter Braido's resignation from the Park Board. All voted in favor. Motion carried. Carol Searing stated that Mike Pederson wants to wait until October to fill the position because the September meeting will be a working meeting (Martin Lake Shores, September 28, 5:00 pm).

Mike Halliday stated that parking lots, tennis courts and basketball courts need to be added to the crack filling projects.

**Linwood Family Fun Day – Bob Millerbernd** – Bob Millerbernd stated that in spite of great competition that weekend from other community events, the committee has procured a second food vendor. He also stated that they are still in need of volunteers.

**Building Study Committee – Bob Millerbernd** – Bob Millerbernd stated that the committee is working with the contractor on preliminary plans and pricing options for the Town Hall complex, and he expects final prices by October 22. The next Building Study Committee meeting is scheduled for September 17.

**Technology – Motion by Halliday, seconded by Kramer, to renew the technology contracts with Crabtree Laserfiche and QuickFields licenses for \$1,613.00, Trend Micro Worry security services for \$226.50, Symantec System Recovery maintenance contract for \$29.99 and SonicWall fire wall security services for \$340.00. All voted in favor. Motion carried.**

**Motion by Halliday, seconded by Millerbernd, to approve a three year contract with Midcontinent for telephone and internet service. All voted in favor. Motion carried.**

Mike Jungbauer updated the Town Board on the new permit software and equipment. The software was installed last Friday. This system has the ability to track septic system requirements, code compliance and Building Department information all in one software package. The Township paid the upfront cost for this software, but the Township received an \$11,000 grant this year to pay for the operation of the software.

Discussion around the Township's website provider having the capability for the Township to accept credit card payments online through the website and recent state legislation allowing government entities to charge a convenience fee for accepting credit card payments: **By consensus, the Town Board asked Pam Olson to explore accepting online credit card payments.**

**Employee Health Insurance & FSA/HSA – Mike Halliday** – Mike Halliday stated that he has met with the four fulltime employees to discuss options with Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA). He stated that the Township has entered into a contract with the Public Employee Insurance Program until January, 2017.

**Employee Handbook – Carol Searing** – The new policies were discussed in detail. **Motion by Searing, seconded by Halliday, to approve the new Employee Handbook as corrected and amended. All voted in favor. Motion carried.**

**Approval of Meeting Minutes – Motion by Hallidy, seconded by Kramer, to approve the August 11, 2015 Town Board Meeting Minutes as written. All voted in favor. Motion carried.**

**Approval of the Bills – Motion by Halliday, seconded by Searing, to pay Claims #31716 through #31732, dated 8/12-8/25/15 = \$17,888.92 and FD 2Q Payroll checks #35357 to #35394 & #35423, dated 8/11/15 = \$19,379.98 and Regular Payroll Direct Deposits #15309 to #15326 & Check #35424 & EFT #15329 to #15331, dated 8/14/15 = \$13,848.40. All voted in favor. Motion carried.**

**District 7 Meeting – Motion by Halliday, seconded by Millerbernd, to send Pam Olson and Ed Kramer to the 7<sup>th</sup> District of Minnesota Association of Townships meeting on September 2 at Anoka Ramsey Community College in Cambridge. All voted in favor. Motion carried.**

**Adjournment - Motion by Halliday, seconded by Millerbernd, to adjourn the meeting at 8:21 pm. All voted in favor. Motion carried.**

Minutes written by Thomas Searing

Date approved: September 8, 2015

  
**Philip Osterhus, Chairman**





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**Town Board Meeting Minutes**  
**Tuesday, September 22, 2015 at 6:00 p.m.**

Board Members Present: Mike Halliday, Ed Kramer, Bob Millerbernd, Philip Osterhus and Carol Searing

Others Present: Mike Haag, Attorney; Judy Hanna, clerk; and Pam Olson, accountant

1. **Call to Order and Approval of the Agenda:** Linwood Township Board met in the board room at 22817 Typo Creek Drive NE, Stacy on September 21, 2015. Chair Osterhus opened the meeting with the pledge of allegiance to the flag, followed by the roll call. Ed Kramer moved to accept the agenda with changes; Halliday seconded. All voted in favor; motion carried.
2. **Attorney – Ordinance 155:** Haag recommended that the board approve the graduated fee schedule as an ordinance and be added to the code book. Kramer moved to approve Ordinance 155 and publish the fee schedule; Millerbernd seconded. All in favor; motion carried.
3. **Fire Department:** Kramer moved to add the fire department to the agenda; Millerbernd seconded. All in favor; motion carried. Fire Chief Ballman reported that Captain Luedtke is taking applications for firefighter/EMR through October 16; repairs to the roof have been completed; the Linwood Honor Guard participated in 9/11 ceremony at Lake Harriet; the Honor Guard has been asked to participate in the Fallen Firefighter Memorial on October 25; he thanked all those who helped make the Booya/Dance a success; preparations were being made for grass season; Kwik Trip requested that the cards for fuel be used to activate them and confirm they are in working order and five cadets will graduate and earn the title of firefighter.

Pam Olson inquired about donations being received via the fire departments PayPal account and who had access. Chief Ballman reported that this was earmarked for

restoration but he would follow up on whether this was township money and who was in charge of the account. Chief Ballman will work with Pam in providing who was in charge of the account and whether these funds need to be transferred to the township.

4. **Senior Center:** Judy Hanna announced the senior dinner is Friday, Sept. 25, 5:00-7:00 p.m. for \$7.00.

5. **Road and Bridge:**

- A. **ASTECH Corporation:** Kramer moved to approve payment of crack sealing in the amount of \$42,576.62; Halliday seconded. It was agreed that a percentage of 5% would be withheld for touch ups. All in favor; motion carried.
- B. **227<sup>th</sup> Place NE Petition:** A petition was presented to the board concerning changes to 227<sup>th</sup> Place NE. The board noted that work was already in progress and Chairman Osterhus and Supervisor Kramer addressed the resident's concerns and they were okay with it.

6. **Parks**

- A. **Parks committee letter of interest:** A letter of interest was received from Doris Wetjen to serve on the Park and Recreation Commission. Kramer moved to have Doris on the park board; Halliday seconded. All in favor; motion carried.
- B. **Martin Lake Shores:** Millerbernd reported that cleanup is scheduled for late September.
- C. **Park lights:** Halliday reported a football coach contacted him that the lights at the park are not working. Millerbernd stated he will inquire with an electrician about troubleshooting this issue.
- D. **Family Fun Day:** Board members reported on the success of the event with many people participating in events and made compliments on the band, cow chip contest and the petting zoo. Millerbernd stated the date for the potluck volunteer party to show appreciation for the volunteers has been changed to October 8 at 6 p.m. at the Senior Center.

7. **Building Study:** The meeting date has been changed to October 24<sup>th</sup> at 6:00 p.m.

8. **Recycling – security cameras update:** Kramer reported the line is run and everything is prepared for installation of the cameras on or about October 12.

9. **Technology**

- A. **Carbonite offsite backup:** TR Computer Sales, LLC, presented a bid of \$59.99/year to back up servers every night with unlimited storage to be paid annually. Halliday moved to accept Carbonite offsite storage; Searing seconded. All in favor; motion carried.



- B. **Accepting Credit card and online payments and public computer for permits and payments:** Carol, Pam and Kelly attended a webinar on how Pace would work and do payments online allowing specific expenses. Kelly stated there are no fees charged to the township for the service but a fee will be billed to the user. Kelly said there will be a credit card machine for office use but it was recommended having a computer available for walk in customers to process payments. Pam will work with Mike Christian about obtaining a computer and whether or not a printer is needed and report her findings at the next meeting. Halliday moved to have Kelly proceed with Pace for online and credit card payments; Kramer seconded. All in favor; motion carried.
  - C. **Grant for electronic permits:** Pam Olson stated Mike Jungbauer got the grant to bring in the electronic permits but has not had time to implement the process in the month he's had it. It was suggested that Kelly, who will need to be knowledgeable of it to put it on the website, should work on making it operational. The board agreed that Kelly should complete the implementation of it.
10. **Overtime Options for Employees Working in Two Capacities:** Searing moved that we pay our firefighter/maintenance employee a weighted average for overtime. Discussion included Attorney Haag stating this was due to one individual having two capacities with different wages within the township and defining weighted average. Searing restated her motion and added that from this time forward that we pay our firefighter/maintenance employee a weighted average for overtime; Halliday seconded stating this will be retro for Tony and directed the treasurer to pay him with one check to bring him current. All in favor; motion carried. Pam Olson inquired about other employees and the board agreed that if the situation affects another employee it needs to be brought before the board.
11. **Approval of the September 8, 2015 minutes:** Searing moved to accept the minutes; Halliday seconded. All voted in favor; motion carried.
- A. Halliday moved to approve paying claims #31780 through #31808 in the amount of \$56,618.17; Kramer seconded. All voted in favor; motion carried.
  - B. Searing moved to approve the regular payroll with direct deposits #15351 to #15367 and #35443 and EFT #15368 to #15370 in the amount of \$14,214.65; Halliday seconded. All in favor; motion carried.
  - C. Pam Olson reported the handbook needed areas of clarification. Discussion with the board resulted in clarifications on the base wage increase, length of service and she will revise and distribute the handbook to all employees. Halliday moved to change the wording in the handbook so that the length of service increase is for full time and part time employees as defined in the handbook; Searing seconded. Kramer opposed; motion carried.

Barb Melby was present and thanked the board and Attorney Haag for granting the easement on her property. Melby inquired whether this would prevent her, or future owners, access in

any way. Melby stated it is a 5.5 acre lot and she wanted to be sure she has access at any point should she divide the property. Attorney Haag recommended the board not make any assurances as any change would need to meet code and follow township procedures. Haag did note that the granting of the easement doesn't change the status in any way in terms of subdividing the property.

Halliday moved to present the annual meeting minutes at the next meeting and after discussion withdrew the motion and noted that the annual meeting minutes were received.

Adjournment: Kramer moved to adjourn at 7:30 p.m.; Halliday seconded. All voted in favor; motion carried.

Submitted by JT

_____	10/13/2015
Philip Osterhus, Chairman	Date Approved



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**Town Board Meeting Minutes**  
**Tuesday, September 22, 2015 at 6:00 p.m.**

Board Members Present: Mike Halliday, Ed Kramer, Bob Millerbernd, Philip Osterhuis and Carol Searing

Others Present: Mike Haag, Attorney; Judy Hanna, clerk; Kelly Kramer, Webmaster and Pam Olson, accountant

1. **Call to Order and Approval of the Agenda:** Linwood Township Board met in the board room at 22817 Typo Creek Drive NE, Stacy on September 22, 2015. Chair Osterhuis opened the meeting with the pledge of allegiance to the flag, followed by the roll call. Ed Kramer moved to accept the agenda with changes; Halliday seconded. All voted in favor; motion carried.
2. **Overtime Options for Employees Working in Two Capacities:** Searing moved that we pay our firefighter/maintenance employee a weighted average for overtime. Discussion included Attorney Haag stating this was due to one individual having two capacities with different wages within the township and defining weighted average. Searing restated her motion and added that from this time forward that we pay our firefighter/maintenance employee a weighted average for overtime; Halliday seconded stating this will be retro for Tony and directed the treasurer to pay him with one check to bring him current. All in favor; motion carried. Pam Olson inquired about other employees and the board agreed that if the situation affects another employee it needs to be brought before the board.
3. **Attorney – Ordinance 155:** Haag recommended that the board approve the graduated fee schedule as an ordinance and be added to the code book. Kramer moved to approve Ordinance 155 and publish the fee schedule; Millerbernd seconded. All in favor; motion carried.

#### 4. Technology

- A. **Carbonite offsite backup:** TR Computer Sales, LLC, presented a bid of \$59.99/year to back up servers every night with unlimited storage to be paid annually. Halliday moved to accept Carbonite offsite storage; Searing seconded. All in favor; motion carried.
- B. **Accepting Credit card and online payments and public computer for permits and payments:** Carol, Pam and Kelly attended a webinar on how Pace would work and do payments online allowing specific expenses. Kelly stated there are no fees charged to the township for the service but a fee will be billed to the user. Kelly said there will be a credit card machine for office use but it was recommended having a computer available for walk in customers to process payments. Pam will work with Mike Christian about obtaining a computer and whether or not a printer is needed and report her findings at the next meeting. Halliday moved to have Kelly proceed with Pace for online and credit card payments; Kramer seconded. All in favor; motion carried.
- C. **Grant for electronic permits:** Pam Olson stated Mike Jungbauer got the grant to bring in the electronic permits but has not had time to implement the process in the month he's had it. It was suggested that Kelly, who will need to be knowledgeable of it to put it on the website, should work on making it operational. The board agreed that Kelly should complete the implementation of it.

#### 5. Road and Bridge:

- A. **ASTECH Corporation:** Kramer moved to approve payment of crack sealing in the amount of \$42,576.62; Halliday seconded. It was noted that 5% of the cost of the project would be withheld for touch ups. All in favor; motion carried.
- B. **227<sup>th</sup> Place NE Petition:** A petition was presented to the board concerning changes to 227<sup>th</sup> Place NE. The board noted that work was already in progress and Chairman Osterhus and Supervisor Kramer addressed the resident's concerns including pet burial grounds and trees on the property and the supervisors reported that residents were in agreement of the work being done.

#### 6. Parks

- A. **Parks committee letter of interest:** A letter for interest was received from Doris Wetjen to serve on the Park and Recreation Commission. Kramer moved to have Doris on the park board; Halliday seconded. All in favor; motion carried.
- B. **Martin Lake Shores:** Millerbernd reported that cleanup is scheduled for late September.

- C. **Park lights:** Halliday reported a football coach contacted him that the lights at Broadbent Park are not working. Millerbernd stated he will inquire with an electrician about troubleshooting this issue.
7. **Family Fun Day:** Board members reported on the success of the event with many people participating in events and made compliments on the band, cow chip contest and the petting zoo. Millerbernd stated the date for the potluck volunteer party to show appreciation for the volunteers has been changed to October 8 at 6 p.m. at the Senior Center.
8. **Building Study:** The meeting date has been changed from October 17 to Thursday, October 24 at 6:00 p.m.
9. **Recycling – security cameras update:** Kramer reported the line is run and everything is prepared for installation of the cameras on or about October 12.
10. **Fire Department:** Kramer moved to add the fire department to the agenda; Millerbernd seconded. All in favor; motion carried. Fire Chief Ballman reported that Captain Luedtke is taking applications for firefighter/EMR through October 16; repairs to the roof have been completed; the Linwood Honor Guard participated in 9/11 ceremony at Lake Harriet; the Honor Guard has been asked to participate in the Fallen Firefighter Memorial on October 25; he thanked all those who helped make the Booya/Dance a success; preparations were being made for grass season; Kwik Trip requested that the cards for fuel be used to activate them and confirm they are in working order. Five cadets will graduate and earn the title of firefighter.
- Pam Olson inquired about donations being received via the fire departments PayPal account and who had access. Chief Ballman reported that this was earmarked for restoration but he would follow up on whether this was township money and who was in charge of the account. Chief Ballman will work with Pam in providing who was in charge of the account and whether these funds need to be transferred to the township.
11. **Consent Items:** Searing moved to accept the minutes; Halliday seconded. All voted in favor; motion carried.
- A. Halliday moved to approve paying claims #31780 through #31808 in the amount of \$56,618.17; Kramer seconded. All voted in favor; motion carried.
- B. Searing moved to approve the regular payroll with direct deposits #15351 to #15367 and #35443 and EFT #15368 to #15370 in the amount of \$14,214.65; Halliday seconded. All in favor; motion carried.
- C. Pam Olson reported the handbook needed areas of clarification. Discussion with the board resulted in clarifications on the base wage increase, length of service and she will revise and distribute the handbook to all employees. Halliday moved to change the wording in the handbook so that the length of service increase is for full time and part time employees as defined in the handbook; Searing seconded. Kramer opposed; motion carried.

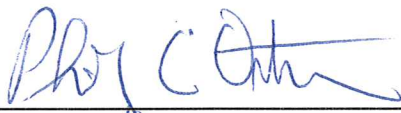
Barb Melby was present and thanked the board and Attorney Haag for granting the easement on her property. Melby inquired whether this would prevent her, or future owners, access in any way. Melby stated it is a 5.5 acre lot and she wanted to be sure she has access at any point should she divide the property. Attorney Haag recommended the board not make any assurances as any change would need to meet code and follow township procedures. Haag did note that the granting of the easement doesn't change the status in any way in terms of subdividing the property.

Judy Hanna announced the senior dinner is Friday, Sept. 25, 5:00-7:00 p.m. for \$7.00.

Halliday moved to present the annual meeting minutes at the next meeting and after discussion withdrew the motion and noted that the annual meeting minutes were received.

Adjournment: Kramer moved to adjourn at 7:30 p.m.; Halliday seconded. All voted in favor; motion carried.

Submitted by JT

  
\_\_\_\_\_  
Philip Osterhus, Chairman

\_\_\_\_\_  
October 13, 2015  
Date Approved



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Website: [linwoodtownship.org](http://linwoodtownship.org)

**Town Board Meeting Minutes**  
**Tuesday, October 13, 2015 at 6:00 p.m.**

Board Members Present: Mike Halliday, Ed Kramer, Philip Osterhus and Carol Searing

Board Member Absent: Bob Millerbernd

Others Present: Mike Haag, Attorney; Judy Hanna, clerk; and Pam Olson, accountant

1. **Call to Order and Approval of the Agenda:** Linwood Township Board met in the board room at 22817 Typo Creek Drive NE, Stacy on October 13, 2015. Chair Osterhus opened the meeting with the pledge of allegiance to the flag, followed by the roll call. Kramer moved to accept the agenda with changes adding Parks to the committee reports; Halliday seconded. All voted in favor; motion carried.
2. **Attorney:** Attorney Haag read the resolutions 2015-20 and 2015-21 to the board and recommended the board adopt these resolutions.
  - A. **Resolution 2015-20 Accepting 3<sup>rd</sup> Quarter 2015 Donations:** Searing moved to approve Resolution 2015-20; Kramer seconded. Roll call vote and all voted in favor. Motion carried.
  - B. **Resolution 2015-21 Submit National Council on Aging Proposal for Services:** Halliday moved to accept Resolution 2015-21; Searing seconded. Roll call vote and all voted in favor. Motion carried.
3. **Committee Reports:**
  - A. **Fire Department:** Chief Ballman reported five cadets will be graduating in October. He stated that both the Linwood Fire Prevention day at the school and their annual open house went very well. Halliday stated that the donations made to the fire department are for events implemented by the fire relief fund. The township is not involved with putting on these events so donations are put back into the fireman's relief fund. It was noted that the donations for the fire truck restoration are also under the fireman's relief fund. The auditor was consulted and confirmed this was acceptable.



- B. **Roads – Frank Kvidera:** Frank Kvidera was not present to report.
  - C. **227<sup>th</sup> Place Gravel Surfacing Project Pay Estimate #1:** Kramer moved to pay the bill in the amount of \$47,883.32, which is 5% less than what is owed, retained for any touch ups; Halliday seconded. All voted in favor; motion carried.
  - D. **Planning & Zoning:** A report of a biting dog was submitted. Attorney Haag stated after reviewing the ordinance there are different classifications and the police have already classified this dog as a biting dog so if the board chose to a letter could be mailed to the dog owner. Chair Osterhus said the parties involved are neighbors and friends and chose not to take any action other than filing a police report. It is noted that medical attention was required and resolved between both parties.
  - E. **Senior Center:** A bid of \$1700 was received to replace the ceiling in the kitchen. The bid was not accepted. The Board decided to have the cleaning crew wash the ceiling panels and Kramer will paint the framework. The kitchen floor replacement is in progress and the estimated time for completion is the end of October.
  - F. **Parks:** Volunteers cleaned the W. Martin Lake shores and are scheduled to assist with painting at the Boettcher Farms Park.
  - G. **Building Maintenance:** Hanna and Parker have been removed from the list of contacts the alarm company has on file. Osterhus reported he is the primary contact, Kramer is second and if they can't be reached, Bob Millerbernd is listed as a third contact. Halliday volunteered to have his name added to the list. It was reported that items listed by the Fire Marshal have all been resolved.
  - H. **Recycling:** Kramer said the cameras are projected to be installed on October 20. Kramer reported that he requested recycling money from Anoka County for a back blade and rock rake.
- 4. **Building Official Vehicle:** Discussion was suspended and this item tabled until Chair Osterhus can talk to Mike Jungbauer, building inspector; no action was taken at this time.
  - 5. **Community Sign Approval:** The church gave permission for the top portion of the sign to be used by the school and the bottom portion was for the township usage. Hanna will no longer be the contact for people inquiring about using the sign. The township staff will now approve and process requests.
  - 6. **Postings for Meetings:** Searing referred to information stating the law requires all meetings to be posted and that it should be office staff who handles this. Hanna responded that she'd like to continue doing the postings. Searing requested that clerk Hanna email her the notices so she can follow up with having them entered on the website. Hanna stated she would email them to Searing but reluctantly. Hanna stated she would probably email them to Nancy too. A member of the audience inquired why Hanna would email Nancy the meeting notices. Hanna stated she doesn't have to email them but she would do so as a courtesy the same as emailing Supervisor Searing.



Additional discussion regarding meetings being posted included the township accountant, Pam Olson, addressing the board stating that all committees whether appointed or not, and having the authority to spend money on behalf of the township, are required to post their meetings. Halliday responded that having read up on the requirements it states meetings need to be posted and minutes are to be taken. Clerk Hanna stated that in the past notices were posted through the newspapers and in the township hall and it met the requirements but that she didn't do that this year. Halliday said the official places for the meetings to be posted are on the website, at the Country Pumper, at Dolphy's and the town hall.

7. **Disposing of Township Property:** Chairman Osterhus stated the board will discuss creating a policy for disposal of items. Attorney Haag said he will also look into the legal aspects.
8. **MAT Annual Conference Nov. 19-21, 2015 – Alexandria, MN:** Supervisor Kramer and Chairman Osterhus will be attending.
9. **Consent Items:**

A. **Approval of Meeting Minutes of September 22, 2015:** Halliday moved to approve the minutes from Sept. 22 with clarification regarding 227<sup>th</sup> Place NE; Kramer seconded. The board noted that the work was already in progress at the time a petition was received and both Osterhus and Kramer addressed concerns with residents and they were okay with changes. Halliday moved to accept the change; Kramer seconded. All voted in favor; motion carried.

B. **Approval of Bills: Claim List discussion:** Two expenses were in question concerning Stomp-Out Suicide and a receipt for meals at Village Inn. Osterhus reported the Village Inn expense is for reserve training and they are put through a vigorous five hour training and told they will get one meal during their participation.

Claims: Halliday moved to make the claims approval of #31809 through #31857 excluding #31817 and #31837 in the amount of \$125,148.16; Kramer seconded. All voted in favor; motion carried.

Regular Payroll: Kramer moved to pay the payroll for 9/25/15 with direct deposits #15375 to #15385 and EFT #15386 to #15388 in the amount of \$10,432.93 and payroll for 10/9/15 with direct deposits #15390 to #15407 and EFT #15408 to #15410 in the amount of \$13,958.61; Halliday seconded. All voted in favor; motion carried.

Adjournment: Halliday moved to adjourn at 7:25 p.m.; Kramer seconded. All voted in favor; motion carried.

Submitted by JT



Philip Osterhus, Chairman

10/27/15

Date Approved





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**Town Board Meeting Minutes**  
**Tuesday, November 10, 2015 at 6:00 p.m.**

Board Members Present: Mike Halliday, Ed Kramer, Bob Millerbernd, Philip Osterhus and Carol Searing

Others Present: Mike Haag, Attorney; Judy Hanna, Clerk; Carrie Luedtke, Treasurer; Mike Jungbauer, Zoning Administrator; and Pam Olson, Accountant

**1. Call to Order and Approval of the Agenda:** Linwood Township Board met in the board room at 22817 Typo Creek Drive NE, Stacy on November 10, 2015. Chair Osterhus opened the meeting with the pledge of allegiance to the flag, followed by the roll call. Ed Kramer moved to accept the agenda with changes; Bob Millerbernd seconded. All voted in favor; motion carried.

**2. Committee Reports:**

**A. Fire Department – Embedded Contract:** Chief Ballman presented the Embedded Systems contract in the amount of \$43.93 per siren, per month for 2016. Searing moved to approve the contract for the fire department; Halliday seconded. All voted in favor; motion carried.

Captain Luedtke introduced five new firefighters. The township board congratulated and welcomed them.

**B. Road & Bridge:** – It is estimated that the township will use approximately 200-ton of road salt which is ordered from Cargill through the State of Minnesota contract price of \$72.25 per ton. The first order of fifty tons has been ordered. Frank Kvidera thanked the board for presenting him with a plaque for his years of service.

Millerbernd reported on a complaint concerning excessive cars at the senior facility at 239 Street and Loyola and asked that the building inspector follow up with this issue.

- C. **Senior Center:** A resident reported that she has rented the senior center due to the amenities available, however, due to the remodel she doesn't have these available to her and asked for a cut price. Halliday moved to cut the rental fee in half if the kitchen is not ready to be used on Nov. 21; Millerbernd seconded. All voted in favor; motion carried.
- D. **Planning & Zoning – Dog bite/Lawton:** Kramer reported that the dog was quarantined by the owner and warned like the last individual who had a biting dog.
- E. **Parks – Linwood Family Fun Day 2016:** Millerbernd moved to keep Linwood Family Fun Days on the first Saturday after Labor Day; Chairman Osterhus seconded. All voted in favor; motion carried.

**3. Attorney:**

Attorney Haag reported on his research of the grant from the DNR for the tennis courts in the park and the cell tower that was constructed nearby. He said he doesn't understand how this issue was not caught at the time of the cell tower discussion and installation. Also, there was a representative for the DNR who performed an inspection in 2010 and never raised this issue at that time but now five years later they decide it's an issue. Haag has left a message for the DNR and is waiting to hear back. He is continuing his investigation into this and will continue to update the board.

**4. SRWMO Joint Powers proposed amendment – revisited:** Tabled until January 13.

- 5. Carp barriers:** Millerbernd reported that the carp barriers being constructed between Martin Lake and Type Lake have not been completed and the deadline is Sunday, November 15. If the contractor does not meet the deadline a \$15,000 fine will be applied as well as a daily fine for every day not completed beyond that date.

**6. Building Maintenance:**

- A. **Maintenance contractors:** Millerbernd reported he would like to request that one person be the designated contact to oversee the scheduling of contractors as there have been projects scheduled with a specific contractor only to find that the work was completed by a different one. Millerbernd stated he wanted someone on the building study committee to work with any contractors brought in concerning the future renovation.

- 7. Cemetery – Standards & Regulations update:** Searing reported cemetery fees have been updated with only one change. Searing reported that cemetery records are out of date and that records should be stored in the township hall. The township records were currently being stored at the Clerk's home. Searing was concerned due to the fact others involved with records have not been updated since January 2014. Searing recited the statute stating people have access to the records at the township hall. Clerk Hanna reported that anyone can contact at her home with questions they may have. Clerk Hanna objected but agreed that whatever the board decided. Accountant Olson inquired

how the records were being secured. Clerk Hanna said they are kept in a safe in her home. Searing stated that the records are to be updated with Sandy Lathrop who has agreed to stay on and help with record keeping for the cemetery and that Clerk Hanna has not contacted her regarding updates since January 2014. Hanna stated it was probably spring 2014. Searing requested that at the minimum, copies be kept in the township hall. Chairman Osterhus suggested that copies be made available by Clerk Hanna and be kept at the township. Clerk Hanna agreed she would make them available. Attorney Haag agreed that records should be kept at the township as the clerk keeping it in her home creates a liability for her and that the statute technically requires that the records be located in the township. Clerk Hanna agreed to provide copies of all cemetery records to the township to be kept at the hall. Attorney Haag will number the cemetery changes as part of the Resolution and it will be presented to the board at a future meeting.

8. **Building Official Wages:** Supervisor Kramer requested the board raise Mike Jungbauer's wage. Previously, Mike Jungbauer requested a closed meeting with Haag and all staff excluding paid volunteers to discuss personnel issues. Osterhus asked Haag to set up a closed meeting with all full time employees and have Clerk Hanna post it. The meeting is set for Wednesday, November 18 at 3:30.

9. **Clerk Draft for Public Notice:**

- A. **Use of Town Hall for gun classes:** Tom Nichols requested use of the town hall for gun classes on November 21 or November 22 for a class open to the public and also December 12 for a private group. Searing move to allow Tom Nichols and Mike Scherer to use the town hall for their gun classes on November 21 or 22 and December 12; Millerbernd seconded. All voted in favor; motion seconded.

10. **Consent Items:**

- A. **Approval of Meeting Minutes of October 27, 2015:** Searing moved to approve the minute from October 27; Halliday seconded. All voted in favor; motion carried.

B. **Approval of Bills - Claim List:**

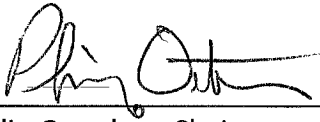
**Claims and Regular Payroll:** Searing moved to approve claims #31891 through #31926 from 10/28/15 through 11/10/15 in the amount of \$12,323.53 and to pay the fire department for payroll on 10/20/15 with check #35578 through #35611 and EFT #15438 and #15439 in the amount of \$20,783.84; and to pay the regular payroll for 11/6/15 with direct deposits #15440 to #15455 and EFT #15456 to #15458 in the amount of \$13,926.69; Halliday seconded. All voted in favor; motion carried.

Other business:

Carrie Luedtke, treasurer reported that she negotiated with the new auditing firm, Smith-Schafer, who has agreed to a fee of \$21,435 for 2015 and, although the township is not under contract, the auditing firm agreed to lock that price for 2016 and 2017 should the township decide to renew the contract.

- 11. Adjournment:** Halliday moved to adjourn at 7:42 p.m.; Millerbernd seconded. All voted in favor; motion carried.

Submitted by JT



Philip Osterhus, Chairman

11-24-15

Date Approved



## **LINWOOD TOWNSHIP**

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### **Town Board Meeting Minutes Wednesday, November 18, 2015 at 3:30pm**

Board Members Present: Phil Osterhaus, Mike Halliday, Carol Searing, Ed Kramer, and Bob Millerbernd

Board Members Absent: Judy Hanna, clerk

Others Present: Mike Haag, attorney

1. Meeting called to order by chairman Osterhaus, followed by roll call.
2. Motion by Kramer and second by Halliday to close the meeting for purpose of employee evaluation as requested by the township staff. All voted in favor, motion carried.
3. Discussion involving staff, responsibilities, policies and procedures discussed. Complaints addressed.
4. Motion by Halliday and second by Kramer to open the closed meeting. All voted in favor, motion carried.

Adjournment: Halliday moved to adjourn, Kramer seconded. All in favor, motion carried.

Submitted by MH

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Philip Osterhaus, Chairman

Date Approved







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**Town Board Meeting Minutes**  
**Tuesday, November 24, 2015 at 6:00 p.m.**

Board Members Present: Mike Halliday, Ed Kramer, Bob Millerbernd, Philip Osterhus and Carol Searing

Others Present: Mike Haag, Attorney; Judy Hanna, Clerk; Carrie Luedtke, Treasurer; Mike Jungbauer, Zoning Administrator; and Pam Olson, Accountant

1. **Call to Order and Approval of the Agenda:** Linwood Township Board met in the board room at 22817 Typo Creek Drive NE, Stacy on November 24, 2015. Chair Osterhus opened the meeting with the pledge of allegiance to the flag, followed by the roll call. Halliday moved to accept the amended agenda; Millerbernd seconded. All voted in favor; motion carried.
2. **Outstanding Conservationist Award – Jamie Schurbon & Vici Nass:** The Anoka County Conservation District recognized the township for its conservation projects and the township staff were thanked for being proactive. Representatives from the district said that the township have been tremendous contributors on projects and presented the board with a plaque.
3. **Building Study – Northland Securities, Jessica Green:** Jessica provided background on Northland Securities and her role in assisting the township with the building study. Her experience is extensive in both local government and finance. Northland's role would be as a coordinator to be sure the township is getting a correct and favorable rate. The First State Bank of Wyoming contacted Northland notifying them that they are interested in working with the township regarding financing. Jessica presented two possible financing options. Both five- and ten-year debt issuance details were presented with estimates of financing \$410,000 for full construction needs. Fees for Northland are approximately \$12,000 but until under contract exact fees cannot be determined.
4. **Treasurer's Report – Carrie Luedtke:** Carrie presented the budget with data collected through October 2015. She asked the board how extensive they want the data and the board said what she provided was acceptable and to plan for quarterly reports.
5. **Planning & Zoning – Variance Application 2015-13 Matt Olson:** Jungbauer reported that Olson requested a variance on height for an outer building. Kramer moved to accept the

Planning & Zoning recommendation to allow Olson to have a 2400 square foot outer building with a maximum of 14' side walls, not to exceed the height of the existing building; Searing seconded. Millerbernd added the color of the exterior of the outer building needs to match or be similar to the exterior of the house. All voted in favor; motion carried.

A. **2040 Thrive Comp Plan update:** Jungbauer reported on how the township fits into the overall plan of the Met Council. Kramer moved to have Mike Jungbauer take on the task of completing the Thrive Comp Plan for the Met Council for 2040; Osterhus seconded. Four voted in favor; Supervisor Halliday voted against. The motion carried.

B. **Recycling:** Kramer requested moving a semi-trailer next to the shed and the board authorized this action.

6. **Attorney – Resolution 2015-22 Certifying Final Levy for 2016:** Attorney Haag read Resolution 2015-22 and recommended the board approve the Resolution. Halliday moved to accept Resolution 2015-22; Searing seconded. Five voted in favor on a roll call vote, no one opposed; motion carried.

A. **Resolution 2015-23 Cemetery Regulations:** Halliday moved to table Resolution 2015-23; Millerbernd seconded. All voted in favor; motion carried.

7. **Local Government Innovation Awards – December 10:** Pam Olson, Accountant, reported on the submission of an entry for the Innovation Award including how the township has used technology and how they will use it moving forward. Chairman Osterhus asked if Pam Olson would accept the award and Supervisor Kramer also volunteered to attend.

8. **2016 Annual Wage Review – COLA 0%, Length of Service increase:** No cost of living increase will be given in 2016. Halliday moved to institute the length of service pay as indicated on the pay sheet for office worker #1, maintenance worker #1, maintenance worker #2, accounting secretary/admin., building inspector, custodians, webmaster, senior center coordinator, everyone else would be excluded; Kramer seconded. Effective January 1, 2016. All voted in favor; motion carried.

9. **Update public notice:** Correct dates, times and phone numbers were made to the draft. Hanna will make corrections and publish the information.

10. **Motion to Approve 2016 Budget:** Tabled until the meeting on December 22.

11. **Building Department – Mike Jungbauer raise:** Kramer moved to approve Mike Jungbauer for a \$3.00/hour raise due to the additional work load he's taken on effective September 2015; Halliday seconded. Motion carried. Halliday moved to pay Jungbauer retroactive as of September 1, 2015; Millerbernd seconded. All voted in favor; motion carried.

A. **Linda Anderson increased hours:** Halliday moved to allow Linda to work up to 25 hours/week; Kramer seconded. Increased hours are to assist the building official. All voted in favor; motion carried. Halliday moved to have Linda Anderson take the

Planning & Zoning minutes effective immediately; Kramer seconded. All voted in favor; motion carried.

12. **Closed Meeting Summary:** Searing moved to accept the minutes from the closed meeting with changes; Millerbernd seconded. All voted in favor; motion carried.
13. **Fire Department report:** Chief Ballman reported they are in need of SIM cards for the new computers. Millerbernd moved to lease three SIM cards for 2016; Halliday seconded. All voted in favor; motion carried.

Various local fire departments are applying for a federal grant and Chief Ballman requested the board's approval to move forward with their participation at no cost to the department at this time. Kramer moved to pursue the grant writing; Halliday seconded. All voted in favor; motion carried.

14. **Consent Items:**

- A. **Approval of Meeting Minutes – November 10, 2015 and November 18, 2015:** Searing asked to change 9A to correct the spelling for Tom Nichols. Chair Osterhus asked to change 2B to reflect the correct number of tons of salt the township will need is 200 and this is ordered from Cargill through the State of Minnesota. Halliday requested #8 be changed to say the closed meeting was with all employees excluding paid volunteers. Millerbernd confirmed that #2D was a different incident for the individual who was warned about a biting dog. Halliday moved to approve the minutes with corrections; Millerbernd seconded. All voted in favor; motion carried.
- B. **Approval of Bills – Claim List:** Halliday moved to approve claims #31927 through #31959 from 11/11/15 through 11/24/15 in the amount of \$27,547.02 and to pay the regular payroll for 11/20/15 with direct deposits #15462 to #15471 and EFT #15472 to #15475 in the amount of \$10,580.41; Searing seconded. All voted in favor; motion carried.

15. **Senior Center Reimbursement:** Halliday moved to reimburse half the rental fee to the resident who rented the hall before renovations were complete; Millerbernd seconded. All voted in favor; motion carried.
16. **The next meeting:** Tuesday, December 8, 2015 at 6:00 p.m.
17. **Adjournment:** Millerbernd moved to adjourn at 8:01 p.m.; Halliday seconded. All voted in favor; motion carried.

Submitted by JT



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Philip Osterhus, Chairman

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December 8, 2015

Date Approved



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**Town Board Meeting Minutes**  
**Tuesday, December 8, 2015 at 6:00 p.m.**

Board Members Present: Mike Halliday, Ed Kramer, Bob Millerbernd, Philip Osterhus and Carol Searing

Others Present: Mike Haag, Attorney; Judy Hanna, Clerk; Carrie Luedtke, Treasurer; and Pam Olson, Accountant

1. **Call to Order and Approval of the Agenda:** Linwood Township Board met in the board room at 22817 Typo Creek Drive NE, Stacy on December 8, 2015. Chair Osterhus opened the meeting with the pledge of allegiance to the flag, followed by the roll call. Halliday moved to accept the amended agenda; Millerbernd seconded. All voted in favor; motion carried.
2. **Attorney:** Attorney Haag recommended approval of Resolution 2015-23 Cemetery Regulations. Halliday moved to approve Resolution 2015-23 as presented; Searing seconded. A roll call vote was taken and all voted in favor, none against; motion carried.
3. **Committee Reports:**
  - A. **Fire Department:** Chief Ballman reported that a conditional offer was made to one of four applicants for fire fighter. There is a medical refresher course scheduled in January for medical responders. He stated the Assistant Firefighter Grant process has begun and it's being given to the grant writer. Chief reported the fire department will be submitting an application for the Community Development Block Grant in hopes of securing a new rescue rig. Supervisor Halliday inquired about scheduling CPR training. Chief Ballman requested Halliday to contact Brian Meyer regarding dates and they will get it scheduled.
  - B. **Road & Bridge:** Chair Osterhus reported that the township is committed to 160 ton of salt this year and if it doesn't get used it will need to be stored. Bob Beckman reported that it would need to be used on Thames Street and Typo Lake Road. Beckman mentioned that striping would be needed on both roads as well. Osterhus said it should have been included in the bid but wasn't and that would need to be resolved. Osterhus noted that funds for the 2015 Thames Street paving project have been carried over for the project to be completed summer of 2016.

- C. **Senior Center:** Halliday stated that the storage room should remain locked as was previously decided by the board. Clerk Hanna asked what meeting that it was decided for the door to remain locked and stated that she was going to request that this issue be discussed at the senior meeting. Searing moved to keep the back room with the freezer in it locked; Halliday seconded. Supervisor Halliday played a recorded message from Clerk Hanna and stated what was on the message is not what was said and that was going to have to stop as the board needs open communication. Halliday apologized for the inconvenience to others.
- D. **Parks:** Millerbernd reported that due to grant funds the Anoka County Conservation Department sprayed for buckthorn in the School Forest last October. It was noted that Linwood Township was represented by Chairman Osterhus and Supervisor Millerbernd at a reception in Bloomington to accept the 2015 Outstanding Conservation Award awarded to Linwood Township.
- E. **Building Study:** Millerbernd reported on the estimates provided by the contractor. The estimated total for the full remodel project is \$475,000 and is outlined on a handout Millerbernd presented. Halliday inquired about the timeline because of insurance and the allotted time expiring to replace the roof. Kramer moved to spend \$475,000 on the renovation of the town hall, senior center and maintenance buildings; Halliday seconded. The vote was Kramer in favor and Supervisors Searing, Halliday, Millerbernd and Chairman Osterhus against. Motion failed.

Searing stressed concern and inquired with the treasurer about keeping a reserve. Attorney Haag stated that the contract could be written with an escape clause so the township can put a payment package and funding together. This would allow the township to cancel the contract if necessary.

Halliday moved to go to Phase II of the proposed remodeling project up to \$20,000; Kramer seconded. All voted in favor; motion carried.

Chairman Osterhus said he would like to see that this information get to the residents by January/February to keep them informed. A letter will be mailed to all residents with information on the building plans.

- F. **Annual Meeting Legal Notice:** Clerk Hanna requested approval for her to add the Golden Club to the monthly meeting public notice form that was previously approved by the board. Attorney Haag recommended that if it's possible two or more board members attend then he recommended posting the meeting. It was questioned what dates they meet as it has changed in the past and there isn't a normal schedule and wouldn't be easy to post in advance. It was decided that if there was any question then it should be posted.

4. **Hennepin Tech College annual training contract:** Halliday moved to submit the contract for the OSHA training; Millerbernd seconded. All voted in favor; motion carried.
5. **PERA Phased Retirement Option renewal:** Attorney Haag stated that it clearly states elected employees are not eligible for the retirement. Osterhus requested to table this item until PERA can be contacted about the wording.
6. **Recording Secretary hiring:** Halliday moved to offer the position of Recording Secretary for the Town Board meetings to Julie Trombley; Kramer seconded. All voted in favor; motion carried. Trombley accepted the position.
7. **Property Files:** Olson inquired about the length of time that property files must be kept. She said the statute says two years and all records have been scanned. Her concern is due to the quantity of stored records and the upcoming remodel will require them to be moved. Osterhus stated that residents should have the option of obtaining these records and he'd like to see them have 30 days to do so. A letter will be mailed to residents and a notice will be posted on the website for residents to collect these records.
8. **Hail Damage:** Halliday presented information on hail damage to Township buildings and inquired about the repair work. Halliday said estimates are needed to get the repairs done and then he will work with insurance to recover the expense. Millerbernd said he will check with multiple contractors on estimates.
9. **Set budget meeting dates:** Halliday asked Olson to begin preparing packets and distribute them to the board members. It was decided budget meetings would be held January 6 and January 20, 2016 at 6:00pm.
10. **Consent Items:**
  - A. **Approval of Meeting Minutes – November 24, 2015:** Searing moved to accept the minutes as presented; Halliday seconded. All voted in favor; motion carried.
  - B. **Approval of Bills – Claim List:** Halliday moved to approve claims #31961 through #31995 from 11/25/15 through 12/8/15 in the amount of \$32,030.97; Millerbernd seconded. All voted in favor; motion carried.
  - C. Kramer moved to pay the regular payroll for 12/4/15 with direct deposits #15478 to #15494 and EFT #15495 to #15497 in the amount of \$15,152.70; Millerbernd seconded. All voted in favor; motion carried.
  - D. **Mike Jungbauer back pay:** Searing moved to approve Mike Jungbauer being paid the amount of \$1,530.34 with direct deposit #15498 and EFTs #15499-15501; Kramer seconded. All voted in favor; motion carried.
  - E. Millerbernd requested that an energy audit be done for the Fire Department as the bill appears to be very high. Chief Ballman will look into it.

**11. The next meeting:** Tuesday, December 22, 2015 at 6:00 p.m.

**12. Adjournment:** Millerbernd moved to adjourn at 7:45 p.m.; Halliday seconded. All voted in favor; motion carried.

Submitted by JT

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Philip Osterhus, Chairman

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Date Approved





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**Town Board Meeting Minutes**  
**Tuesday, December 22, 2015 at 6:00 p.m.**

**Board Members Present:** Mike Halliday, Ed Kramer, Bob Millerbernd, Philip Osterhus and Carol Searing

**Others Present:** Mike Haag, Attorney; Judy Hanna, Clerk; Carrie Luedtke, Treasurer; Mike Jungbauer, Zoning Administrator; and Pam Olson, Accountant

1. **Call to Order and Approval of the Agenda:** Linwood Township Board met in the board room at 22817 Typo Creek Drive NE, Stacy on December 22, 2015. Chair Osterhus opened the meeting with the pledge of allegiance to the flag, followed by the roll call. Kramer moved to accept the amended agenda; Millerbernd seconded. All voted in favor; motion carried.
2. **Vernon Boettcher remembrance:** Kramer reported on the contributions of Vern and how much his involvement meant to the township. His tenure with the township and other boards was lengthy and he gave us his time to help the community. Vern spent 94 years of his life in Linwood Township and will rest here for eternity in Linwood Cemetery.
3. **Building Study – Ehler's, Todd Hagen:** Mr. Hagen spoke to the process of how they assist the township in obtaining the best financial agreement for the building project and who the players are. They work for the township in obtaining the best bids on bonds including bids from First State Bank of Wyoming. He said they would have a bond attorney involved with the process. Halliday stated that the comparison for bids is coming down to the interest rate that is being offered. Mr. Hagen said his figures are an estimate and very realistic in the market. Mr. Hagen said he can't guarantee rates as it will be a public sale. The cost is \$9,500 for the cost of issuance and that includes their fees. Mr. Hagen stated that Ehler's has been in business for over sixty years and they've worked with many surrounding townships and would like to work with Linwood as well.



**4. Attorney:**

- A. Resolution 2015-24 Flood Plain Insurance Program:** Building Official, Mike Jungbauer reported on the resolution as it pertains to permits. Permits are not issued if it falls in a flood plain. If Linwood Township adopts a resolution and takes over authority of flood plains, it does go through the DNR, National Flood Insurance, and the resolution gives us the statutory right to handle everything pertaining to flood plains in the township. We would be partnering with the DNR and if we believe something is in the flood plain, the DNR would work with us as far as an amended FEMA map location. Kramer called the county and learned that this resolution would benefit the residents and assist them in obtaining flood insurance if needed. Halliday believed the township enrolled in the National Flood Plain Insurance program but Jungbauer said legal documents could not be found and that in order to be legal, the township needs to pass a resolution. Attorney Haag requested tabling this item so it can be investigated further.
- B. PERA Phased Retirement Option renewal:** Attorney Haag inquired with the accountant concerning Clerk Hanna's eligibility for PERA. The accountant reported that due to Clerk Hanna earning the benefit as an employee, and not as an elected official, she would qualify for this benefit and the board can renew the PERA Phase Retirement option. Kramer moved to accept the Phase Retirement Program for Judy Hanna; Halliday seconded. All voted in favor; motion carried.
- C. Resolution 2015-24 - Resolution for CDBG grant for a handicap accessible van.** Haag recommended the board approve Resolution 2015-24. Halliday moved to accept Resolution 2015-24; Searing seconding. All supervisors voted in favor, none against; motion carried.
- D. Resolution 2015-25 - Resolution for CDBG grant for senior programming that will help fund senior activities.** Halliday moved to accept Resolution 2015-25; Searing seconded. All supervisors voted in favor, none against; motion carried.
- E. Resolution 2016- :** The attorney reported on a resolution that will need action on. The board needs to establish precincts and polling places and said the board needs to make a decision if they are going to split the precinct. If divided, a second polling place will need to be determined.
- F. HR Recommendation as to Senior Center Committee:** Attorney Haag said there are disputes on how the center should be run. Haag recommended the board support its staff until it has reason otherwise, and in this case, there are no conclusive findings that an employee did not do their job. Haag recommended to separate the two by putting the senior center committee on six month hiatus to take place after the January meeting. Supervisor Kramer may be put in charge of the senior center in which case the committee would not have any oversight of any employee. Halliday moved that the Senior Center committee take a six month hiatus after the January meeting; Searing seconded. All voted in favor; motion carried.

5. **Park Update – Halliday:** Halliday reported that January 29 is the start of the medallion hunt. Due to the fact that this event is to involve students, the clues will be given to students one day prior to the public. January 30 is the date for the skating party dependent on weather. January 31 is the Candlelight walk. Halliday said they are investigating a potential community garden near the Boettcher Park. Halliday said he will work with Supervisor Searing to get information on the website for interested volunteers. Chairman Osterhus said he'd like to see Linwood look into offering a Christmas light display contest for residents.
- A. **Millerbernd:** Received a call from Anoka County Conservation Department who requested a meeting regarding the unfinished carp trap area. They have ideas on recovering the penalty fees that are not being paid. Millerbernd will get a date for a meeting and Searing, Kramer and Osterhus volunteered to attend with Supervisor Millerbernd.
- B. **Jungbauer – Park:** Jungbauer said Dawn made him aware of a grant for community forest that is run through the DNR. The MET Council asked Linwood to apply because this was a good fit for the school forest. The DNR has notified the township they won't be given any further grants due to the issue with the cell tower. The Viking Blvd cell tower is doing an upgrade and Jungbauer is attempting to contact them regarding a letter stating that Broadbent location is the only one available due to the fall zone. If we tell the DNR that we are working on resolving the issue that it may allow us to still apply for the new grant. Attorney Haag said there is nothing on paper to explain what happened with the cell tower being able to be erected on the property that the DNR is objecting to. The DNR told Attorney Haag they did not give permissions at the time the agreement was made and they simply failed to object the issue at the last inspection.
6. **Fire Department:** Chief Ballman reported on burning permit restrictions for fires depending on snow conditions. The DNR can be contacted directly for permits and they notify the Linwood Fire Department. The department is getting more aligned with the employee handbook and Chief Ballman will get with Attorney Haag as that progresses. Chief asked the board to approve the hiring of Derek Baker contingent upon his final background check. Searing moved to accept Derek Baker contingent upon the background check clearing; Halliday seconded. All voted in favor; motion carried.
7. **Planning and Zoning:**
- A. **Flood Plain Ordinance:** Jungbauer requested the board approve the Flood Plain Ordinance subject to Attorney Haag's review and approval. Planning and Zoning has pre-approved it. Halliday moved to accept the flood plain Ordinance subject upon Attorney Haag's review and approval and verification of statutes; Searing seconded. All voted in favor; motion carried.

Jungbauer reported further on the flood plain issue and clarified specifics. He then asked the board to reconsider approving Resolution 2015-26. Halliday moved to

accept the Resolution 2015-26; Kramer seconded. All supervisors voted in favor, none opposed; motion carried.

- B. **Firearms Ordinance Update:** Jungbauer outlined details of the Ordinance that the Planning & Zoning have been working on and requested the board review it and notify him of any clarifications or changes that the board would like to see made.
  - C. **Right of Way Vacating Plans:** Jungbauer reported on easements and the liability to the township. He is requesting that the board approve splitting those easements with no value between the property owners. Discussion only.
- 8. **Recycling – Paper Shredder:** Kramer requested a paper shredder for the department. Halliday moved to spend up to \$3000 for a paper shredder for the recycling department to be reimbursed by the county; Millerbernd seconded. All voted in favor; motion carried.
  - 9. **Smith Schafer Letter of Engagement:** Halliday moved to approve the letter of engagement with Smith Schafer; Millerbernd seconded. All voted in favor; motion carried.
  - 10. **Motion to Approve 2016 Budget - \$1,822,425:** Halliday moved to approve the 2016 budget for \$1,822,425 to include the funds outlined on the budget sheet distributed by the accountant. Amended motion to read the General Fund at \$459,000; Road and Bridge at \$620,000; Fire Fund at \$241,000; Police Fund at \$225,000; Senior/Transportation Fund \$82,925; Park and Recreation Fund at \$71,500; Capital Improvement Fund at \$70,000; Capital Fire Fund at \$53,000 with the intention of the Capital Improvement Fund with \$50,000 for Road and Bridge capital, \$5000 for Senior/Transportation capital and \$15,000 for Parks capital; Millerbernd seconded. All voted in favor; motion carried.
  - 11. **Newsletter:** Searing inquired about a newsletter being sent out and the timeliness of it to residents. Content was discussed and how to limit mailings but get information to the residents in a timely manner. Discussion only.
  - 12. **Consent Items:**
    - A. **Approval of Meeting Minutes – December 8, 2015:** There was a correction under Road and Bridge regarding the paving of Thames and Typo Road and the funds being carried over to 2016. Halliday moved to approve the December 8, 2015 minutes as amended; Searing seconded. All voted in favor; motion carried.
    - B. **Approval of Bills – Claim List:** Searing moved to approve claims #31997 through #32022 from 12/9/15 through 12/22/15 in the amount of \$27,789.96 and to pay the regular payroll for 12/18/15 with direct deposits #15508 to #15517 and EFT #15518 to #15520 in the amount of \$11,651.27 and Planning and Zoning payroll on 12/21/15 with EFT #15521 in the amount of \$1,274.42. Searing moved to pay the bills, regular payroll and the P&Z payroll; Halliday seconded. All voted in favor; motion carried.

13. **The next scheduled board meeting:** Tuesday, January 12, 2016 at 6:00 p.m.
14. **Adjournment:** Millerbernd moved to adjourn at 8:04 p.m.; Halliday seconded. All voted in favor; motion carried.

Submitted by JT



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Philip Osterhus, Chairman

January 12, 2016

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Date Approved

