



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

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### Town Board Meeting Minutes

January 8, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, Tim Peterson; Clerk Pam Olson

Board Members Absent: None

Others Present: James Bachler, Tom Searing, Tom, Sausen, Judy Hanna, Christine Dahlman, Ann Blais, Hank Senger, Fire Chief Darryl Ballman, Larry Olson, Andy Luedtke

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy on January 8, 2019 and the Clerk performed the roll call. The agenda was approved as presented, by motion of Supervisor Peterson and seconded by Supervisor Millerbernd. All ayes; motion carried.

**Reorganizational Meeting:** Supervisor Millerbernd moved have Mike Halliday remain the Board Chair; Supervisor Kramer made a friendly amendment to have Supervisor Millerbernd remain the Vice Chair; Supervisor Searing seconded the motion and amendment. All ayes; motion carried.

Supervisor Kramer moved to continue with the FL Times as the official newspaper; Peterson seconded. All voted in favor; motion carried.

Supervisor Peterson moved to keep the Town Hall, Dolphy's Auto, Linwood Country Store and the Township website as the official posting places; Supervisor Millerbernd seconded. Supervisor Searing would like to continue posting on the website, but not have it be an official posting place because of the logistics of getting the postings on the website quick enough. Supervisor Peterson amended his motion to designate the official posting places as the Town Hall, Dolphy's Automotive and the Linwood Country Store; Supervisor Searing seconded. All voted in favor; motion carried.

Supervisor Kramer moved to keep the First State Bank of Wyoming as the designated Town depository; Peterson seconded. All voted in favor; motion carried.

In considering potential conflicts of interest, the Board clarified that the resolution to hire Supervisor Kramer for working in the recycling center was adopted and confirmed that an affidavit of interest is being submitted with each of Kramer's timecards.

Supervisor Searing moved to continue with Gratitude Farms and Tammy Gimpl as the Animal Control Official; Supervisor Millerbernd seconded. Linwood resident Judy Hanna stated that she has documentation showing that Gratitude Farms is not in compliance with her IUP with East Bethel for boarding dogs; is out of compliance with state statute regarding animal control; and is not in compliance with Linwood ordinances. When questioned about which township ordinance was not being met, Hanna was unable to answer. Ham Lake resident Christine Dahlman claimed Tammy Gimpl is out of compliance with her IUP through East Bethel. East Bethel Mayor, Steven Voss, called Supervisor Halliday to explain that Gratitude Farms is in compliance with permits through the City of East Bethel. Dahlman stated that Linwood's animal control contract reads that Tammy Gimpl must post township missing dogs on CraigsList. Dahlman stated that she has documentation proving that no missing dogs from Linwood have ever been posted on CraigsList. The article Dahlman was referencing was an informational piece from the township website. The animal control contract contains no reference to advertising missing dogs on CraigsList. Supervisor Searing informed the Board that there has not been one complaint from a Linwood resident against Tammy Gimpl or services provided by Gratitude Farms. Christine Dahlman offered to send her documentation to the Board and asked that they look at it. The Board based their decision to renew the animal control contract with Gratitude Farms based on the contract before them, communications with East Bethel administration and the lack of resident's complaints or from the pet clinic attendees. The vote on the motion was unanimously in favor of renewing the contract. All ayes; motion carried.

Supervisor Searing moved to renew the auditing contract with Smith Schafer and Associates; Supervisor Millerbernd seconded. All ayes; motion passed.

The Board will review the existing employee handbook, AWAIR policy and the Emergency Management Plan to see that they are relevant and current.

Supervisor Peterson moved and Supervisor Millerbernd seconded to continue township services as follows:

Attorney	Couri & Ruppe
Auditor	Smith Schafer
Building Official	Mike Jungbauer
Planning & Zoning Administrator	Mike Jungbauer
Engineer	Hakanson Anderson
Health Authority	On-call doctor @ Fairview Hospital
Road Foreman	Craig Rylander
Tree Inspector	Mike Jungbauer
Weed inspector	Mike Jungbauer

All ayes; motion carried.

Supervisor Peterson moved and Supervisor Millerbernd seconded to retain the charges for services rates as follows:

Bad Check Fee	\$35.00
Senior Center Hall Rental	\$200Hall/\$250wKitchen
Senior Center Hall Damage Deposit	\$200Hall/\$250wKitchen
Linwood Senior Traveler (per mile)	\$0.75

All ayes; motion carried.

Supervisor Peterson moved and Supervisor Millerbernd seconded to appoint committee and department liaison as follows:

Building Maintenance	Ed Kramer
Cemetery	Carol Searing
Family Fun Day	Bob Millerbernd
Fire Department	Bob Millerbernd
Human Resources	Mike Halliday & Carol Searing
I.T. (Information Technology)	Mike Halliday
Insurance	Mike Halliday
Media, Newsletter and Webpage	Carol Searing
Park & Recreation Commission	Mike Halliday
Planning & Zoning Commission	Carol Searing
Police	Tim Peterson
Recycling	Ed Kramer
Road & Bridge Committee	Ed Kramer
Safety/Workplace	Tim Peterson
School Forest Committee	Bob Millerbernd
Security	Mike Halliday
Senior Center/Transportation	Ed Kramer
Sunrise River Watershed Management Org.	Tim Peterson

All ayes; motion carried.

**Variance #2018-19-VAR:** Planning and Zoning Administrator Mike Jungbauer reported that the application from James Bachler is requesting a variance for a detached garage to be taller than the house. The property is located at 23109 W. Martin Lake Drive NE, Stacy, MN 55079. The property is zoned R1 Residential, Shoreland. Jungbauer explained that the applicant purchased a 13 ½’ tall cabin on a lake lot. The original proposed garage would make the overall height approximately 23’ tall. The applicant provided an alternate truss plan at the public hearing, which would make the highest point 18’9”. Planning and Zoning’s recommendation was to approve a 6/12 pitch roof. The commission’s recommendation was based on the alternate truss diagram. On January 3<sup>rd</sup>, the applicant provided another revised elevation view with 9’ sidewalls, a 6/12 pitch, and an approximate height of 17’5”. The proposed garage footprint is acceptable at 30’ deep and 34’ wide.

The variance was for the height, but all other building requirements still need to be met. Before a building permit is issued, a survey must be submitted showing that the building will meet all set-backs. Supervisor Searing moved to give a variance with the maximum height of the framing not to exceed 17'5" with a total finished height not to exceed 17'10". Supervisor Millerbernd seconded the motion. Jungbauer reiterated that the height is measured from the concrete floor to the peak of the roof. The motion carried unanimously. Staff was directed to prepare a resolution for approval of the variance with the height restrictions.

No building permit was applied for, so no inspections have been done on the footings. The applicant admitted to already having put in the footings without a permit so that he could work on the building through the winter. The applicant explained that he proceeded to put the footings after having met at the property with Zoning Administrator Jungbauer many times to discuss the location of the building. Jungbauer reminded the Board that the state building code allows entities to double the building permit cost when work is done without a permit. The applicant's understanding was that a 25' setback would be required, so he positioned his building accordingly. The applicant is concerned that the footings will be within the Township's 30' setback from the road. Jungbauer reminded the Board that a certificate of survey is required prior to issuing a permit to build on shore land property. The applicant stated that he was in the process of getting the survey done. Jungbauer will forward the survey to the Town Board so they can review the location of the proposed garage and deal with any issues after having the proper information.

Because the applicant plans to have a bathroom in the garage, the septic system will need to be upgraded, and will be one of the conditions of receiving the building permit.

**Solar ordinance:** The Board received an updated draft of the solar ordinance for their consideration. Supervisor Searing and Zoning Administrator Jungbauer recommended having the decommissioning fees listed on the fee schedule rather than as part of the ordinance. The Board was agreeable to establishing the decommissioning fees for solar gardens in an amount of \$20,000 plus a 3% escalator for each year of the requested Interim Use Permit and for solar farms an amount of \$20,000 for each proposed megawatt of production plus a 3% escalator for each year of the requested Interim Use Permit. A public hearing will be scheduled for February. Supervisor Searing moved to accept the solar decommissioning fees, as stated, in the fee schedule; Supervisor Millerbernd seconded. All ayes; motion carried.

**Fire fines:** Supervisor Searing moved to add fire fines for non-compliant fires to the fee schedule. The first offense receives a written warning; second offense at \$100.00; third offense at \$300.00 and the fourth offense at \$500.00; Supervisor Millerbernd seconded. Supervisors Searing, Millerbernd, Kramer and Halliday voted aye. Supervisor Peterson voted nay. The motion passed 4-1.

**Fire Department:** Chief Ballman reported 16 medical and 9 fire/other runs in December 2018. The total runs for the year 2018 were: 158 medical and 98 fire/other runs. This represents a 32% increase over 2017 and the highest number of runs on record for the Linwood Fire Department.

Firefighter Andy Luedtke presented the Board with a hiring schedule for the fire department that would keep all parties informed of the status of the hiring process.

LFD Hiring Schedule

Informational Meeting	4 <sup>th</sup> Tuesday of September
Applications Due	3 <sup>rd</sup> Thursday of October
Physical Agility Testing	4 <sup>th</sup> Thursday of October
Candidate Interviews	1 <sup>st</sup> Week of November
Town Board Conditional Approval	2 <sup>nd</sup> Tuesday of November
-Include payrate & start date	
-Process BCA background check (have payment ready)	
-Upon successful background check proceed to medical evaluation	
-Upon successful medical evaluation proceed to final TB approval	
Final Town Board Approval	2 <sup>nd</sup> Tuesday of December
Employee Start Date	January 1 <sup>st</sup> of following year

The fire department may begin the application process so long as the department does not exceed the 35-member maximum. The fire chief may appoint hiring committee members to work through the hiring process until the candidates are brought to the Board for approval.

Supervisor Millerbernd moved to accept S.O.P. 1.6 Attendance Requirements as presented; Supervisor Kramer seconded. The procedure documents the attendance requirements for Linwood Fire Department firefighters to maintain their status with the department. All ayes; motion passed.

Supervisor Millerbernd moved to purchase pressure lines for the Hurst extraction tool on Engine #2, in an amount not to exceed \$1,400.00; Supervisor Searing seconded. All ayes; motion passed.

Supervisor Millerbernd moved to allow the use of the fire station to host the St. Croix Valley meeting on Thursday from 6-11pm; Supervisor Searing seconded. All ayes; motion passed.

**Used firefighter helmets:** Per a detailed response from MN Association of Township’s attorney, firefighters cannot be given the used helmets that were taken out of service. An employee may only purchase surplus property after one week’s published notice. The clerk will advertise the 30 helmets for sale on Craigslist for seven days at a price of \$5.00 each.

**217<sup>th</sup> Avenue extension:** The clerk provided the Board minutes from October 14, 1980, showing that the road extension properties at the east end of 217<sup>th</sup> Avenue NE was accepted as township property to be used for roadway purposes. The quit claim deeds filed by Mr. and Mrs. Peter Aadland and Mr. and Mrs. Elmer Johnson deeded the property to Linwood Township for road property.

**Resolution 2019-01 Delegating Authority to Enforce Ordinances:** Supervisor Searing moved to adopt Resolution 2019-01 Delegating Authority to Enforce Ordinances; Supervisor Kramer seconded. All ayes; motion carried.

### **RESOLUTION 2019-01 DELEGATING AUTHORITY TO ENFORCE ORDINANCES**

WHEREAS Linwood Township wishes to enforce its ordinances both internally and with its law enforcement officers; and

WHEREAS Township ordinance 701.06 states that by resolution other officers or agencies may be appointed by the Town Board to enforce said ordinances; and

WHEREAS Linwood Township wishes to delegate enforcement power;

NOW THEREFORE, BE IT RESOLVED by the Town Board of Linwood Township, Anoka County, State of Minnesota, the Planning and Zoning Administrator shall be appointed to serve as additional enforcement officer for all Township codes and ordinances;

BE IT FURTHER RESOLVED that the Town Board grants all enforcement power to enforce all Township ordinances and codes, including the power to inspect private premises, and that all ordinances and codes in the Township be enforced by law enforcement and said office above.

Adopted by the Board of Supervisors of the Town of Linwood on this 8<sup>th</sup> day of January, 2019.

**Building Inspector vehicle:** Supervisor Kramer presented the Board with three quotes with prices for purchasing a new vehicle for the building inspector. Supervisor Kramer moved to purchase a 2018 Ford Escape for the building department from Hayford Ford not to exceed \$24,484.00; Supervisor Millerbernd seconded. The vehicle will be paid out of the Building Department Fund from building permit fees. All ayes; motion carried. The 2005 Dodge truck will be sold after the new car is delivered.

**Wage review and COLA:** The discussion of wages and cost of living (COLA) increases will be continued at the next board meeting.

**Federal rate for mileage:** Supervisor Peterson moved to set the mileage reimbursement rate at 55 cents per mile; Supervisor Millerbernd seconded. All voted in favor; motion carried.

**WH Security call list:** Supervisor Searing moved to have Supervisors Halliday, Kramer and Millerbernd as the designated supervisors for WH Security call list; Supervisor Peterson seconded. All voted in favor; motion carried.

**Credit card users:** Supervisor Peterson moved to have Bob Millerbernd, Pam Olson, Tony DeChaine, Ed Kramer, Jason Windingstad and Andrea Nekowitsch as bank credit card users; Millerbernd seconded. All voted in favor; motion carried.

**Menard's purchasers:** Supervisor Searing moved to keep Bob Millerbernd, Pam Olson, Tony DeChaine, and Ed Kramer as authorized signers for the Menards credit card, and add Jason Windingstad and Andrea Nekowitsch; Millerbernd seconded. All voted in favor; motion carried.

**KwikTrip card users:** Supervisor Searing moved to have Darryl Ballman, Tony DeChaine and Jason Windingstad as KwikTrip card users; Peterson seconded. All voted in favor; motion carried.

**Resolution 2019-02 Snowmobile Trail on Township ROW:** Supervisor Millerbernd moved to adopt Resolution 2019-02 Permitting the Establishment of a Snowmobile Trail on Streets Within

the Boundaries of the Town of Linwood; Supervisor Peterson seconded. All ayes; motion carried.

**RESOLUTION 2019-02 PERMITTING THE ESTABLISHMENT OF A SNOWMOBILE TRAIL ON STREETS WITHIN THE BOUNDARIES OF THE TOWN OF LINWOOD**

WHEREAS, Minnesota Statutes, Section 84.87, Subd. 3 provides that any town acting by its town board may regulate the operation of snowmobiles on streets and highways within its boundaries; and

WHEREAS, the Kiwi Snowmobile Club has requested permission to establish a snowmobile trail in Linwood Township on town road right-of-way; and

WHEREAS, the Linwood Town Board wishes to grant permission to the Kiwi Snowmobile Club for such trail.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Kiwi Snowmobile Club is hereby granted permission to establish and maintain a snowmobile trail on Linwood town road right-of-way as depicted on the Trail System and Winter Recreation Guide attached hereto as Exhibit A and to set appropriate signs and markers within the right-of-way designating the location of the trail.
2. The trail cannot be located on the roadway, shoulder, or inside bank or slope of any road, street, or highway.
3. This grant of permission shall remain in effect until June 30, 2020.

ADOPTED by the Board of Supervisors of the Town of Linwood this 8th day of January, 2019.

**Proclamation for School Choice Week:** Supervisor Peterson moved to recognize January 20-26, 2019 as Linwood School Choice Week; Supervisor Millerbernd seconded. All ayes; motion passed.

**Local Board of Appeal & Equalization dates:** Supervisor Millerbernd voted to request April 9<sup>th</sup> at 5:30 p.m. for the 2019 Local Board of Appeals and Equalization; Supervisor Peterson seconded. All ayes; motion passed. The clerk will notify the Board with the actual date approved by the county.

Supervisor Millerbernd moved to allow Supervisor Kramer to sign the purchase agreement to purchase the new building inspector's vehicle; Supervisor Peterson seconded. All ayes; motion carried.

**Clerk's comments:** Clerk Olson requested permission to attend a census workshop. Supervisor Kramer moved to allow the clerk to attend a 2020 Census-prep session put on by the state demographic office; Supervisor Searing seconded. There is no cost to the session. All ayes; motion passed.

The clerk noted a discrepancy between the quoted labor and the hours shown on the invoice received for the computer work done in December. She will hold the payment pending an explanation from the vendor.

The clerk received a request for the Township to sand the Covenant Church parking lot for them. The Board consensus was that the Township resources would not be used on individual or business properties.

**Approval of Minutes:** Supervisor Millerbernd moved and Supervisor Kramer seconded to approve the December 26, 2018 Town Board meeting minutes as presented. Supervisors Millerbernd, Kramer, Searing and Halliday voted aye; Supervisor Peterson abstained. The motion carried 4-1.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims for \$161,838.67; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34265 thru #34291. All ayes; motion carried.

Supervisor Peterson moved and Supervisor Millerbernd seconded the motion to pay Regular Payroll for 12/28/18 in the amount of \$12,558.56. The payroll includes Direct Deposits #17445 to #17451 and EFTs #17452 to #17454. All ayes; motion passed.

Supervisor Millerbernd will send a letter to the website asking for Linwood Family Fun Day committee volunteers.

Supervisor Kramer moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried.

Approved on January 22, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Budget Workshop Minutes January 16, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, Tim Peterson; Treasurer Andrea Nekowitsch and Clerk Pam Olson

Board Members Absent: None

Others Present: Tom Searing

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 5:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy on January 16, 2019. The purpose of this special budget workshop is to discuss the 2020 Township budget.

After much consideration, the General Fund budget proposal was \$519,700.00. The Recording and Reporting account in the General Fund will not be budgeted for 2020 because there are no plans to hire a person to take Town Board minutes. In the future, the coding for the clerk's hours will be split to show time spent working with Planning and Zoning matters, recycling issues, as well as the clerk/administrative duties. The clerk's expenses were increased to allow for paying the deputy clerk wages, if services were needed. The Accounting expenses were moved to the Treasurer's account and the amount increased to cover wages if the deputy treasurer's services are needed. The Town Attorney expenses are expected to be less as he will be able to attend fewer Board meetings. The Planning and Zoning account was increased because it is anticipated that the Code Book will be reviewed and amended. 2020 will be a presidential election year, so the Elections account was increased to cover three election cycles that year. More staff will be needed to handle the increasingly-popular absentee voting. The Recycling accounts were adjusted to coincide with the amount of SCORE Grant money available through a contract with Anoka County. The Cable TV-Communications account will be renamed Communications and the amount increased for expenses associated with possible website expansion.

The Building Capital Fund budget proposal was \$112,500, with funding added in preparation for roof replacement at the fire station, and the possibility of adding a new building for storing vehicles. The remaining funds will cover the principal and interest on the town hall renovation bond.

The interim proposal for the General Capital Fund budget was \$60,000, with \$50,000 for Road and Bridge equipment and \$10,000 for Parks and Recreation capital. The Senior Citizens Recreation/Transportation capital will be determined when the Senior Center budget is presented to the Board.

The Board reviewed the Road and Bridge committee’s proposed budget worksheet. Amounts were adjusted after comparing actual expenditures for the last two years. The amount proposed ended at \$630,750.

The Board is scheduled to meet again on January 30<sup>th</sup> to discuss the other funds, but there may be a conflict with another meeting. The Board will discuss an alternate date at the next Board meeting.

Supervisor Millerbernd moved to adjourn at 6:25 p.m.; Supervisor Peterson seconded. All voted in favor; motion carried.

Approved on January 22, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes January 22, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, Tim Peterson; Clerk Pam Olson

Board Members Absent: None

Others Present: Hank Senger, Darryl Ballman, Mike Raml, Tom Searing

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order and took the roll call at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, January 22, 2019. Supervisor Peterson moved to approve the agenda with the addition of Raml proposal and deputy keys and email; seconded by Supervisor Kramer. All ayes; motion passed.

**Planning and Zoning:** Supervisor Searing moved to table Variance 2018-19-VAR until the next meeting to allow the Board to determine if the Township has the authority to issue variances in light of Anoka County having repealed their shore land ordinance and replaced it with a new ordinance. Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Searing moved to table any discussion regarding hemp production until the Planning and Zoning Administrator would be available for commenting. Supervisor Millerbernd seconded the motion. All ayes; motion carried.

**Fire Department:** Assistant Fire Chief Mike Raml provided a list of items that are or will be addressed in the coming year. Tender #1 will be refurbished and painted red in 2019.

Supervisor Peterson moved to approve \$2,100.00 to remove and replace the overhead stand pipes at the fire station; Supervisor Millerbernd seconded. All ayes; the motion carried.

Supervisor Millerbernd moved to spend \$830.00 for 60 t-shirts for the firefighters; Supervisor Peterson seconded. The shirts are used when working at the fire station and on medical calls. Each firefighter would be provided two shirts. All ayes; motion carried.

Fire Chief Darryl Ballman reported the department is looking for an inflatable rapid deployment boat to be used for ice rescue. The Fire Association has been approached regarding splitting the

cost of the boat. The Board expressed their concern for both residents' and rescue workers' safety in the event that an ice rescue was necessary. The chief will provide the Board with quotes.

Firefighters bought replacement head lights for Engine #1 at cost savings of \$1,630 by using networking resources. Supervisor Kramer checked with OSHA regarding exhaust ventilation and discovered that the costly, recommended improvement may not be necessary at the fire station.

**Wage Review & COLA:** Supervisor Searing moved that all affected employees get their Length of Service raises and a 2.8% Cost of Living Adjustment (COLA) effective with the first payroll in January; Supervisor Kramer seconded. The Board determined that the employees who are eligible for the COLA increase are the building/zoning official, bus driver #1, clerk/administrator, maintenance workers #1 and #2, office assistant, senior coordinator, treasurer, webmaster, and firefighters. Supervisors Searing, Kramer, Halliday and Peterson voted in favor; Supervisor Millerbernd voted opposed. The motion passed 4-1.

**Local Board of Appeals:** The Anoka County assessor notified the clerk that the date previously chosen for the Local Board of Appeals was not an acceptable date. Supervisor Kramer moved to change the Local Board of Appeals meeting to 5:30 p.m. on Tuesday, April 23, 2019. Supervisor Searing seconded the motion, which carried unanimously.

**2003 Dodge pick-up and plow sale price:** Supervisor Kramer moved to offer the 2003 Dodge pickup and plow for sale to the public at \$9,800.00; Supervisor Millerbernd seconded. All ayes; motion carried.

**Raml Tree Service proposal:** Raml's Tree Service owner, Mike Raml, presented an invoice for services-to-date for tree removal and hauling the winter sand/trap rock to the town salt shed. The Board requested that dates of service be added to the invoice. Mike also provided an agreement for payment-in-kind proposing that he would haul trap rock road sand and perform tree trimming and removal services in exchange for road salt from the Township, not to exceed 25-tons in a snow season. The Board will verify that the road salt received from the state contract can be used in an such an agreement. If so, the proposal will be written into a contract between Raml and the Township.

**MATIT insurance deductible options:** The Board was given options to increase the clerk and treasurer bond limits and deductible options for the inland marine portion of the insurance policy through MN Association of Township's Insurance Trust. By consensus, the Board chose to not to change the policy limits or deductibles of the policy.

**Pest control for senior center/town hall:** Supervisor Kramer moved to hire Adam's Pest Control to treat the senior center and the town hall for ants and mice; Supervisor Peterson seconded. All ayes; motion carried.

**Local Government Officials & Budget meetings:** Supervisors Peterson, Millerbernd, Kramer and Halliday expressed an interest in attending the Local Government Officials meeting on January 30. The topics on the agenda would be of interest for the clerk and treasurer, so it was recommended that they also attend. Because this meeting is on the same night as the budget meeting scheduled for January 30, Supervisor Peterson moved to change the next budget

meeting to January 31<sup>st</sup> at 5 p.m. Supervisor Millerbernd seconded the motion which carried unanimously.

**Deputy positions:** The Board determined that since the deputy clerk and deputy treasurer's positions would be only for signing checks in emergencies, there would be no need for them to have access to the building outside of office hours. The Township will contact the deputy clerk or deputy treasurer on their personal emails and not provide a Township email through Office 365. There was some discussion regarding how the deputy positions would get paid if their services were needed. The topic was tabled until the next meeting.

**Clerk's comments:** The clerk received a quote to install the used computers in the senior coordinator's office and the maintenance department. The quote seemed high, so the clerk will check with another source to see if the rates are reasonable.

**Approval of Minutes:** Supervisor Kramer moved and Supervisor Peterson seconded to approve the January 8, 2019 Town Board meeting minutes and January 16, 2019 budget meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay claim #34292 for the purchase of a 2018 Ford Escape in the amount of \$24,361.68; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Peterson moved to pay the claims list in the amount of \$11,392.45; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34293 thru #34311. All ayes; motion carried.

Supervisor Searing moved and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 1/11/19 in the amount of \$15,528.04. The payroll included Direct Deposits #17457 to #17471 and EFTs #17472 to #17474. All ayes; motion passed.

Supervisor Peterson moved and Supervisor Millerbernd seconded the motion, to pay the 2018 PARC payroll the amount of \$462.55. The payroll included checks #38019 thru #38026 and EFT #17477. All ayes; motion passed.

Supervisor Searing moved and Supervisor Millerbernd seconded the motion, to pay the 2018 Planning and Zoning payroll in the amount of \$2,350.17. The payroll included checks #38027 thru #38034 and EFT #17478. All ayes; motion passed.

Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting was adjourned at 7:43 p.m.

Approved on February 12, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Budget Workshop Minutes January 31, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson; Treasurer Andrea Nekowitsch and Clerk Pam Olson

Board Members Absent: Supervisor Carol Searing

Others Present: none

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 5:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy on January 31, 2019. The purpose of this special budget workshop is to discuss the 2020 Township budget.

Supervisor Kramer moved to accept the agenda as presented. Supervisor Peterson seconded the motion which passed.

**Fire Department Fund:** The board member worked from the proposal provided by the fire chief. The fire training amount was reduced from the proposed \$29,425 to \$25,000 with the direction to reduce the line item for Education/Instructor Fees. In light of radio units just being purchased, the Fire Communication budget was reduced from the proposed \$14,200 to \$10,000. The amount in capital outlay was eliminated with the understanding that building and structure capital repairs would be paid for by the Building Capital Fund and not as an operating expense for the fire department. The total 2020 operating budget for the fire department was proposed at \$249,500.

**Fire Capital Fund:** The fire capital fund was set at \$100,000 with \$50,000 for future equipment purchases and \$50,000 to replenish the capital used to purchase the fire tanker in 2018 with township funds in lieu of financing the purchase.

**Senior/Community Center/Transportation Fund:** The Senior/Community Center budget was proposed at \$67,155 and the Community Celebrations amounts set at \$2,000. The Transportation amount was set at \$5,960, making the total proposed for this fund at \$77,115

for 2020. It was determined that no money would be added to the General Capital Improvement fund for Senior Center/Transportation uses.

**Police Fund:** Knowing that the 2019 police contract with Anoka County is \$238,789, the Board proposed \$240,000 for the 2020 Police Fund.

**Park & Recreation Fund:** The Park and Recreation fund was proposed for \$65,900, which includes plans to resurface several of the basketball court in the township parks.

The Board is scheduled to meet again on February 13<sup>th</sup> to discuss the scenarios as prepared by the treasurer and clerk.

Supervisor Peterson moved to adjourn at 5:57 p.m.; Supervisor Kramer seconded. All voted in favor; motion carried.

Approved on February 12, 2019

\_\_\_\_\_  
Michael Halliday, Chairman

Attested:

\_\_\_\_\_  
Pamela Olson, Clerk



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### Town Board Meeting Minutes February 12, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Mark Sullivan, Tom Searing, Darryl Ballman, Hank Senger, Andrew Kremers

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order and took the roll call at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, February 12, 2019. Supervisor Kramer moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Shore land ordinance:** Supervisor Searing explained that Anoka County repealed and replaced their shore land ordinance in October, 2018, but Linwood Township was not aware of the change. Supervisor Halliday reported that the 2013 Joint Powers Agreement (JPA) between Anoka County and Linwood to administer the shore land ordinance was only valid for the old ordinance and does not apply to the new ordinance adopted by Anoka County. Currently there is no agreement in place. The new JPA submitted by Anoka County still doesn't allow Linwood to handle variance requests. The benefit to having Linwood administer the ordinance is that there would be less confusion and more local control of permits, conditional uses, variances and septic systems on shore land properties in the township. The Township may want to be compensated for the expenses incurred to administer the county's ordinance. By consensus, the board agreed that they are not interested in entering into JPA with Anoka County. The Township will work on writing our own shore land ordinance and have it done by the end of the year. Supervisor Searing moved to notify Anoka County that Linwood Township will not be signing the JPA that was submitted to the Township; Supervisor Millerbernd seconded. All ayes; motion carried. Staff will instruct all residents of shore land properties that want to apply for permits or land use matters that they will need to apply at Anoka County first. Applicants will have to provide written documentation from the county to the township before a town building permit is issued.

**Variance #2018-19-VAR:** Variance #2018-19-VAR was a request for a variance from the Township's accessory building height ordinance. The requested height is less than the height allowed by Anoka County's shore land ordinance, thus would not require the applicant to apply with the county. Supervisor Searing moved to approve Resolution 2019-03, allowing an accessory building with maximum height of the framing at 17' 5", plus an allowance for roofing materials, with an overall maximum height of 17' 10"; Supervisor Millerbernd seconded. Resolution 2019-03 Accepting Final Findings of Fact and Approving Variance is for James Bachler, owner of the property at 23109 West Martin Lake Road NE, Stacy, MN to allow him to construct a detached garage that would exceed the height of his house. The detached garage will not have sidewalls taller than 9 feet, being measured from the top of the concrete floor. The garage will be no larger than 34' in width and 30' in depth. A survey of the property will be required before a building permit will be issued. The applicant will obtain a building permit prior to any site work being completed. The accessory building shall comply with town so that the façade facing the adjacent road will match the materials and colors of the house. All ayes; motion carried. Staff was instructed send a letter to Anoka County explaining the history and concerns of this application and the fact that the plumbing and slab were put in prior to obtaining a building permit from the township, and to include the survey provided by Bachler showing the slab being set back 18' from the road frontage. Anoka County's new shore land ordinance requires 20' setback and adding a bathroom requires the septic system to be updated. The Township has traditionally enforced a 30' roadway setback. All ayes; motion carried. (Full resolution on file.)

**Growing hemp:** The Board is taking no action to regulate growing hemp in the Township. It is regulated at the state level as an agricultural product.

**Fine/Fee Schedule:** Currently, the Town Code allows violators seven days to respond to a notice or pay a fine. Supervisor Halliday explained that violators should have an opportunity to appeal to the Town Board prior to the date the fine is due. Supervisor Kramer moved to change the language in the fine schedule to allow 14 days from the issuance of a ticket or until one day after the next board meeting date to pay the fine. Supervisor Searing seconded the motion, which carried unanimously.

**Fire Department:** Fire Chief Darryl Ballman reported January 2019 activity to be 18 medical runs and seven fire/other runs.

Hiring committee member, Andy Luedtke introduced Andrew Kremers and Mark Sullivan as the new firefighter candidates. Both come to the position with first responder experience.

Chief Ballman reported that the Forest Lake Mutual Aid Agreement is fully signed and on file in the clerk's office. Chief Ballman met with Nyle Zikmund regarding the Shared Services Grant. There may be AFG grant money to help with the expenses incurred with having daytime fire and rescue services coordinated with surrounding communities.

Fire SOP 2.1 SCBA Use/Respiratory Protection Program and SOP 2.3 Duty Crew and Truck Check Procedures have been updated, but do not need Board approval because they are standard operating guidelines.

The heating unit at the fire station continues to be a problem. The Board suggested that the department get quotes for furnaces in the building, thus eliminating the rooftop units. Supervisor Kramer will work with the interested contractors to assure the proposed equipment will efficiently meet the needs at the station.

Supervisor Millerbernd moved to approve a six-month leave of absence from his firefighter position, starting the first of February, 2019; Supervisor Searing seconded. All ayes; motion passed.

Chief Ballman provided a quote from Jefferson Fire and Safety for one Northern Diver RR5 inflatable rapid deployment ice raft for \$2,995.00. Supervisor Searing moved to approve up to \$2,000.00 towards the township portion of the purchase of a rapid deployment craft; Supervisor Kramer seconded. The Linwood Fire Association has agreed to pay half the cost of the purchase.

The Anoka County Fire Protection Council approved their 2019 budget at \$383,970.00. The 2020 budget has not been voted on yet, but is proposed for \$406,000.00. Approximately \$5,000.00 per year comes from the Linwood Fire Fund operating budget for the public safety data system (PSDS) which runs the radio communication systems used by the fire department.

Chief Ballman asked that the snow piles at the entrance to the fire station be knocked down for better visibility.

**Road & Bridge:** Supervisor Kramer reported that the Road and Bridge committee reviewed the 233<sup>rd</sup> Avenue paving plans. The town engineer roughly estimated the cost of the project to be around \$450,000. The Board approved the project to go out for bids.

The committee also discussed the Anoka County Highway Department proposal for improving safety on Fawn Lake Drive and Thames Street intersections. Trees have been removed to improve sightlines. It is proposed to do land acquisitions in 2019, and add turn lanes and possibly realign Thames Street intersections in 2020.

Supervisor Searing moved to appoint Jason Windingstad as the lead person for maintenance and roads; Supervisor Kramer seconded. It was explained that Jason has more experience managing a public works department and overseeing employees. Supervisors Searing, Kramer and Halliday voted in favor; Supervisor Millerbernd voted opposed. The motion carried 3-1.

The new building official's vehicle will be lettered with the township logo and the words, "Building Official" or "Building Inspector".

**Senior Center:** Supervisor Kramer moved to accept Adam's Pest Control proposal for \$130.00 plus tax, per treatment; Supervisor Millerbernd seconded. The treatments will be for the senior/community center and the town hall. All ayes; motion carried.

**Parks:** A temporary line was run from the garage to the warming house following the main powerline going down.

Supervisor Halliday requested that a path to the warming house doors be cleared when the skating rink is being maintained.

**Linwood Family Fun Day:** Supervisor Millerbernd reported that the first Linwood Family Fun Day committee meeting had six people in attendance and brought new ideas for event planning.

**Salt hauling proposal:** Due to information from the Department of Administration, State Procurement Division, to the Town Board regarding the contract for road salt, Mike Raml was informed that the Township could not enter into an agreement for payment-in-kind and that he would not be able to get salt from the Township's supply. A contract will be written for the contractor who will be hauling the road materials for the township.

**Treasurer's job description:** Supervisor Searing moved to adopt the new treasurer's job description as written; Supervisor Kramer seconded. All ayes; motion passed.

**Deputy positions' pay:** By consensus, the Board agreed that the deputy clerk and deputy treasurer would be paid \$15.00 per hour, with a one-hour minimum, for services rendered in their respective positions.

**Anoka County comprehensive plan:** The Board would like to table setting the date to respond to Anoka County regarding their 2040 Comprehensive Plan Update, pending reviewing the plan.

**All-Hazard Mitigation Planning Statement of Interest:** Supervisor Kramer moved to sign the Statement of Interest in All-Hazard Mitigation Planning; Supervisor Millerbernd seconded. The all-hazards planning is a voluntary program that may benefit the Township by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards. All ayes; motion passed.

**MN Benefit Association Life Insurance:** Supervisor Millerbernd moved to renew the Minnesota Benefit Association life insurance policy for the elected officials; Supervisor Searing seconded. The cost of the policy for 2019 is \$805.00 for the group term life policy for the supervisors. All ayes; motion carried.

**Copier lease:** The five-year copier lease for the Sharp copier in the office will be done in August, 2019. The Township may either buy the copier for the value of the machine and start a new service contract, or replace it with a newer model copier with a new service contract. The Board received two quotes from Marco, the current supplier. Supervisor Millerbernd moved to lease the Konica Minolta C368 copier and services through a five-year Managed Account Program, as proposed in the quote. Supervisor Kramer seconded the motion. All ayes; motion passed.

Konica will pay off the remaining portion of the lease that is currently in place. Supervisor Searing moved to give the clerk permission to cancel the current Sharp copier lease; Supervisor Millerbernd seconded. All ayes; motion carried.

**Schedule Board of Audit meeting:** The Board chose to hold the Board of Audit meeting as part of the February 26, 2019 Town Board meeting. The clerk will post notice of the time and date of the meeting.

**Annual Meeting agenda:** The Annual Meeting agenda will be posted with many of the same supervisors and residents as last year. No outside speakers will be invited other than the county commissioner and sheriff's office and deputies. The clerk was instructed to mail postcards notifying property owners of the Annual Meeting and the proposed levy amount.

**Clerk's comments:** Town surplus must be offered to the public at the value of the item. The clerk requested Board input for the price to sell the bumper and winch. The clerk will work with Hank Senger to determine the value and then publish the items on Craig'sList.

**Approval of Minutes:** Supervisor Kramer moved and Supervisor Millerbernd seconded to approve the January 22, 2019 Town Board meeting minutes and January 31, 2019 budget meeting minutes as presented. All ayes for the Town Board minutes, but Supervisor Searing abstained from approving the budget minutes; motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$48,530.56; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34313 thru #34360. All ayes; motion carried.

Supervisor Searing moved and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 1/25/19 in the amount of \$15,257.30. The payroll included Direct Deposits #17479 to #17489 and EFTs #17490 to #17492. All ayes; motion passed.

Supervisor Searing moved and Supervisor Millerbernd seconded the motion, to pay the 4<sup>th</sup> quarter fire department payroll the amount of \$23,112.62. The payroll included Direct Deposits #17497 thru #17523 and EFTs #17526 to #17527. All ayes; motion passed.

Supervisor Searing moved and Supervisor Millerbernd seconded the motion, to pay Regular Payroll in the amount of \$16,863.98. The payroll included Direct Deposits #17528 thru #17542 and EFTs #17543 to #17545. All ayes; motion passed.

Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried. The meeting was adjourned at 7:56 p.m.

Approved on February 26, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Budget Workshop Minutes February 13, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing; Treasurer Andrea Nekowitsch and Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Darryl Ballman

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 5:03 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy on Wednesday, February 13, 2019. The purpose of this special budget workshop is to discuss the 2020 Township budget.

Treasurer Nekowitsch explained how she and the clerk had arrived at the proposed 2019 ending balance, which was the basis for creating the two scenarios prepared for discussion with the Board. It was explained that the non-levy revenue was a conservative estimate of charges for services, franchise fees, building permits, grants and road gas tax revenue. The reserve funds are largely made up of restricted and assigned funds that may not be used for general operating expenses.

The first scenario demonstrated not increasing the levy and budgeted expenditures of \$2,138,765, as determined at the last two budget workshop meetings. This would create a budget shortfall of approximately \$222,115 at the end of 2020.

When the fire tanker/tender was purchased in 2018, the Board voted to pay for the vehicle using Fire Capital funds rather than financing the purchase and pay the interest. The discussion had been to levy \$50,000 per year for the next five years, while also levying tax money to save for the next fire equipment purchase. Chief Ballman stated that the fire department has been on a 20-year vehicle replacement plan, but has moved to a 25 to 30-year replacement plan. At this time, it is not expected that any vehicle will need to be purchased in the next 5 years. The treasurer showed the benefits to fast tracking the fire tanker payback by using the levy money for the next

two years to pay back the tanker financing, followed by three years of levying the same amount of money to Fire Capital to help finance the next vehicle purchase. The end result is that the same amount ends up in the Fire Capital fund, but the Township has been reimbursed its capital in the event it is needed for other township needs.

The second scenario demonstrated increasing the levy by \$50,000, decreasing the proposed budget by \$40,000 and using the balance of the Fire Capital fund, plus the 2019 and 2020 levied Fire Capital revenues as tanker paybacks and not as expenditures. This scenario would create a budget shortfall of approximately \$82,115 at the end of 2020.

Board members were in favor of being proactive by having building capital funds for expected upcoming repairs such as replacing the roof on the fire station, resurfacing the town hall parking lot and creating a driving surface for the town hall’s back entryway. Concern was expressed about raising the levy and over-budgeting for operating the township.

After much discussion, the Board created a third scenario, as shown below. This scenario increased the levy by \$25,000 and reduced the proposed budgeted expenditures by \$65,000 from the original proposal. The reductions would be made as follows: General Fund-\$25,000; Road & Bridge Fund-\$5,000; Fire Fund-\$8,000; Police Fund-\$5,000; Senior Center Fund-\$5,000; Parks Fund - \$12,000; Parks Capital Fund-\$5,000. This scenario would create a budget shortfall of approximately \$82,115 at the end of 2020. Supervisor Searing moved to set the proposed 2020 levy at \$1,650,000, an increase of \$25,000 from the 2019 levy; Supervisor Millerbernd seconded. Supervisors Searing, Kramer and Millerbernd voted aye; Supervisor Halliday voted nay. The motion carried 3-1.

	Projected Fund Balance at 12/31/19	2020 Budgeted Tax Levy	2020 Non-Levy Revenue	2020 Budgeted Expenditures	Tanker Payback	Projected Fund Balance at 12/31/20	Fund Balance as a % of expenditure
<b>Operating Funds:</b>							
General Fund	707,369	244,000	133,700	494,700		590,369	119%
Road and Bridge	384,827	525,000	31,500	625,750		315,577	50%
Building Dept	158,157	0	70,000	83,300		144,857	174%
Fire	137,740	225,000	500	241,500		121,740	50%
Police	104,049	248,000	0	235,000		117,049	50%
Senior Center	30,863	70,000	5,200	72,115		33,948	47%
Cemetery	2,306	0	0	0		2,306	
Parks and Recreation	37,778	43,000	250	53,900		27,128	50%
<b>Capital Funds:</b>							
Capital Improvement Fund	254,701	50,000	500	55,000		250,201	455%
Park Dedication Capital Fund	19,916	0	0	0		19,916	
Building Capital Fund	24,946	145,000	0	112,500		57,446	51%
Fire Equipment Fund	-100,379	100,000	0	100,000	100,000	-379	0%
<b>Total</b>	<b>1,762,273</b>	<b>1,650,000</b>	<b>241,650</b>	<b>2,073,765</b>	<b>100,000</b>	<b>1,680,158</b>	

A 2020 levy of \$1,650,000.00 will be presented for public discussion at the Annual Meeting on March 12, 2019.

Supervisor Millerbernd moved to adjourn at 6:03 p.m.; Supervisor Kramer seconded. All voted in favor; motion carried.

Approved on February 26, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes February 26, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Zoning Administrator Mike Jungbauer, Tom Searing, Hank Senger, Isaac Lindstrom, Tom Sausen, Doug Anderson, Jonelle Hubbard, Bart Biernat, Darryl Ballman, Tony DeChaine

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, February 26, 2019 and the clerk performed the roll call. Supervisor Searing moved to approve the agenda with the addition of Doug Anderson violation; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Parking violation:** Resident Doug Anderson requested that the board waive the fee for a ticket that he received for parking in the road during a snow event. Zoning Administrator Jungbauer informed the board that the car was moved by time he returned to check on the vehicle two hours later. Supervisor Kramer moved to waive the \$50.00 fee for the ticket; Supervisor Millerbernd seconded. All ayes; motion carried.

**Anoka County Shoreland Ordinance JPA:** Jonelle Hubbard and Bart Biernat from the Anoka County Environmental Health Services were present to discuss the Anoka County Shoreland Ordinance Joint Powers Agreement. At the last town board meeting, board members determined that the JPA didn't meet the township's needs, but through conversations between Supervisor Halliday and Jonelle, it was determined that it would benefit the residents to regulate the shorelands locally. Ultimately, the Township will adopt its own shoreland ordinance, but in the interim, the board agreed that a JPA should be entered. Supervisor Kramer made a motion to move forward with a Joint Powers Agreement with Anoka County; Supervisor Millerbernd seconded. The Township will enforce the county's shoreland ordinance more restrictively and a list of those restrictions will be added to the JPA. All ayes; motion passed. Jonelle will be the point person for implementing the JPA and shoreland ordinance.

**Ordinance 173 Non-Compliant Fire Fines:** Supervisor Kramer moved to adopt Ordinance 173 Adding Fines for Non-Compliant Fires; Supervisor Millerbernd seconded. All ayes; motion passed. (Full ordinance is on file.)

**Ordinance 174 Dog Kennel as Interim Use:** Supervisor Kramer moved to adopt Ordinance 174 Allowing a Dog Kennel License to be an Interim Permitted Use Rather Than a Conditional Permitted Use; Supervisor Millerbernd. All ayes; motion carried. (Full ordinance is on file.)

Because of the length of the ordinance, Supervisor Kramer moved to publish Ordinance 174 in summary; Supervisor Millerbernd seconded. All ayes; motion passed.

**Solar ordinance:** The Planning and Zoning commission originally changed the road setbacks further back to allow for development between the road and solar panels. At the last P&Z meeting, they determined that the development allowance wasn't necessary and changed to allowing solar installation closer to the roads. The zoning administrator stated that he gave P&Z arbitrary setback distances, which the committee decided they would propose. Since the meeting, the zoning administrator discovered that the wildlife management area setbacks are regulated by the DNR and will need to remain at 600 feet as opposed to the 100 feet that was proposed at the P&Z meeting.

The committee suggested adding an inflationary escalator to the decommissioning escrow language and allowing an escrow to be posted as an irrevocable letter of credit. The zoning administrator questioned if subdivision language should be added to require solar contractors to enter into a developer's agreement with the township. It was suggested that solar arrays over one megawatt would be rezoned to commercial. The solar ordinance will be placed on the March 26<sup>th</sup> agenda. In the interim, Mike Jungbauer and Carol will work with Eric on the setbacks. Sandy and Carol will come up with decommissioning aspects. The ordinance will be sent to Eric for him to make the amendments.

Passage of ordinances to repeal the solar moratorium and to institute the solar permit fees and escrows will need to wait until the solar ordinance has passed.

Draft ordinances to address administrative fines, winter parking and regulating obstructions in the road right-of-way were provided to the board for their review. These issues will be discussed at future meetings. The staff was instructed to forego writing the language suggested at the last board meeting regarding the time allowed for residents to appeal or pay their fines. Winter parking regulations and how to notify residents of snow emergencies was discussed.

**Road and Bridge:** Supervisor Kramer requested approval to allow residents to ride along with the plow drivers while they were snowplowing. Supervisor Kramer checked with the insurance agent, who stated that the township would be covered for the liability. There was some concern that having a passenger in the truck would be a distraction for the driver. No decision was made by the board.

The surplus bumper and winch have been advertised for sale to the public for two weeks at a price of \$950.00. There has been no response thus far. Supervisor Millerbernd moved to lower the price for the bumper and winch to \$750.00; Supervisor Searing seconded. All ayes; motion passed.

**Fire Department:** Fire Chief Darryl Ballman explained the safety benefits of having speed bumps for traffic control while the first responders are on scene. The chief noted that the cost for four speed bumps would cost \$2,500.00. The board asked that the prices be checked out further.

**Anoka County Comp Plan:** The board instructed the clerk to put the topic of commenting on the Anoka County Comp Plan on the agenda for the first meeting in May.

**Board of Audit:** The treasurer explained that the town board audits the bills at each meeting and described the auditing process that is done throughout the year. Supervisor Searing confirms random receipts and disbursements, as well as payroll and petty cash items. The clerk's 2018 financial reports were available for the board to review. Supervisor Kramer moved to accept the Clerk and Treasurer's Report of Audit; Supervisor Searing seconded. All ayes; motion passed. Board members signed the Clerk's Report for Year Ending 12/31/2018.

**TruGreen service renewal:** Supervisor Millerbernd moved to accept the 2019 TruGreen service renewal proposal for \$4,460.00; Supervisor Searing seconded. TruGreen's service includes treating four parks three times in 2019 with fertilizer and weed control for sand burrs. All ayes; motion carried.

**CD renewals:** Supervisor Searing moved to change CDs #53009, #53009 and #19232 to 15 months; Supervisor Millerbernd seconded. The First State Bank of Wyoming certificates of deposits will renew with an interest rate of 2%. All ayes; motion passed.

**Clerk's comments:** The clerk informed the board that the annual OSHA Summary of Work-Related Injuries report was posted on January 30<sup>th</sup>. There were only two injuries in 2018.

Board members weren't certain if the Road and Bridge committee members had terms or if they needed to take an oath of office. Supervisor Kramer will check with MAT to see if it's necessary to set terms.

Supervisor Millerbernd moved to allow Supervisor Kramer, Andrea and Pam to attend the Spring Short Courses; Supervisor Searing seconded. All ayes; motion carried. Fish Lake Township will reimburse Linwood for half of Andrea's registration fee.

The board instructed the clerk to write a 2019 tree trimming contract for Raml Tree Service at the rate of \$100.00 per hour.

Two of the township surplus computers with monitors will be reassigned to be used at the fire station.

**Approval of Minutes:** Supervisor Searing moved and Supervisor Millerbernd seconded to approve the February 12, 2019 Town Board meeting minutes and February 13, 2019 budget meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$25,879.87; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34313 thru #34360. All ayes; motion carried.

Supervisor Searing moved and Supervisor Millerbernd seconded the motion, to pay the additional 2018 Parks & Planning and Zoning payrolls the amount of \$1,014.29. The payroll included checks #38035 thru #38039 and EFTs #17524-17525. All ayes; motion passed.

Supervisor Millerbernd moved and Supervisor Searing seconded the motion, to pay Regular Payroll for 2/22/19 in the amount of \$15,254.73. The payroll included Direct Deposits #17551 to #17561 and EFTs #17562 to #17564. All ayes; motion passed.

Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried. The meeting adjourned at 8:22 p.m.

Approved on March 12, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

March 12, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Karen Kramer

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, March 12, 2019 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda with the addition of the pet clinic; seconded by Supervisor Peterson. All ayes; motion passed.

**Approval of Minutes:** Supervisor Kramer moved and Supervisor Searing seconded to approve the February 26, 2019 Town Board meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Millerbernd moved to pay the claims list in the amount of \$36,048.02; Supervisor Peterson seconded. The Claims List for Approval included claims #34380 thru #34416. All ayes; motion carried.

Supervisor Peterson moved and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 3/8/19 in the amount of \$18,596.73. The payroll included Direct Deposits #17570 to #17586 and EFTs #17587 to #17589. All ayes; motion passed.

Supervisor Peterson reported that the Metro Pet Animal Hospital was available for the pet clinic on June 2<sup>nd</sup>. The clerk will prepare the agreement with the cost being \$300.00 for using the maintenance garage for the event. Supervisor Peterson will oversee the pet clinic.

The board advised the clerk to lower the price for the bumper and winch to \$500.00 since there has been no calls regarding the sale.

The south entrance to the School Forest parking lot is not maintained by the township. The volunteer who normally plows the entrance was not able to keep it open this winter due to the volume of snow. The portable toilet hasn't been serviced because there is no access for the

truck. The board discussed locating the toilet by the north entrance, which the township does maintain, but that wouldn't be beneficial to the groups using the School Forest.

Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting adjourned at 6:12 p.m.

Approved on March 26, 2019

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Michael Halliday, Chairman

Attested:

\_\_\_\_\_  
Pamela Olson, Clerk



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### Town Board Meeting Minutes

March 26, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Zoning Administrator Mike Jungbauer, Tom Sausen, Laura Hermann, Hank Senger, Darryl Ballman, Isaac Lindstrom, Tom Searing, Tony DeChaine, Louis Mattsfield, Judy Hanna

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, March 26, 2019 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda with the addition of 22737 Amazon Street and the pet clinic; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Ordinance #175 Solar Energy Systems:** A final copy of the solar ordinance was prepared with suggested language regarding road and side yard setbacks, the decommissioning plan and screening for residential solar panels. Supervisor Searing moved to adopt Ordinance #175, An Ordinance Adopting Chapter 8, Part 12 Solar Energy Systems of the Town Code of Linwood Township Regarding Zoning Regulation of Solar Energy Systems; Supervisor Kramer seconded. This ordinance identifies and regulates rooftop or other architecturally-integrated solar energy systems, accessory ground-mount systems, community solar energy systems (CSES/solar gardens) and solar farms. In amending the Town Code to include the regulation of solar energy systems in Linwood Township, the Town Board finds that the amendments do not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area, is sufficiently compatible so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land, is in the opinion of the Township to be reasonably related to the overall needs of the Township, is consistent with the intent and purposes of the zoning ordinance, and will not cause traffic hazards or congestions. The motion passed unanimously. (Full ordinance is on file.)

Due to the lengthy content, Supervisor Searing moved to publish Ordinance #175 in summary; Supervisor Kramer seconded. All ayes; motion carried.

**Ordinance #176 Solar Permit Fees:** Supervisor Searing moved to adopt Ordinance #176, An Ordinance Setting Fees for Residential and Commercial Solar Systems; Supervisor Millerbernd seconded. All ayes; motion passed. (Full ordinance on file.)

**Ordinance #177 Repealing Solar Moratorium:** Supervisor Peterson moved to publish Ordinance #177 An Ordinance Repealing Ordinance #171, A Temporary Moratorium on Solar Arrays, to be effective on the date of publication of Ordinances #175 & #176; Supervisor Millerbernd seconded. All ayes; motion carried. (Full ordinance on file.)

**Shoreland authority:** It was determined that Anoka County could not amend the terms of the Shoreland Ordinance Joint Powers Agreement with the revisions requested by the Township. More discussions will be held to determine if Anoka County can rewrite their shoreland ordinance to fit with the Township's ordinances.

**Use of Township property:** The zoning administrator informed the Board of a 27' wide strip of land on Martin Lake that an adjacent property owner has put his paved driveway, and built a retaining wall and a storage building. He questioned whether the Board would like to take action to have the structures removed from this township property and other similar properties. The zoning administrator was directed to find out how several of the properties were originally deeded to the Township and report back to the Board.

**22737 Amazon Street:** The zoning administrator reported that he had received a reply from a resident at 22737 Amazon Street who had previously received an enforcement letter regarding his septic tank. The resident responded that his septic tank was in compliance, but there was no documentation from a licensed septic inspector. The zoning administrator will send the resident's letter to the attorney because it contained a possible threat of litigation.

**Remove R&B member:** Supervisor Kramer moved to remove Craig Bachman from the Road & Bridge committee due to lack of attendance; Supervisor Peterson seconded. All ayes; motion carried.

**Appoint R&B member:** A letter of interest was received from Mike Gabrick for joining the Road & Bridge committee. Supervisor Searing moved to appoint Mike Gabrick to the Road & Bridge committee; Supervisor Kramer seconded. All ayes; motion carried.

**Street project bids:** According to Supervisor Kramer, the road project bids for blacktopping 233<sup>rd</sup> Avenue came in higher than expected. Some options to lower the cost were to use blacktop instead of concrete for the curbs, eliminate a catch basin and muck out the two areas in a different manner than was in the specifications. The road would not be guaranteed if the mucking was not done to the engineer's specifications. In trying to figure out how this project could fit into the budget, it was questioned whether funds that were budgeted for capital projects could be used for road improvements. The attorney was contacted to confirm that the scope of the job could be changed once bids were in. The board could make adjustments with the company that is awarded the construction contract.

**Purchase hot box:** Supervisor Searing moved to approve the purchase of a used hotbox for \$3,800.00; Supervisor Millerbernd seconded. The hot box will be used for transporting bituminous for patching the paved roads. All ayes; motion carried.

**Smart Salt Training:** The township was approached to use the town hall for conducting Smart Salt training. In exchange, township maintenance workers will be able to attend for no charge. The course is offered through the MN Pollution Control Agency. Supervisor Millerbernd moved to allow the use of the town hall and/or senior center for hosting the Smart Salt training; Supervisor Kramer seconded. All ayes; motion passed. No date was chosen pending checking availability on the calendar.

**Fire Department:** Supervisor Peterson moved to approve backpay for firefighter Bobby Knebel for \$711.57; Supervisor Millerbernd seconded. The back pay from May to December 2018 was due to training pay rate being used after Knebel reached firefighter status. All ayes; motion carried.

Supervisor Millerbernd made a motion to move Bobby Knebel's rate of pay from training rate to the current rate of pay, effective January 1, 2019. Supervisor Peterson seconded the motion, which passed unanimously.

The topic of purchasing speed bumps was tabled pending Supervisor Millerbernd talking with people who use the speed bumps and our insurance agent.

**LFFD Fireworks Proposal:** Supervisor Peterson moved to approve \$4,500.00 to J&M Displays for fireworks at Linwood Family Fun Day; Supervisor Kramer seconded. Linwood Fire Association has offered to cover half of the cost. All ayes; motion carried.

**Shared Services Draft Report:** There will be a Shared Services meeting on Wednesday, April 17<sup>th</sup> at the East Bethel fire station. The draft report will be presented to council and board members at that time.

**Pet Clinic update:** Supervisor Peterson reported that pet clinic administered by the Metro Pet Animal Hospital will be from 11 am to 2 pm on Sunday, June 2<sup>nd</sup>. The clerk provided the facility rental agreement to the board. The agreement will be sent to Metro Pet Animal hospital for using the maintenance garage for their event. It was stressed that the volunteers who are issuing dog licenses must document proof of rabies on the license form and that the volunteer needs to inform the residents that they are only allowed two dogs before they must apply for a kennel license. Supervisor Peterson will be in attendance for the pet clinic.

**Ratify SRWMO 2020 budget:** Supervisor Searing moved to approve the 2020 Sunrise River Watershed Management Organization (SRWMO) budget; Supervisor Millerbernd seconded. The township portion of the budget will be \$19,735.34. The overall budget of \$50,000.00 is divided by Linwood Township paying 46.4% of the non-operating expenses and the undesignated reserve and 25% of the operating expenses. All ayes; motion carried.

**SRWMO attorney survey:** The SRWMO board questioned whether, in their new 10-year plan, should they budget for attorney services, and if so, to what extent. The Linwood supervisors recommended that the SRWMO only have an attorney on call for when questions arise.

**Senior Center coordinator:** Reluctantly, Supervisor Millerbernd moved to accept Christina Smentek's resignation as the Senior Center coordinator; Supervisor Searing seconded the motion. Supervisors Millerbernd, Searing, Peterson and Halliday voted in favor; Supervisor Kramer voted against. The motion passed 4-1. The job posting ad will be placed on the website and a line on the community reader boards. Until the position has been filled, the office will handle the rentals, volunteers will continue with the planned programs and Supervisor Searing offered to check the phone messages.

**Code book reorganization & legal review services:** This topic was tabled.

**Clerk's Comments:** The clerk informed the board that there may be a special election this year due to the county administrator's resignation. More information to follow.

**Acknowledge 2019 Annual Meeting draft minutes:** Board supervisors received a draft copy of the 2019 Annual Meeting minutes that will be approved at the 2020 Annual Meeting.

**Approval of Minutes:** Supervisor Searing moved and Supervisor Peterson seconded to approve the March 12, 2019 Town Board meeting minutes as presented. Supervisors Searing, Kramer, Halliday and Peterson voted aye; Supervisor Millerbernd voted nay. Upon further discussion, Supervisor Searing moved to amend the March 12, 2019 minutes to show that there was only discussion regarding having the portable toilet placed at the north entrance to the School Forest, but that would not be beneficial to the users of the park. Supervisor Peterson seconded the motion which then carried unanimously.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$11,111.39; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34417 thru #34444. All ayes; motion carried.

Supervisor Searing moved and Supervisor Peterson seconded the motion, to pay Regular Payroll for 3/22/19 in the amount of \$14,507.32. The payroll included Direct Deposits #17596 to #17608 and EFTs #17609 to #17611. All ayes; motion passed.

Supervisor Kramer stated that because of the way the road easement is titled for 233<sup>rd</sup> Avenue, a public hearing must be held for the residents along that road. Hakanson Anderson will send out the notices and hold the public hearing to inform the residents and answer any questions regarding the proposed street maintenance project on 233<sup>rd</sup> Avenue.

Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; motion carried. The meeting adjourned at 8:08 p.m.

Approved on April 9, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

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### Town Board Meeting Minutes

April 9, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing and Tim Peterson; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: none

Others Present: Engineer Craig Jochum, Tom Sausen, Hank Senger, Tom Searing, Chief Darryl Ballman, Tony DeChaine

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 9, 2019 and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda as presented; seconded by Supervisor Peterson. All ayes; motion passed.

**Treasurer's Report:** Treasurer Andrea Nekowitsch presented the quarterly budget report as of March 31, 2019. Receipts total \$125,076.36; Disbursements total \$424,616.52; Budget balance \$1,594,433.48. The first quarter finances are right on track with the budget.

**Fire Department:** Fire Chief Ballman reported 12 medical and 4 other incidents in the month of March, 2019. Of the other incidents, one mutual aid request came from East Bethel and one from Isanti. Burning permits are now required.

Supervisor Peterson moved to send five firefighters to Emergency Vehicle Operations Course (EVOC) in St. Cloud for approximately \$1,300.00; Supervisor Millerbernd seconded. All ayes; motion carried. The board requested that a synopsis of trainings attended be given to the board.

**Road & Bridge: 233<sup>rd</sup> Avenue Paving Project:** Engineer Craig Jochum was requested to review revisions to some of the bid items for the 2019 Street Maintenance Project. The items included eliminating the catch basin and storm sewer, culvert replacement on the east side of the project, eliminating the concrete curb and gutter and replacing it with bituminous berm, and eliminating the road striping. The listed items would reduce the cost of the project. Craig explained that the township's policy has been to replace the metal culverts with concrete culverts. If this were eliminated from the project, the culvert will need to be replaced or lined in

a few years. The catch basin could be redesigned to redirect the water flow, but it would need to be monitored. Some board members expressed their concern about projects that have not been done per engineer's specifications. The low bid for the project was Knife River at \$540,393.51. The bid plus the estimated engineering costs would put the total project at approximately \$622,393. The 2019 paved streets budget plus additional engineering line items totaled \$390,467. Board members voiced their concerns regarding using capital funds for street improvements and leaving township reserves at about 35%. Supervisor Peterson moved to pave the road from County Road 85 to Orion Street. The motion died for lack of a second. The board chose to table the discussion until after the public hearing.

**LED lighting:** Supervisor Kramer presented proposals to replace the fluorescent light bulbs with LED bulbs in the senior center and maintenance garage. The proposals from Lighting of Minnesota offered rebates such that the net cost would be one half of the original cost. The proposal does not include installation. Supervisor Millerbernd moved to spend up to \$1,790.00 to buy LED bulbs for the senior center; Supervisor Kramer seconded. All ayes; motion passed. Supervisor Millerbernd moved to spend up to \$650.00 for new light bulbs for the maintenance garage; Supervisor Kramer seconded. All ayes; motion carried.

**Senior activity:** Supervisor Millerbernd moved to allow up to \$2,100.00 for Chanhassen Dinner Tickets; Supervisor Kramer seconded. The dinner show is a senior activity arranged by the senior coordinator. The tickets price will be reimbursed to the township by those who attend the event. All ayes; motion carried.

**Meeting recessed:** The Town Board recessed the regular meeting at 7:01 pm to conduct a public hearing and resumed at 7:27 pm.

**233<sup>rd</sup> Avenue Paving Project:** The Town Board continued their debate regarding the feasibility and budgetary ramifications of doing the road project in 2019 or bidding out this project in conjunction with another road in 2020. The discussion culminated with Supervisor Searing making a motion to reject all bids for the 2019 Street Maintenance Project; Supervisor Millerbernd seconded. Supervisors Searing, Millerbernd and Halliday voted in favor; Supervisors Kramer and Peterson voted against the motion. The motion carried 3-2. When the 233<sup>rd</sup> Avenue paving project is re-bid, Supervisor Kramer advised the engineer that the specifications should include bituminous curbs instead of concrete curbs.

**Senior Traveler:** Supervisor Kramer relayed to the Board that since the Senior Traveler bus was purchased with grant money, it can only be used for senior citizens over 62 or low-income riders. The Board questioned whether the bus gets enough use to warrant keeping it. Supervisor Kramer will contact Anoka County regarding the possibility of turning it back to the County.

**Swing-away mailbox posts:** Supervisor Kramer recounted the issues that occurred with mailbox posts during the snowplowing season and offered a possible solution to address the incidents and benefit the residents. Supervisor Millerbernd moved to spend up to \$2,500.00 for the purchase of 50 swing-away mailbox posts and angle iron; Supervisor Searing seconded. All ayes; motion carried.

Supervisor Searing moved to make it a policy that all new homes must install a swing-away mailbox post; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Searing moved to offer Linwood residents the swing-away mailbox posts uninstalled for \$65.00 and installed for \$150.00; Supervisor Millerbernd seconded. The installed post price would include the post, mailbox bracket, two-sided house address number, a Linwood paper box and the labor for township maintenance workers to locate and install the post. The price doesn't include a mailbox. All ayes; motion carried.

**Recycling:** Supervisor Millerbernd moved to hire a temporary part-time recycling worker for \$17.00 per hour, pending the results of a background check; Supervisor Kramer seconded. The name of the potential new hire was not stated. All ayes; motion passed.

**Parks:** Supervisor Halliday reported that the March 25<sup>th</sup> Parks committee meeting was rescheduled for April 10<sup>th</sup>. It was suggested that PARCs consider installing paved walking trails around some of the township parks. The Martin Lake Shores signs will be replaced with aluminum signs.

**LFFD:** Supervisor Millerbernd reported that the fireworks contract and permit for Linwood Family Fun Day are all signed and the insurance certificate has been received.

**Road Grading Contract:** Supervisor Millerbernd moved to hire Keller Excavating at \$105.00 per hour for road grading; Supervisor Peterson seconded. All ayes; motion passed.

**Resolution 2019-04:** Supervisor Peterson moved to accept Resolution 2019-04 Accepting Donations for 4<sup>th</sup> Quarter 2018 and 1<sup>st</sup> Quarter 2019; Supervisor Millerbernd seconded. The donations included:

<u>Name of Donor</u>	<u>Donation</u>	<u>Terms or Conditions</u>
Township Resident	\$6.00	Senior Center Coffee
Multiple Cash Donations	\$154.00	Halloween Party
Kiwi Snowmobile Club	\$100.00	General
Lucy Pfaffendorf	\$20.00	Easter Egg Hunt
Candy Johnson	\$20.00	Easter Egg Hunt

Full resolution is on file. All ayes; motion carried.

**Anoka Conservation District Comp Plan:** The Board decided to review and comment on the Anoka Conservation District Comp Plan Update at the second meeting in May.

**2020-2022 Urban County Requalification:** Supervisor Kramer moved to opt in to continue having Anoka County administer the HUD grant programs; Supervisor Millerbernd seconded. The current Cooperation Agreement with Anoka County will automatically renew for another three-year period. All ayes; motion carried.

**Town Law Review:** Supervisor Searing moved to have Ed Kramer, Mike Halliday, Mike Jungbauer and Sandy Lathrop attend the Town Law Review in Otsego on April 18<sup>th</sup>; Supervisor Millerbernd seconded. Supervisors Searing, Halliday, Millerbernd and Peterson voted aye; Supervisor Kramer voted nay. The motion carried 4-1.

**Clerk's Comments:** The clerk stated that she had received the Connexus Energy Board ballot. Supervisor Millerbernd moved to have Supervisor Searing complete the ballot on behalf of the township. Supervisor Peterson seconded the motion which carried unanimously. The board was informed that the shoreland ordinance will be updated by Anoka County and the Joint Powers Agreement should be ready to come back to the Linwood board in May. Interviews for the senior coordinator's position will be conducted by Supervisors Halliday and Kramer and Andrea.

**Approval of Minutes:** Supervisor Kramer moved and Supervisor Peterson seconded to approve the March 26, 2019 Town Board meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$13,996.98; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34445 thru #34479. All ayes; motion carried.

Supervisor Peterson moved and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 4/5/19 in the amount of \$15,987.62. The payroll included Direct Deposits #17620 to #17632 and EFTs #17633 to #17635. All ayes; motion passed.

Supervisor Peterson moved and Supervisor Millerbernd seconded the motion, to pay Fire Department retro pay for Robert Knebel in the amount of \$765.95. The payroll included Direct Deposit #17618 and EFT #17619. All ayes; motion passed.

Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting adjourned at 8:42 p.m.

Approved on April 23, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Public Hearing Minutes

April 9, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing and Tim Peterson; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: none

Others Present: Engineer Craig Jochum, Tom Sausen, Hank Senger, Tom Searing, Chief Darryl Ballman, Tony DeChaine, Russ and Judy Brisson, Jeremy Hoff, Terry Boughton, Jody Bymark Boughton, Brian Peterson, Stephanie Miller, Daryl Norgard

**Call to Order:** Chairman Halliday called the public hearing to order at 7:01 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 9, 2019. The purpose of the public hearing was to give residents in the vicinity of the proposed street maintenance project the opportunity to be heard regarding the cutting and removal of the trees and brush adjacent to 233<sup>rd</sup> Avenue from Fontana Street to Typo Creek Drive NE.

Engineer Craig Jochum explained that there was only a prescriptive easement along 233<sup>rd</sup> Avenue NE and asked if there were any public present to discuss the tree removal.

Jeremy Hoff, 5840 233<sup>rd</sup> Avenue, and Brian Peterson and Stephanie Miller, 23239 Fontana Street, expressed their concern about large trees being removed. The engineer explained that the trees in question would not be removed as part of this road project, only brush along their road right of way.

Craig Jochum explained the reconstruction project with ditching and curbing would have the same look as recent road projects on Fontana Street from 233<sup>rd</sup> to Sunset Road. When asked for public input, residents comments included adding a three-way stop sign at the intersection of Fontana Street and 233<sup>rd</sup> Avenue, and if the speeds would increase on 233<sup>rd</sup> Avenue with the surface being paved.

Supervisor Halliday explained the cuts to the project in an effort to reduce the overall costs and the town board's budget concerns since the bids came in much higher than what had been budgeted for. When the residents present were asked for their recommendation whether the project should be done this year, the consensus was that they would rather wait until next year and have the project done right. The residents in attendance were happy with the current condition of the road. There will be a concise effort to increase the frequency of grading, when necessary, along 233<sup>rd</sup> Avenue this year.

In anticipation of the paving project being complete in 2020, the board asked that trees slated to be removed in the project be marked this year so residents are aware.

Supervisor Millerbernd moved to close the public hearing; Supervisor Searing seconded. All voted in favor; motion carried. The public hearing closed at 7:27 p.m.

Approved on April 23, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### **Shared Services Study Meeting**

**April 17, 2019**

**7:00 pm**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd; Clerk Pam Olson

Board Members Absent: Ed Kramer, Carol Searing and Tim Peterson; Treasurer Andrea Nekowitsch

Call to Order – A quorum of Town Board Supervisors were not present. The meeting was not called to order for the Linwood Town Board.

The purpose of the meeting was to hear the presentation of the Shared Services Grant report.

Approved on May 14, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Local Board of Appeals Minutes

April 23, 2019

Board Members Present: Supervisors Mike Halliday, Ed Kramer, Carol Searing; Clerk Pam Olson

Board Members Absent: Supervisors Tim Peterson and Bob Millerbernd

Others Present: Tom Sausen, Melodie Paulson, Tom Hellmer, Linda Hurtley

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Local Board of Appeals and Equalization meeting to order at 5:30 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 23, 2019 and the clerk performed the roll call. Supervisor Halliday explained that the purpose of the meeting was for property owners to present their appeals for the current year valuation or classification, and outlined the ground rules for the meeting.

Anoka County Assessor representatives were present to a brief overview of the property tax process and a recap of the current assessment.

Tom Hellmer (PID 31.34.22.34.0007) owns vacant land adjacent to 5225 229<sup>th</sup> Avenue NE. The value has decreased from the prior year value, but Mr. Hellmer questioned the assessed value of \$87,000 for property that he claims is unbuildable because it's too wet. The assessor asked Zoning Administrator Mike Jungbauer for his opinion on whether the property is buildable. Jungbauer stated that in his estimation, the property is buildable. It is the owner's obligation to prove that the lot is not buildable. Mr. Hellmer was encouraged to contact the Anoka County Conservation District to discuss filling wetlands to access the property.

Supervisor Peterson arrived at 5:53pm.

Melodie Peterson (PID 10-33-22-31-0012) at 21535 Volga Street NE, stated that her tax valuation increased 145% with no improvements to the property. Ms. Peterson denied the assessor's request to enter the home for assessment purposes. Per MN Statute, if an interior inspection is denied, no adjustment can be made to the value.

Supervisor Kramer moved to adjourn; Supervisor Searing seconded. All voted in favor; motion carried. The meeting adjourned at 6:15 p.m.

Approved on May 14, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

April 23, 2019

Board Members Present: Supervisors Mike Halliday, Ed Kramer, Carol Searing and Tim Peterson; Clerk Pam Olson

Board Members Absent: Supervisor Bob Millerbernd; Treasurer Andrea Nekowitsch

Others Present: Planning and Zoning Administrator Mike Jungbauer, Tom Searing, Jim Lindenberg, Hank Senger, Joe Gallmeier, Judy Hanna, Mike Miller, Tony DeChaine, Chief Darryl Ballman

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:16 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 23, 2019 and the clerk performed the roll call. Two additions were made to the agenda for recycling and 233<sup>rd</sup> Avenue. Supervisor Kramer moved to approve the agenda as amended; seconded by Supervisor Searing. All ayes; motion passed.

**Ordinance #178 Solar Energy Systems:** Supervisor Kramer moved to adopt Ordinance #178; Supervisor Searing seconded. Ordinance #178 amends Chapter 8, Part 7 of the Town Code Sixth Revision allowing solar energy systems as permitted accessory uses and interim permitted uses. The motion carried 4-0.

**Linwood Comp Plan Review:** The public hearing for Linwood's Comprehensive Plan update will be held on May 21<sup>st</sup>. Board members were encouraged to review the document and be ready to discuss it at the next board meeting. The public hearing will be posted for the supervisors to attend. The zoning administrator will confirm that Anoka County received a copy of our plan to review and comment.

**Parks:** The annual park tour was rescheduled for 5 pm on April 29<sup>th</sup>. A maintenance worker will go on the tour with the parks committee.

**Senior Coordinator hiring:** Supervisor Halliday reported that of the six applicants for the Senior Coordinator's position, two candidates were interviewed by Supervisors Halliday and Kramer. The recommended candidate has experience with seniors and veterans, and a background in the health and mental health fields. Supervisor Searing moved to offer Heidi Lehrke the position of Senior Coordinator; Supervisor Kramer seconded. All ayes; motion carried 4-0.

Supervisor Searing moved to set the starting pay at \$17.00 per hour for up to 25 hours per week; Supervisor Peterson seconded. The motion passed 4-0.

**Senior Coordinator job description:** Supervisor Searing moved to approve the amended Senior Center Coordinator job description; Supervisor Kramer seconded. The primary changes involved referring to the senior center as the senior/community center and removing the supervision of janitor/cleaner employees from the position summary. All ayes; motion carried 4-0.

**Recycle hire:** Due to issues reported on the background check, by consensus, the board chose to rescind the offer of employment to Mike Barton for the recycling position. Supervisor Searing moved to advertise for a part-time person at \$17.00 per hour, for 25-30 hours per week; Supervisor Peterson seconded. This person would work in the recycling center and do janitorial work in the town hall and senior center. The job posting will run for two weeks, maybe longer depending on the responses received. All ayes; motion passed 4-0.

**MAT District Rep:** MN Association of Township's District 7 representative, Mike Miller, was present to remind the supervisors to contact their state representatives about timely issues.

**Paving 245<sup>th</sup> Avenue:** In his role as Oxford Township chairman, Mike Miller would like to plan for paving 245<sup>th</sup> Avenue, which is a town line road. The cost of paving the one-half mile section would be cost shared with Linwood and Oxford townships. This project will be slated for the year 2021. Oxford Township plans to pave the north end of Typo Creek Drive in 2020.

**Fire Services in Oxford Township:** Because of the logistics, Mike Miller would like Linwood Township to consider providing fire services for certain sections of Oxford Township. More discussions will be forthcoming.

**Request for paving Ryan Lake Drive:** The board acknowledged a written request from Sean Merritt for paving Ryan Lake Drive. Resident Joe Gallmeier questioned if he were to develop his property on Ryan Lake Drive, could he pay for just the portion of the road adjacent to his property. The township has consistently enforced that development is only allowed on improved roads and paving intermittent sections would not be permitted. Supervisor Kramer explained the benefits of having the engineer draw the plans for paving Ryan Lake Drive and possibly include the plans when the bids are let for paving 233<sup>rd</sup> Avenue next year. There were some reservations about combining the project for bidding, but Supervisor Searing moved to allow the engineer to draw the plans for Ryan Lake Drive paving project; Supervisor Kramer seconded. Supervisors Searing, Kramer and Halliday voted in favor; Supervisor Peterson voted against. The motion passed 3-1.

**Class 5 gravel:** Supervisor Kramer moved to spend up to \$15,000.00 on class 5 gravel; Supervisor Searing seconded. There are many roads in the township that would benefit from having gravel added to the surface. Bjorklund Companies rate is \$14/ton. All ayes; motion carried 4-0.

**233<sup>rd</sup> Avenue Paving Project:** Supervisor Peterson suggested paying for the 233<sup>rd</sup> Avenue paving project with capital funds, but it was explained that the reason for not doing the project was for lack of funds.

**Media Position:** Supervisor Searing moved to accept the resignation of Kelly Kramer as the media specialist; Supervisor Kramer seconded. Kelly's last day of employment will be April 29<sup>th</sup>. All ayes; motion carried 4-0.

HR met with an applicant who is qualified to take the media position. Supervisor Peterson moved to offer Natalie Z. the job to do the website and newsletter, up to 30 hours per month, at \$18.00 per hour; Supervisor Kramer seconded. All ayes; motion passed 4-0.

**Recycling SWAAT meeting:** The Anoka County Solid Waste Abatement Advisory Team (SWAAT) would like to use the board room for their June 26<sup>th</sup> meeting and tour the recycling facilities. Supervisor Searing moved to allow the use of the town hall for the SWAAT recycling meeting; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**CD renewals:** Supervisor Searing moved to renew CD 19411 for a term of one year at 2% interest; Supervisor Kramer seconded. All ayes; motion carried 4-0.

Supervisor Searing moved to renew CD 52746 for a term of 15 months at 2% interest; Supervisor Kramer seconded. All ayes; motion carried 4-0.

**Clerk's Comments:** Clerk Pam Olson gave a brief update on elections and the possible timing.

**Approval of minutes:** Supervisor Peterson moved and Supervisor Kramer seconded to approve the April 9, 2019 Town Board meeting minutes as presented. All ayes; motion carried 4-0.

Supervisor Peterson moved and Supervisor Searing seconded to approve the April 9, 2019 Public Hearing meeting minutes as presented. All ayes; motion carried 4-0.

Approval of the Shared Services Study meeting minutes was tabled until both supervisors who attended said meeting are present. Supervisor Halliday gave a brief overview of the information from the Shared Services Study meeting with Nyle Zigmund regarding daytime duty crews and costs to the township. Chief Ballman commented that it would be a big expense to the township, but in the future, Linwood will need firefighters available during the day.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list for 4/10-4/23/19 in the amount of \$10,300.82; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34480 thru #34501. All ayes; motion carried 4-0.

Supervisor Searing moved and Supervisor Peterson seconded the motion, to pay Regular Payroll for 4/19/19 in the amount of \$13,871.71. The payroll included Direct Deposits #17639 to #17647 and EFTs #17648 to #17650. All ayes; motion passed 4-0.

Supervisor Peterson moved and Supervisor Searing seconded the motion, to pay 1<sup>st</sup> quarter 2019 Fire Department payroll in the amount of \$30,270.59. The payroll included Direct Deposits #17683 through 17711 and EFTs #17712 to 17713. All ayes; motion passed 4-0.

Fire Chief Darryl Ballman noted that the burning restrictions only allow recreational fires and no burning permits will be issued until further notice.

Supervisor Kramer moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting adjourned at 7:25 p.m.

Approved on May 14, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

May 14, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer and Carol Searing; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Sausen, Darryl Ballman, Mike Zacher, Tom Searing, Mike Christian, Craig Rylander, Mike Raml, Tony DeChaine, Judy Hanna

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, May 14, 2019 and the clerk performed the roll call. Additions to the agenda included carp barriers and senior center. Supervisor Millerbernd moved to approve the agenda as amended; seconded by Supervisor Kramer. All ayes; motion passed.

**Fire Department:** Fire Chief Ballman reported 12 medical and 11 fire/other incidents in the month of April, 2019.

Chief Ballman explained that his original vision of the Shared Services concept was that local firefighters would be assigned to serve as daytime duty crew members, but that the study is based on hiring two to four firefighters based out of East Bethel and Ham Lake. Discussion questioned whether Linwood Township's benefit would be worth the cost of the shared services since Linwood currently has daytime responders and mutual aid agreements with surrounding departments. After much discussion, Supervisor Searing moved to notify Nyle Zigmund that Linwood Township will not be part of the Shared Services program; Supervisor Kramer seconded. All ayes; motion carried 4-0.

Appreciation was expressed for firefighter Derek Baker who is resigning his position to take a full-time position with St. Paul Fire Department. Supervisor Millerbernd moved to accept Derek Baker's resignation from the Linwood Fire Department, effective May 1, 2019; Supervisor Searing seconded. The motion passed 4-0.

Captain Mike Christian reported that 6,350 feet of fire hoses were tested under pressure, labeled and entered into tracking. 250' of hose did not pass inspection. All ladders were tested and one 14' ladder will need to be replaced due to stress cracks. Supervisor Millerbernd moved

to approve payment of \$2,002.00 to FireCatt for fire hose and ladder testing; Supervisor Searing seconded. All ayes; motion carried 4-0.

Supervisor Millerbernd moved to spend up to \$1,500.00 to purchase a new 14' roof ladder for the fire department; Supervisor Kramer seconded. All ayes; motion passed 4-0. The damaged ladder will be brought to the recycling center.

Chief Ballman will notify the fire wardens that the spring burning restrictions will be lifted on Wednesday, May 15<sup>th</sup> and burning permits may be issued for 6:00 pm to 8:00 am burning.

The rescue boat that is out of commission will be destroyed, the motor will be kept as a kicker motor for the new rescue boat when it is purchased, and the trailer may be sold to the public. Selling the trailer was tabled until the next meeting pending determining the fair market value for a sale price.

Some 800 mHz communication radios were purchased last year, but of the approximately 40 remaining radios, two-thirds of them are not serviceable. The fire department submitted an application for a DNR matching grant to replace more radios. Supervisor Millerbernd moved to approve up to \$6,000.00 for the Rural Fire Department Volunteer Fire Association (VFA) matching grant project; Supervisor Searing seconded. All ayes; motion passed 4-0.

The previously approved light bulb replacement rebates are no longer available. The fire department is seeking a quote from Ullery Electric for replacing lights and fixtures at the fire station, senior center and maintenance garage.

Supervisor Searing moved to approve \$780.00 to send three additional firefighters to Emergency Vehicle Operations Course (EVOC) in St. Cloud; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Supervisor Millerbernd moved to spend \$11,400.00 to refurbish Tanker2 with red paint, decals and striping; Supervisor Searing seconded. This would complete the plan put in place by previous board members to have the entire fleet of fire trucks be red. Supervisors Millerbernd and Searing voted aye; Supervisors Halliday and Kramer voted nay. The vote was tied. This topic was tabled until the next meeting when the fire department will provide the Board with additional bids for the project.

Lieutenant Mike Zacher received quotes for the roof replacement at the fire station, but they were not consistent on what they were providing. The Board asked that the quotes each used the same specifications so the Board can compare the quotes more accurately. The quotes will be sent to the clerk and Supervisor Halliday will have a company compare them and make a recommendation for Board consideration.

A quote from Midwest Electric for a generator was provided. The clerk will email the quote to the supervisors for discussion at the next meeting.

The River Riders graciously donated 18 stuffed teddy bears to the fire department for them to distribute to children in emergency situations.

**Road & Bridge:** Supervisor Kramer informed the Board that while the lead maintenance worker is on a leave of absence, maintenance assistance may be needed. Supervisor Searing moved to hire Mike Olson part-time to fill in for Jason until he returns; Supervisor Millerbernd seconded.

Olson will be paid the same rate that he gets when plowing snow for the township. All ayes; motion passed 4-0.

**Parks:** The Park and Recreation committee performed their annual park tour and found the parks in good condition, thanks to the efforts of maintenance worker, Tony DeChaine. The committee will get pricing for replacing park signs, adding trash/recycling bins, and seal coating the basketball court at Alquist Park was discussed. Residents are encouraged to vote daily for the Broadbent Park basketball court resurfacing contest that is going on.

A pickle ball league for seniors is being started. The senior coordinator will be asked to get the information to the website. Reserved signs will be placed at the courts to hold the courts on Wednesday nights from 5:30 – 7:30 pm.

**Carp Barriers:** Supervisor Millerbernd reported that Jamie Schurbon, Anoka Conservation District, was impressed with the condition of the carp barriers. Appreciation was expressed to maintenance worker DeChaine for his hard work in maintaining the carp barriers.

**LFFD:** The Board was asked to approve two agreements for Linwood Family Fun Day activity providers. Supervisor Millerbernd moved to hire Karl Achilles, magician, for \$500.00 for two shows; and Tommy's Zoo, petting zoo and pony rides, for \$1,600.00 from 10 am to 4 pm.

The Linwood Family Fun Day committee determined that the wrist band price will be \$5.00 and will be used for all activities at the event.

**School Forest:** Supervisor Millerbernd shared information provided by Jennifer Braidon regarding one of her students at the Anoka-Ramsey Community College. Linwood resident Paige Hanson won first place in the college's 4<sup>th</sup> Annual Student OSCARS (Outstanding Scholarship, Creative Activities and Research Symposium) for her research poster, "Effects of Bait on Animal Attraction Using Camera Traps in Linwood Elementary School Forest". There were 60 projects submitted by 104 students, representing eleven different departments.

**Cemetery:** Supervisor Searing moved to approve spending \$5,500.00 for CemSites software; Supervisor Kramer seconded. The software will be used to maintain cemetery records and map the burials and reserved sites in the Linwood Cemetery. The annual license will be \$1,200.00. All ayes; motion passed 4-0.

Ken Broadbent resigned as the gravedigger effective May 31<sup>st</sup>, 2019. A quote from D&K for 2019 burial rates was submitted. Supervisor Millerbernd moved to designate D&K Outdoor Services to provide burial services in the Linwood Cemetery; Supervisor Searing seconded. All ayes; motion carried 4-0.

Cemetery Craig Rylander requested that fence repairs at the cemetery be considered. The maintenance department will get prices for replacing damaged fence top rails and sections of the fence, as well as the north entrance gate. The original gate may be eliminated.

**Senior Center:** Supervisor Kramer reported that the new senior coordinator has started and is working out well.

**Linwood Comp Plan Review:** Board members will submit their comments for the Linwood Comprehensive Plan to Zoning Administrator Mike Jungbauer prior to the public hearing on Tuesday, May 21<sup>st</sup>. Supervisors are encouraged to attend the comp plan public hearing.

**Anoka County Comp Plan:** Supervisor Millerbernd moved to respond to the Anoka County Comprehensive Plan Update that Linwood Township has no comments; Supervisor Kramer seconded. All ayes; motion passed 4-0.

**JPA with Anoka County:** Supervisor Kramer moved to accept the shoreland Joint Powers Agreement with Anoka County; Supervisor Millerbernd seconded. Anoka County amended their Shoreland Ordinance with suggestions from Linwood Township. The Joint Powers Agreement gives Linwood Township the authority to regulate shoreland properties per the new Anoka County Shoreland Ordinance. The motion passed unanimously; 4-0.

The signed agreement will be returned to Anoka County with a request for the county to move forward with their assistance in writing Linwood Township's Shoreland Ordinance.

**Ty Stromquist:** Resident Ty Stromquist was not in attendance. Supervisor Searing will advise the zoning administrator to proceed with enforcement proceedings.

**Hire recycling/janitorial position:** Supervisor Kramer reported that of the four applicants for the recycling/janitorial position, two candidates were interviewed. Supervisor Kramer moved to offer Paul Deuth the recycling/janitorial position at \$17.00 per hour, contingent on the results of a background check; Supervisor Millerbernd seconded. The position is for 25-30 hours per week with possibly more hours at first to get the recycling center organized. All ayes; motion passed 4-0.

**Recycling/janitorial job description:** Supervisor Millerbernd moved to approve the Recycling/Janitorial job description; Supervisor Searing seconded. The focus of the position will be on recycling duties and janitorial being secondary. All ayes; motion carried 4-0.

**Codification services:** Supervisor Halliday defined some of the difficulties that are associated with the current Town Code Book and the time that has been spent in trying to fix them. The clerk solicited proposals from two codification companies. The clerk will arrange for each of the companies to give a presentation to the Town Board. Board members and staff should prepare a list of questions regarding codification so they can discuss them with the presenters.

**SRWMO plan:** The Board will comment on the Sunrise River Water Management Organization's 4<sup>th</sup> Generation Plan at the May 28<sup>th</sup> Town Board meeting.

**Firefighter accident & life insurance:** Supervisor Kramer moved to renew the Volunteer Firefighters Accidental Death and Disability policy; Supervisor Millerbernd seconded. This policy is through Hartford Insurance. All ayes; motion carried 4-0.

**Local Gov't Officials Meeting:** The next Local Government Officials meeting will be on May 29<sup>th</sup>. Supervisors Kramer and Halliday, and the clerk expressed an interest in attending the meeting.

**Township Legal Seminar:** A township legal seminar is being offered by the Couri & Ruppe Law Office on various dates. Supervisor Kramer will register to attend one of them.

**Clerk's Comments:** The clerk updated the board on elections, Local Board of Appeal training, field work for the financial audit, and the recent staff AED/CPR training. The clerk has not received a response for repeated requests for a price list and the signed rental agreement and payment for the pet clinic. The clerk was instructed to make one more attempt to reach Metro

Pet Animal Hospital. The pet clinic scheduled for June 2<sup>nd</sup> may need to be cancelled if there is no response.

**Approval of Minutes:** Supervisor Millerbernd moved and Supervisor Halliday seconded to approve the Shared Services Study meeting minutes of April 17, 2019 as presented. Supervisors Millerbernd and Halliday voted aye; Supervisors Kramer and Searing abstained. The motion passed with a unanimous vote by the two supervisors who attended the Shared Services Study meeting and two abstentions from supervisors who were not in attendance at said meeting.

Supervisor Searing moved and Supervisor Kramer seconded to approve the Local Board of Appeal and Equalization minutes of April 23, 2019. Supervisors Halliday, Searing and Kramer voted aye; Supervisor Millerbernd abstained. The motion carried 3-0 and one abstention.

Supervisor Searing moved and Supervisor Kramer seconded to approve the April 23, 2019 Town Board meeting minutes as presented. Supervisors Seraing, Kramer and Halliday voted aye; Supervisor Millerbernd abstained. The motion carried 3-0 and one abstention.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$96,581.70; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34502 thru #34538. All ayes; motion carried 4-0.

Supervisor Searing moved and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 5/3/19 in the amount of \$12,710.41. The payroll included Direct Deposits #17714 to #17723 and EFTs #17724 to #17726. All ayes; motion passed 4-0.

Supervisor Millerbernd moved to adjourn; Supervisor Searing seconded. All voted in favor; motion carried 4-0. The meeting adjourned at 8:40 p.m.

Approved on May 28, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

May 28, 2019

Board Members Present: Supervisors Bob Millerbernd, Ed Kramer, Carol Searing, Tim Peterson and Mike Halliday; Clerk Pam Olson

Board Members Absent: None

Others Present: Planning and Zoning Administrator Mike Jungbauer, Tom Sausen, James Bonneville, Tom Searing, Leon Ohman, Jim Windingstad, Hank Senger, Chief Darryl Ballman, Tony DeChaine, Ty Stromquist, name indecipherable.

**Call to Order and Approval of the Agenda:** Chairman Millerbernd called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, May 28, 2019 and the clerk performed the roll call. One addition was made to the agenda to add the Pet Clinic. Supervisor Peterson moved to approve the agenda as amended; seconded by Supervisor Kramer. All ayes; motion passed. Supervisor Halliday arrived at 6:06 p.m.

**Municode presentation:** James Bonneville, Municode sales representative, presented options for maintaining the town code book using Municode services. Board members and staff were able to have their questions answered regarding processes and services available. Mr. Bonneville will submit republication rates for the initial codification of the code book.

**Building Inspector agreement:** Leon Ohman, Building Official for the City of Columbus, was asked to attend the meeting. Leon will be hired to do the plan review and building inspections for the construction of Linwood's building official's house. Leon proposed payment for services to be 80% of the plan check fee plus 60% of the permit fee. A written agreement will be written using those terms.

**Ty Stromquist:** Ty Stromquist had asked to be on the agenda, but was not present at the time the topic came up on the agenda. Zoning Administrator Mike Jungbauer has not issued Mr. Stromquist another fine because progress is being made on cleaning up his property. The Board requested that Mr. Stromquist submit a plan with timeframe for cleaning up the property. This will give a standard to measure progress being made. The zoning administrator stated that he has sent letters requesting attention to cleaning their property to three property owners on the

same street that Mr. Stromquist lives. At 7:30 p.m., Mr. Stromquist was recognized by the Board so he could address the notices of parking and easement violations that he has received from the zoning administrator. When the description of a road right-of-way (ROW) was defined to Mr. Stromquist, he admitted that he has a drivable van, a riding mower and logs in the ROW and that should only take about two days to move. Mr. Stromquist thought he could have the items moved by Monday, June 3<sup>rd</sup> when the zoning administrator will do the follow-up inspection. The Board would like to have Inspector Ohman check the property and report to the Town Board at the June 11<sup>th</sup> meeting.

**Linwood Comp Plan review:** The zoning administrator will incorporate the suggested changes from the public hearing, the planning and zoning meeting and from Anoka County into the draft version of the Linwood Township Comprehensive Plan by Friday, May 31<sup>st</sup>. Staff was directed to block out time for the zoning administrator to work on the Comp Plan. The Board recommended checking with Inspector Ohman to see if he was available to help with inspections for the next three weeks. Supervisor Halliday may approve additional hours for the zoning administrator, if needed.

**P&Z term renewals:** Supervisor Halliday moved to renew terms for three Planning and Zoning Commission members Laura Kearns, Tom Sausen and Jim Garrison, whose terms were set to expire in June. Supervisor Kramer seconded the motion. The three-year terms run from June 2019 to June 2022. All ayes; motion passed.

**Building permit extension request:** The building permit #B18-128, that was issued to Crown Castle on September 5, 2018 has expired. Crown Castle submitted a request to extend the permit allowing T-Mobile to make modifications to equipment on the cell tower. Supervisor Kramer moved to renew Crown Castle's building permit at a cost of 50% of the original permit fee; Supervisor Searing seconded. All ayes; motion carried.

**Administrative Fine Ordinance:** An ordinance intended to provide the township with an informal, cost-effective and more efficient alternative to criminal prosecution or civil litigation for certain violations of the Linwood Township ordinances was presented for Board discussion. Supervisor Searing was concerned that the ordinance may not address all of the issues related to the purpose of the ordinance. Supervisor Halliday moved to approve Ordinance #178 An Ordinance Providing for Administrative Enforcement of Township Ordinances; Supervisor Kramer seconded. Supervisors Kramer, Halliday, Millerbernd and Peterson vote aye; Supervisor Searing voted nay. The motion carried 4-1. (Full resolution on file.)

**Accessory Building Ordinance amendment:** A clerical error was made in the accessory building Ordinance #169 when it was passed on May 22, 2018. The zoning administrator submitted the following changes to 807.03 Subd. 3 Accessory Uses, Buildings and Structures:

Paragraph 6. Item (a) in R-1 zoning: Change "one or more accessory buildings or structures, as allowed by ordinance" to read "one accessory building or structure".

Paragraph 7. Item (a) in R-A zoning: Change "one or more accessory buildings or structures, as allowed by ordinance" to read "one accessory building or structure".

Item (b): Change “two or more accessory buildings or structures, as allowed by ordinance” to read “up to three accessory buildings or structures”.

Item (c): Change “4.0 to 5.99 acres” to read “4.0 acres and larger”.

Add new Item (d) The maximum cumulative square footage may not exceed 3,600 square feet on any parcel in this zoning district.”

Re-letter current Item (d) to become Item (e).

Discussion to allow larger or more buildings on larger lots ensued, but it was determined that this amendment was intended only to correct the clerical error. Supervisor Halliday moved to correct Town Code section 807.03 Accessory Uses, Buildings and Structures as presented; Supervisor Searing seconded. Supervisors Halliday, Searing, Kramer and Millerbernd voted in favor; Supervisor Peterson voted against. The motion passed 4-1.

Supervisor Kramer moved to direct Planning and Zoning to look into building sizes for parcels ten acres or more; Supervisor Peterson seconded. Supervisors Kramer and Peterson voted aye; Supervisors Halliday, Millerbernd and Searing voted nay. The motion failed 2-3.

**Fire boat trailer:** In lieu of providing the Board with a value for selling the fire department boat trailer, Supervisor Kramer reported that he had sold the trailer and the rescue boat for \$500.00. Other board members had intended that the boat was going to the recycling center to be destroyed, along with the 14’ ladder that didn’t pass the annual ladder inspections. There will need to be a release of liability for the boat, since the boat is damaged and not safe to be on the water. Chief Ballman stated that the gas tank needs to be removed, as that will stay with the fire department for the next boat. Ed will remove the Linwood Fire Rescue lettering from the boat before it leaves the property.

**Tanker 2 refurbish:** Topic tabled to next meeting.

**Generator:** Discussion was held regarding the maintenance of a stand-by generator and possible redundancy with other communities. This topic was tabled to allow time to check on maintenance fees.

**Pet Clinic:** Supervisor Peterson reminded the Board that the pet clinic will be on Sunday, June 6<sup>th</sup>. The clerk confirmed that the rental contract, payment and insurance information has been received. Supervisor Peterson will be responsible for setting out the pet clinic signs and picking up the dog license supplies on Friday. Supervisor Peterson will oversee the event.

**SRWMO 4<sup>th</sup> Generation Plan:** Supervisor Searing was concerned about the priorities on page two regarding the water quality. The plan states that Linwood must have a stormwater plan; it should be amended to represent that the township should have a stormwater plan. The plan also states that Linwood must sweep streets every year, but the township sweeps the streets, only as needed. Supervisor Peterson will bring the comments to the SRWMO committee.

**Anoka Conservation District Plan comments:** The Board had no comments regarding the Anoka Conservation District Plan.

**Brush chipping quote:** Supervisor Kramer moved to spend \$2,000.00 with Carr's Tree Service for brush and wood chipping at the recycling center; Supervisor Halliday seconded. All ayes; motion carried.

**Recycling worker:** Supervisor Kramer reported that Paul Deuth, the new recycling employee is working out well. Supervisor Halliday moved to supply the new recycling worker with keys and an access code for the township buildings; Supervisor Kramer seconded. All ayes; motion passed.

Supervisor Halliday moved to allow Tom Nichols to use the fire station meeting room for firearm safety training on Saturday, June 15; Supervisor Peterson seconded. All ayes; motion carried.

**Approval of minutes:** Supervisor Halliday moved and Supervisor Kramer seconded to approve the May 14, 2019 Town Board meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list for 5/15 to 5/28/19 in the amount of \$5,907.42; Supervisor Halliday seconded. The Claims List for Approval included claims #34539 thru #34548. All ayes; motion carried.

Supervisor Peterson moved and Supervisor Halliday seconded the motion, to pay Regular Payroll for 5/17/19 in the amount of \$15,671.27. The payroll included Direct Deposits #17731 to #17742 and EFTs #17743 to #17745. All ayes; motion passed.

Supervisor Halliday moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting adjourned at 8:38 p.m.

Approved on June 11, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

June 11, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, and Carol Searing; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Sausen, Jason Windingstad, Karen Kramer, Don Sivigny, Tom Searing, Hank Senger, Paul Deuth, Darryl Ballman, Tony DeChaine, James Hennick, Bob Blazek, Sue Doll, Rhonda Sivarajah, Heidi Lehrke

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, June 11, 2019 and the clerk performed the roll call. An addition to the agenda to include park comments was followed by Supervisor Peterson moving to approve the agenda as amended; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Recycling Awards:** Anoka County Solid Waste Specialist, Sue Doll and County Administrator Rhonda Sivarajah congratulate the Township for achieving it's recycling goal by collecting 590 tons of materials in 2018. They also proudly awarded Supervisor Kramer as a Recycling Champion. Ms. Doll recanted the many improvements and expansions that have occurred since 2013 when Supervisor Kramer was appointed as the recycling coordinator. Administrator Sivarajah denounced, "Ed Kramer is a Recycling Rock Star. He has truly transformed the recycling program for the benefit of the community."

**Recycling/Janitorial:** Paul Deuth, new recycling/janitorial employee, introduced himself to the Board and explained his plans for the recycling center.

**Fire Department:** Fire Chief Ballman reported 22 medical, 5 fire/other incidents and one mutual aid call in the month of May, 2019.

Chief Ballman reported that he contacted Chief DeCharme to inform him that Linwood Township would not be participating in the Shared Services concept for the daytime duty crews.

Forest Lake Fire Department is carrying insurance on the Mack tender until their new tender is delivered. Forest Lake will provide insurance documentation so the township can get premiums credited back.

The Board was provided with a second quote for refurbishing Tanker 2, as requested by the Town Board. Supervisor Millerbernd moved to spend up to \$11,500.00 for refurbishing Tanker 2; Supervisor Peterson seconded. The cost for paint was \$9,700.00, with decals and striping adding \$1,700.00 to the cost. The motion passed 4-1, with Supervisors Millerbernd, Peterson, Searing and Halliday voting aye; Supervisor Kramer voted nay.

The discussion regarding purchasing a generator for the fire station was tabled pending more vendor information to arrive at the best solution for providing essential services. Acquiring two smaller generators was brought up as well as finding out if there are other generators in the school or church.

**Road & Bridge:** Supervisor Kramer informed the Board that with all the rain, there have been several trees down and sink holes to contend with. An emergency fix was needed on one sink hole that required saw cutting the road surface, digging down to repair the damaged culvert, refilling the area and leveling out the road. The road surface will be replaced once the area has been firmly packed.

**Maintenance/Public Works:** Jason Windingstad, maintenance lead, introduced himself and explained his plans for improving services for roads and parks. Jason suggested that the services being provided would more accurately be described as public works. Supervisor Searing moved to change the maintenance department's name to Public Works; Supervisor Kramer seconded. All ayes; motion passed.

**Senior Center:** Senior Coordinator Heidi Lehrke introduced herself to the Board members and informed them of upcoming senior/community activities. Pickleball has been so popular that the schedule has been changed to Mondays and Thursday nights at 6:00 p.m.

**Parks:** Supervisor Kramer reported that 4-wheelers have been ripping up the parks and throwing household garbage into the park trash containers. Additional security will be added.

**Request for vacation of public land:** James Hannick and Vicki Truax, 22902 East Martin Lake Drive NE, submitted a written request for the Board to consider vacating the platted road easement that abuts their property to the south. Initially, a letter was sent to the property owners asking that their personal property and structures be removed from the public property adjacent to their south property line. According to the documentation dated February 5, 1943, the property was "surveyed and platted as Trail End, Anoka County, Minn. and do hereby donate and dedicate to the public use forever roads, avenue and lane as shown on the annexed plat." Per conversations with the town attorney, it was determined that the lane is held in public trust and hasn't been accepted by the Township as a road. James Hannick was present and informed that he is entitled to leave his property on the public land, but to understand that the public may also park on the land, access the lake, and use the slab on the property. Historically, the Township has not vacated public roads and, through a straw vote, each supervisor expressed that they would not be supportive of vacating public land and setting precedence.

**Shoreland ordinance:** Once the Township determines the specifics of what should get changed in the shoreland ordinance, County Commissioner Sivarajah will contact Jonelle Hubbard and County Attorney Nancy Norman to see what the county can do to assist Linwood with getting a shoreland ordinance finalized for the Township.

Rhonda Sivarajah announced that she has resigned as county commissioner to take the position as the Anoka County administrator. Rhonda expressed that she will continue serving Linwood Township, just wearing a different hat. A round of applause expressed the residents' appreciation and approval of Rhonda's service to the community.

**Building Officials:** Due to the zoning administrator's planned vacation and liability insurance concerns for having contracted inspectors, Supervisor Searing moved to hire Leon Ohman and Don Sivigny as part-time employees; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Searing moved to pay Leon Ohman 60% of the permit fee and 80% of the plan check fee and pay Don Sivigny \$40 per hour and 75% of the plan check fees. Supervisor Millerbernd seconded the motion, which passed unanimously.

Supervisor Halliday left the meeting at 7:16 p.m. Supervisor Millerbernd chaired the remaining meeting.

**American Legal Publishing proposal:** The Board spoke with Ray Bollhauer, American Legal Publishing representative, via a phone conference to learn about codification services and code maintenance options through ALP. After the conference it was determined that Supervisor Searing will meet with Pam, Sandy and Supervisor Peterson to discuss the options with both Municode and American Legal Publishing.

**Correction to ordinance number:** Supervisor Kramer moved to amend Ordinance #178 to read Ordinance #179; Supervisor Peterson seconded. The administrative fine ordinance that was passed at the May 28, 2019 Town Board meeting had a clerical error in the ordinance number that needs to be corrected. All ayes; motion passed 4-0.

**Contracts:** The clerk had questions regarding recent contract that were written for township services. Supervisor Kramer will check with the town attorney and Supervisor Searing will check with other gravediggers regarding the legal liability limits. It was decided that the contract terminology, "to complete the services in a timely fashion as established by the Town" will be left in the contract, but Supervisor Kramer will explain it to the contractor who questioned the language.

**Ty Stromquist:** Inspector Don Sivigny voiced his concerns regarding the Ty Stromquist property at 6832 226<sup>th</sup> Avenue. Don was asked to check the progress of the cleanup of the road right-of-way along the property. Don provided the Board with photos which showed the items that were supposed to be removed by June 3<sup>rd</sup> where still present, plus numerous other vehicles and equipment were additionally in the right-of-way. Discussion ensued with the Board regarding the public safety threat posed by this and other properties on 226<sup>th</sup> Avenue. The Township should be setting the timeline and not the resident. The attorney will be contacted to advise administrative action.

**Cemetery fence:** Employee Tony DeChaine informed the Board who he had contacted to request quotes for cemetery fence repairs. One quote was received from Arrow Fence. Supervisors Peterson & Millerbernd will assess the condition of the fence and report back to the Town Board.

**Turfgrass maintenance class:** Employee Tony DeChaine requested permission to attend a turfgrass maintenance class on June 28. Supervisors Kramer and Searing were not in favor; Supervisors Millerbernd and Peterson were in favor. No action was taken.

**Request to revise SRWMO:** Correspondence from the City of Ham Lake regarding the Sunrise River Watershed Management Organization (SRWMO) Joint Powers Agreement (JPA) and possibly amending how the operating costs are derived was discussed by Board members. Supervisors Millerbernd and Peterson will speak with Jamie Schurbon, Anoka Conservation District, and report back to the Board at the next meeting.

**Maintenance computer:** Because the operating systems will no longer be supported, two computers and the server should be replaced before the end of the year. The quote for one computer was presented to the Board, who questioned having two computers in the maintenance department and whether a laptop or notebook would suffice for checking email and looking up prices. The clerk will check prices on laptop vs. PC, and report back to the Town Board.

**MAT training:** Supervisor Kramer will be attending the MN Association of Township's summer training in Duluth on June 27<sup>th</sup>.

**Clerk's Comments:** The clerk will provide information for the website regarding job opportunities for census workers. The candidate filing period for District 6 county commissioner is July 30-August 13, 2019.

The clerk explained the need for temporary office help to assist with scanning and filing projects in the office. Supervisor Searing moved to allow up to 15 hours per week at \$13.00 per hour for temporary office help; Supervisor Kramer seconded. Two election workers have agreed to help out, are already employed by the township and have the office skills necessary to do the work. All ayes; motion passed 4-0.

Some suggestions to improving the pet clinic were to have more tables and chairs, have the building opened sooner to start the set up earlier, and to use carbon paper for the dog licenses instead of the copier that was provided to the volunteers. Supervisor Millerbernd expressed his appreciation for Mike and Deb Parker and Supervisor Peterson for working at the pet clinic to sell the dog licenses.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Peterson seconded, to approve the May 28, 2019 Town Board meeting minutes as presented. All ayes; motion carried 4-0.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$33,191.94; Supervisor Searing seconded. The Claims List for Approval included claims #34549 thru #34586. All ayes; motion carried 4-0.

Supervisor Searing moved, and Supervisor Peterson seconded the motion, to pay Regular Payroll for 5/31/19 in the amount of \$13,232.06. The payroll included Direct Deposits #17749 to #17757 and EFTs #17758 to #17760. All ayes; motion passed 4-0.

Supervisor Peterson moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried 4-0. The meeting adjourned at 8:32 p.m.

Approved on June 25, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

June 25, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson; Clerk Pam Olson

Board Members Absent: None

Others Present: Planning and Zoning Administrator Mike Jungbauer, Tom Sausen, Tom Searing, Judy Hanna, Hank Senger, Chief Darryl Ballman, Vicki Truax, Jim Hannick, Tony DeChaine, indecipherable name.

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, June 25, 2019 and the clerk performed the roll call. Additions to the agenda included property complaints, fire apparatus for parades and moving Resolution 2019-05 earlier on the agenda. Supervisor Peterson moved to approve the agenda as amended; seconded by Supervisor Millerbernd. All ayes; motion passed.

**2018 Audit presentation:** Auditor Jason Miller presented the 2018 audit to the Board. Mr. Miller explained the unmodified opinion of the revenue and expenditures comparing 2018 to 2017. The audit revealed the Township's healthy reserves. The only deficiency identified was segregation of duties, which is not feasible due to minimal staffing. Best practices suggestions were to have a separate receipt book for the recycling center and to track capital assets and depreciation for future planning. Supervisor Kramer moved to approve the 2018 audit as presented; Supervisor Peterson seconded. All ayes; motion carried.

**Cliff's Westlund Acres preliminary plat:** Zoning Administrator Jungbauer presented a staff report for Cliff's Westlund Acres preliminary plat. The applicant, Sherco Construction, has applied to rezone to R1 and plat seven lots using existing road frontages at 24120 Lyons Street. Staff finds that all lots meet minimum improved road frontage and acreage requirements for R1 zoning. All lots meet minimum buildability standards and onsite waste water treatment standards for primary and secondary sites. The proposed plat is in compliance with Township ordinances and the long-term comprehensive plan. Staff recommends approval of Cliff's Westlund Acres subject to the property being rezoned to R1; developer addressing all issues contained in the engineer's letter dated June 13, 2019; developer entering into a developer's

agreement with Linwood Township; and filing letters of credit in the Township's favor in an amount to be determined by the Township's engineer and attorney. The Planning and Zoning Commission recommends approval of the preliminary plat subject to staff recommendations as listed, removal of the existing buildings on lot 3, and acceptance of the Park and Recreation Commission's request to accept cash in lieu of land at \$2,000.00 per lot. Supervisor Kramer moved to approve the preliminary plat for Cliff's Westlund Acres, subject to items in staff report and engineer's report; seconded by Supervisor Searing. All ayes; motion carried.

**Building inspector tools:** Supervisor Searing moved to approve up to \$750.00 for the itemized building department tools; Supervisor Millerbernd seconded. Supervisor Millerbernd expressed his safety concerns for the building official going on roofs without fall protection in place. Jungbauer stated that he doesn't go on roofs without using contractor's safety climbing apparatus. The requested tools were a collapsible ladder, soil probe, mirror kit, pole and camera for roof inspections. All ayes; motion passed.

**Complaints:** The zoning administrator requested permission to create a utility permit form to be put on the website. The form for working in township road right-of-way would include fees and road closure dates. Supervisor Millerbernd asked that the fire department be notified of any road closures due to utilities work. The zoning administrator will advise where it should go on the website.

The zoning administrator asked that the snow fencing by the dam be replaced with a wooden fence. This topic will be discussed at a Road & Bridge committee meeting.

Zoning Administrator Jungbauer informed the Board of a narrow lot on Martin Lake Road that is operating an RV service and rental business on a residential property. Jungbauer will email the information to the Town Board and proceed with enforcement. Jungbauer was reminded that compliance letters must contain the ordinance or state statute that is being violated. Jungbauer will email copies of compliance letters to Supervisors Searing and Halliday before being mailed to violators.

**Toro riding mower:** Supervisor Halliday reported that he is working with the public works department to work through the list of parks maintenance items and then will report back to the Parks commission.

Discussion regarding purchasing a new Toro riding mower led to Supervisor Searing moving to purchase a 52" lawn mower for \$5,832.40; Supervisor Kramer seconded. Supervisors Searing and Kramer voted aye; Supervisors Halliday, Millerbernd and Peterson voted nay. The motion failed 3-2. Supervisor Halliday will check pricing for a larger mower deck and report back to the Board.

**Resolution #2019-05:** Supervisor Kramer moved to adopt Resolution #2019-05 Allowing Stacy Lions Club to Sell Non-Intoxicating Malt Liquor During Linwood Fire Association's Annual Dance; Supervisor Millerbernd seconded. All ayes; motion passed.

**Ty Stromquist property follow-up:** Supervisor Searing met with Zoning Administrator Jungbauer and on-call inspector Don Sivigny to discuss the Ty Stromquist property, and then conferred with Town Attorney Ruppe. The town fire marshal viewed the property and Chief Ballman reported that it would be a struggle to get to the property in an emergency. Ballman

expressed his concern for the safety of surrounding neighbors and property. Don found several ordinance violations on the property, but the plan will be to get the road right-of-way cleared first and then work with the owner to bring the property into compliance. Zoning Administrator Jungbauer, Don, the fire marshal and Supervisor Searing will meet with the three residents on 226<sup>th</sup> Avenue to work out an agreement/plan and then do a site visit to document the progress.

**Linwood Comp Plan:** Supervisor Searing moved to approve the final draft of the 2040 Comprehensive Plan, subject to replacing the unapproved zoning map with the original map, and send the plan to the Met Council; Supervisor Millerbernd seconded. When a new zoning map is approved, the comp plan can be amended. All ayes; motion carried.

**Vacating public land:** Vicki Truax stated that she was approached that the Township was interested in vacating the platted road easement that abuts her property at 22902 East Martin Lake Drive NE. The topic was discussed at the last Board meeting with co-owner Jim Hannick. The couple is trying to sell their property and the prospective buyer would like the easement vacated so that the new owner can have the property without the public being able to use it. Chair Halliday explained that Town Board could only vacate the road easement if they could prove how it would be beneficial to the entire township to turn the public property over to one individual land owner. Ms. Truax stated that she had spoken to an attorney regarding the process for the Township to vacate the land being held in public trust. By consensus, the Board gave permission for Ms. Truax's attorney to speak with the township's attorney regarding the matter. Ms. Truax stated that in the 26 years that she has lived there, there hasn't been an issue with the public using the land. Part of the process would be to notify surrounding property owners and to hold a public hearing. Zoning Administrator stated that the Township never gave permission for the driveway and turn-around to be on the road easement. The Town Board reiterated that property owners are not being asked to remove the driveway, retaining wall, etc., but that the public has the right to use the property. The prospective buyer asked if he could put a structure on the easement, but was informed that he couldn't hinder the public's use of the property.

**Codification services:** After meeting with the zoning administrator, office assistant and the clerk, Supervisor Searing will bring a recommendation for codification services to the next Board meeting after a few more details are worked out.

**Cemetery fence follow-up:** Supervisor Peterson examined the cemetery fence and determined that the necessary supplies could be purchased for under \$100.00. Supervisor Peterson offered to make the repairs himself.

**SRWMO JPA proposed amendment:** The City of Ham Lake has concerns regarding the Sunrise River Watershed Management Organization (SRWMO) operating costs being split equally between member entities. The proposed amendment would revise operating costs being based on market value and watershed acreage similar to the work plan costs. Supervisor Peterson moved to deny the proposed changes in language to the SRWMO administrative costs; Supervisor Millerbernd seconded. All ayes; motion carried.

**Ditch mowing:** Supervisor Searing moved to approve the ditch mowing contract for 2019; Supervisor Kramer seconded. Supervisor Kramer stated that the rate increased \$5.00 per hour

from last year and that he was satisfied with the services that have been provided. All ayes; motion passed.

**CDBG amendment:** Supervisor Searing moved to approve Amendment #1; Supervisor Millerbernd seconded. The amendment to the Community Development Block Grant and Home Investment Partnerships Program Cooperation Agreement adds the following language, "If either party refuses to adopt an amendment incorporating changes necessary to meet requirements for cooperation agreements set for in an Urban County Qualification Notice applicable for a subsequent three-year county qualification period, such failure to comply will void the automatic renewal for such qualification period." and "A unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly received CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act." All ayes; motion carried.

**Fire apparatus for parades:** Supervisor Millerbernd moved to allow the firefighters to use the fire trucks in the upcoming parades and the grass rig at the Country Store to sell raffle tickets; Supervisor Searing seconded. All ayes; motion passed.

**Clerk's Comments:** To avoid last minute meeting packet changes, the clerk asked that all agenda items be turned in by the Thursday preceding the board meeting. Due to minimal staff availability, the office will be closed on Friday, July 5<sup>th</sup>. On-call Building Official Don Sivigny will be covering inspections while Mike Jungbauer is on vacation.

MN legislature approved \$70,000.00 for the 2019 Border-to-Border Broadband Grant Program. The Town Board assigned Treasurer Nekowitsch to take the preliminary steps to pursue the internet grant for Linwood Township residents.

**Approval of minutes:** Supervisor Searing moved and Supervisor Peterson seconded to approve the June 11, 2019 Town Board meeting minutes as presented. Supervisors Searing, Peterson, Kramer and Millerbernd voted aye; Supervisor Halliday abstained due to not being present for the entire meeting on June 11<sup>th</sup>. The motion carried 4-0, and one abstention.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$53,610.71; Supervisor Searing seconded. The Claims List for Approval included claims #34549 thru #34586. All ayes; motion carried.

Supervisor Millerbernd moved and Supervisor Peterson seconded the motion, to pay Regular Payroll for 6/14/19 and 6/19/19 in the amount of \$16,515.18. The payroll included Direct Deposits #17749 to #17757 and #17785 and EFTs #17758 to #17760 and #17786-17788. All ayes; motion passed.

Supervisor Peterson will get pricing for installing a transfer switch at the fire station to enable bringing in a mobile generator in the event of an emergency.

Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor. The motion for adjournment carried.

Approved on July 9, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

July 9, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, and Carol Searing; Clerk Pam Olson

Board Members Absent: none

Others Present: Mike Gabrick, Tom Searing, Hank Senger, Phil Osterhus, Jason Windingstad, Jim Windingstad, Mike Beebe, Darryl Ballman, Dan Ragen, Tony DeChaine, Laura Kearns

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, July 9, 2019 and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda as presented; seconded by Supervisor Peterson. All ayes; motion passed.

**Fire Department:** Fire Chief Ballman reported 15 medical, 4 fire/other incidents and one mutual aid assist received from East Bethel in June, 2019. Lieutenant Mike Beebe gave an overview of the advanced fire truck driving course attended by seven firefighters in St. Cloud.

Linwood Fire Association President Tim Crea informed the Board that two Linwood Township graduates from Forest Lake High School each received \$1,000.00 scholarships toward their continuing education. Names of the recipients will be provided at a future meeting.

Supervisor Millerbernd moved to accept Dan Ragen's return to firefighting full active duty; Supervisor Peterson seconded. Firefighter Ragen was on a six month leave of absence. All ayes; motion passed.

Supervisor Millerbernd moved to allow the firefighters to use the warming shack on July 17<sup>th</sup> and July 24<sup>th</sup>, and to cut up scrap metal from the recycling center for training purposes; Supervisor Kramer seconded. The motion carried unanimously.

Supervisor Kramer moved to approve allowing the fire department to use Engine 1 on July 31<sup>st</sup> at Linwood Covenant Church; Supervisor Peterson seconded. All ayes; motion passed.

Chief Ballman reported that the fire marshal and the township deputy visited the three properties on 226<sup>th</sup> Avenue and still have safety concerns due to the volume of clutter on the road right of way and properties.

**Road & Bridge:** Supervisor Kramer reported that the Road and Bridge committee recommended removing the snow fence near the Martin Lake dam during the summer months.

The City of Columbus is looking for a commitment to purchase their 2011 Caterpillar road grader for \$150,000.00. The owning a grader will enable the township to provide better service by having the grader on the roads when the moisture conditions are right. The grader has been well maintained and currently registers 3,400 hours. Public works lead Jason Windingstad will operate the grader. Many concerns were voiced including where the grader would be stored, would an additional employee be needed to cover duties that Jason wouldn't be available to handle, financial commitments to residents for paving 233<sup>rd</sup> Avenue, commitments to other entities for joint road projects, budgeted expenditures for replacing the John Deere loader and other items expressed during budget planning meetings. Supervisor Kramer explained that he would like to construct a building big enough to house the grader, antique fire engine and the recycling bus. Columbus public works lead Jim Windingstad stated that he would need the answer by mid-day on July 23<sup>rd</sup>. The matter was tabled until 7:00 p.m. on July 22<sup>nd</sup> when the Town Board will hold a special meeting to discuss a commitment to purchasing the grader in 2020. Supervisor Kramer will provide prices for the storage building and Treasurer Nekowitsch will provide financial information to assist the Board in their decision.

**LFFD:** Supervisor Millerbernd reported that plans for Linwood Family Fun Day are moving forward slowly.

**Resolution 2019-06:** Supervisor Searing moved to adopt Resolution 2019-06 Authorizing Submittal of the 2040 Comprehensive Plan to the Metropolitan Council; Supervisor Millerbernd seconded. Zoning Administrator will proceed with submitting the updated comp plan. All ayes; motion passed.

**Toro Mower:** Supervisor Peterson moved to purchase the Z-Master 5000 with a 60" deck for \$10,343.00 plus \$250.00 for the sunshade; Supervisor Millerbernd seconded. The purchase price will be split between Parks, Fire, Cemetery and Town Hall Funds. All ayes; motion carried.

**Contract insurance limit:** The MN Association of Township's Insurance Trust (MATIT) doesn't have any requirements as to the minimum amount of liability insurance that township contractors must carry, however they strongly recommend that contractors carry the \$1.5 million per occurrence limit under their General Liability. The reason behind this is that the amount the township carries and anything less presents a coverage gap. MATIT could be on the hook for the \$500,000.00 difference if something were to happen. Supervisor Searing moved to amend the grave digger contract for \$1 million liability instead of \$1.5 million, based on the type of exposure; Supervisor Kramer seconded. All ayes; motion carried. The grave digger contract will require the contractor to provide the declarations page for automobile liability proving appropriate coverage.

**Recycling center questions:** In response to the question of whether items that are dropped off at the recycling center are considered township property and can the township sell the recycled property, Supervisor Kramer stated that the town attorney's opinion was that since Anoka County is subsidizing the program, the property belongs to Anoka County. Supervisor Kramer will get a response from Sue Doll and the Anoka County attorney for their advice on disposing of the re-usable property.

**Full-time recycling/janitor/public works:** Supervisor Kramer requested increasing employee Paul Deuth's hours from 25-30 hours per week to 40 hours per week with full benefits. Additional hours would include setting up tables for coffee, painting, removing the shrubs in front of the town hall, and other improvements. Supervisor Kramer explained that the wages and benefits would come from the senior center, town hall and recycling budget. Concern was expressed about what the winter duties would entail. Supervisor Kramer moved to hire Paul for full-time employment; the motion died for lack of a second. Supervisor Kramer stated that Paul is looking for benefits and because he's a good worker, Kramer doesn't want to lose him. Supervisor Searing moved to table the discussion until recycling financial information and a definite plan for what extra duties would be added are available; Supervisor Millerbernd seconded. The motion passed unanimously.

**Connect Anoka County:** The Board was informed that Anoka County will be offering the opportunity for the fire department to hook up to the Zayo broadband network service. The clerk will check on costs and report back to the Board.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Peterson seconded, to approve the June 25, 2019 Town Board meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$30,707.30; Supervisor Peterson seconded. The Claims List for Approval included claims #34610 thru #34642. All ayes; motion carried.

Supervisor Searing moved to pay claim #34643 in the amount of \$517.58; Supervisor Peterson seconded. The claim was from Kramer Mechanical. Supervisors Searing, Peterson, Halliday and Millerbernd voted aye; Supervisor Kramer abstained. The motion carried 4-0 with one abstention.

Supervisor Peterson moved, and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 6/28/19 in the amount of \$14,652.02. The payroll included direct deposits #17796 to #17805 and EFTs #17806 to #17808. All ayes; motion passed.

Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; motion carried. The meeting adjourned at 7:43 p.m.

Approved on July 23, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Special Town Board Meeting Minutes July 22, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: None

Others Present: Tom Sausen, Tom Searing, Judy Hanna, Hank Senger, Tony DeChaine, Jason Windingstad, Joe Dolphy

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Special Linwood Town Board meeting to order at 7:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Monday, July 22, 2019 and the clerk performed the roll call.

The purpose of the meeting was to discuss the Road & Bridge expenses and associated issues relating to the purchase of a road grader.

Treasurer Nekowitsch presented the Statement of Receipts, Disbursement and Balances through July 15, 2019 and projected available funds at the end of 2019.

Discussion among the Board and audience members included when the money would be expended vs. when the capital funds would be available; contracting for road grading vs. owning a grader; current miles of gravel roads (approximately 25 miles) and plans to pave connecting roads and priority roads; costs for grader maintenance, insurance, training the operator and other expenses associated with owning a grader; and the cost of a building to store the grader.

The advantage of owning a grader would be the ability to be grading when the weather conditions are right as opposed to abiding by the contracted grader's schedule. Not having budgeted for the purchase of a grader and a building were major stumbling blocks for some Board members.

Supervisor Kramer moved to purchase the grader next year from Columbus; Supervisor Millerbernd seconded. Supervisors Kramer and Millerbernd voted in favor. Supervisor Peterson, Halliday and Searing voted against the motion. The motion failed with a 2-3 vote.

Supervisor Kramer moved to adjourn; Supervisor Millerbernd seconded. All voted in favor. The meeting was adjourned at 7:47 p.m.

Approved on August 13, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

July 23, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson; Clerk Pam Olson

Board Members Absent: None

Others Present: Town Attorney Bob Ruppe, Tom Sausen, Rich Gabrick, Neil McLouth, Tom Searing, Judy Hanna, Hank Senger, Chief Darryl Ballman, Chris Rolsin, Joe Gallmeier, John Kolb, Lindsay Meulners, Jake Meulners, Gordon Anderson, Tammy Anderson, Tony DeChaine, Emily Erickson, Mike Jungbauer

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, July 23, 2019 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Rezoning for Cliff's Westlund Acres:** Attorney Bob Ruppe reported that Cliff's Westlund Acres preliminary plat was approved by the Town Board on June 25, 2019 with the condition that the property be rezoned from R-A to R-1. A public hearing was held at the Planning and Zoning Commission meeting on July 16, 2019. The Planning and Zoning Commission voted unanimously to recommend the Town Board approve the rezoning. Supervisor Peterson moved to adopt Ordinance 180 Amendment to the Future Land Use Map Contained in the Township's Comprehensive Plan and the Zoning Map Contained in the Town Code. Supervisor Searing seconded the motion which passed unanimously. (Full ordinance is on file.)

**Variance #2019-03VAR:** Joe Gallmeier applied for Variance #2019-03VAR to create a parcel with limited road frontage so that he may apply for a Minor Subdivision to split his 21-acre parcel. The Board did not discuss the application but staff will be directed to prepare a resolution for the next board meeting. Supervisor Peterson moved to table Variance 2019-03VAR in reference to Joe Gallmeier's request; Supervisor Millerbernd seconded. All ayes; motion carried.

**Fire Department:** Supervisor Millerbernd moved to approve the following fire officer positions for 1-year terms:

Mike Raml – Assistant Chief 2  
Andy Luedtke – Captain  
Justin Hansen – Captain  
Mike Christian -- Captain

Mike Beebe – Lieutenant  
Mike Zacher – Lieutenant  
Erik Ullery – Fire Marshal

Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Millerbernd moved to spend up to \$925.00 for a Superior ST10 smoke machine; Supervisor Peterson seconded. The smoke machine will be used for training purposes. All ayes; motion passed.

Supervisor Peterson moved to allow a fire rig to be used for the funeral of North Branch firefighter Tony Rollins; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Kramer moved to allow the fire department to use the FWD at the August 7<sup>th</sup> Stacy Daze car show; Supervisor Searing seconded. All ayes; motion passed.

**Parks:** The parks committee recommends that public works removed the octagon swing set and horseshoe pits from Alquist Park. Quotes for a new swing set will be attained. The zero turn Toro mower has been delivered and is in service.

**Recycling/janitor/public works employee:** The Board discussed wage comparisons for the recycling/janitorial position to become full-time and what the additional duties would entail. Supervisor Kramer moved to change Paul Deuth's employment status from part-time to full-time; Supervisor Millerbernd seconded. 30 hours per week will be for recycling and 10 hours will be divided between the senior center and town hall cleaning and maintenance. All ayes; motion carried.

Supervisor Millerbernd moved to have the full-time employment start August 5<sup>th</sup>; Supervisor Peterson seconded. All ayes; motion passed.

**Property clean-up procedure:** Supervisor Halliday gave a recap of the progress of the road right-of-way clean-up and property violations on 226<sup>th</sup> Avenue that the Township has concerns about. Because of the possibility of a law suit, the topic will go into a closed session at the end of the meeting.

**Recycling employee 60-day review:** Supervisor Kramer will perform Paul Deuth's 60-day review and have comments put in his employee file. Paul's job duties and township email address will be added to the website.

**Church sign permit:** Linwood Covenant Church's request for installing a lighted sign led staff to interpreting the town code sign ordinance. The question arose regarding what the property was zoned due to a discrepancy of what is the official township zoning map. According to the map in the Comprehensive Plan, the church's property is zoned Commercial, but the map adopted by the Town Board on March 24, 2015 changed the zoning to Institutional, which is not a zoning district in the Township town code. The attorney was instructed to write a text amendment and a map amendment to the town code that would make all references to commercial and industrial zoning to be covered under the General Business District zoning. At the same time, all properties shown in blue and yellow would be rezoned to fit the General Business District. This action was initiated by the Town Board to clear up the zoning map discrepancies. The Covenant

Church representatives were informed that they could either reduce the size of their sign to fit the commercial limit of 100 square feet or apply for a variance for a larger sign. The variance application would coincide with the timeframe for the public hearing related to the text and map amendments.

Supervisor Peterson moved to waive the variance fee for Linwood Covenant Church sign permit; Supervisor Millerbernd seconded. All ayes; motion passed.

**Dana Casey 21067 Icarus St. Variance #16-012 & building permit:** The clerk explained the history of the 2015 variance to build a garage taller than the house and the 2016 building permit of which only the foundation has been completed. Variances expire in one year if not used and building permits expire after six months if no substantial progress is being made on the construction. In 2017, the Township received a building permit application that has not been paid for. Building Official Jungbauer confirmed that he informed Owner Dana Casey that he believes the latest building permit would conform to the current accessory building ordinance, but no building permit has been issued. The attorney questioned whether the Town Board has the authority to renew the variance and to waive the variance fee. The Board determined that a new building permit must be applied for in order to determine if it will meet the current code and pay the full cost of the application fees. Supervisor Halliday instructed the building official not to speak for the Board in suggesting to applicants that maybe the Board would waive or reduce fees. Supervisor Searing will contact Dana Casey to discuss the matter.

**Request for septic compliance:** A request for a septic compliance letter was received by office staff, but the final septic inspection has not been confirmed. The building official was waiting for photos of the yellow state inspector's tag to write the compliance letter. The building official will have to be the person to sign the compliance letter because he is the one who inspected the septic system.

**Part-time building inspector:** Don Sivigny has been assisting with building inspections, but isn't licensed for septic inspections. Kevin Tramm is a licensed building inspector with septic certifications, and is available for evening and Saturday inspections. In an effort to keep contractors working and able to get paid for their completed roofing and siding projects, Supervisor Peterson moved to hire Kevin Tramm as a part-time building inspector, as needed, for septic and other inspections at \$40 per hour. Supervisor Searing seconded the motion which passed unanimously. Tony DeChaine questioned whether he could assist with building inspections, but Jungbauer stated that only certified building officials can do the inspections.

**Conflict of interest policy:** Attorney Ruppe was directed to provide a more comprehensive conflict of interest policy to address employee's taking second paid jobs that conflict with their township duties. Employees' primary responsibilities are to the township and employees cannot do anything that would conflict with their job duties. Supervisor Searing moved to adopt the Conflict of Interest Policy and amend the employee handbook; Supervisor Millerbernd seconded. All ayes; motion carried.

**Clerk's Comments:** The Board clarified that all funding for the zero-turn mower will come from the Parks Capital Fund, but coding for mowing the parks, fire station and cemetery will be split according to usage.

**Approval of minutes:** Supervisor Peterson moved and Supervisor Kramer seconded to approve the July 9, 2019 Town Board meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$76,329.56; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34644 thru #34664. All ayes; motion carried.

Supervisor Searing moved and Supervisor Peterson seconded the motion, to pay Regular Payroll for 7/12/19 in the amount of \$18,000.71. The payroll included Direct Deposits #17814 to #17827 and EFTs #17828 to #17830. All ayes; motion passed.

At 7:20 p.m., Supervisor Kramer moved to go into closed session with regards to a potential lawsuit of Linwood Township vs. Ty Stromquist, regarding his property at 6832 226<sup>th</sup> Avenue NE; Supervisor Peterson seconded. After a short recess, the Board went into closed session.

The Board reopened the regular meeting at 8:46 p.m., at which point Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor.

Approved on August 13, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes August 13, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, and Carol Searing; Clerk Pam Olson

Board Members Absent: none

Others Present: Interim Building Inspector Don Sivigny, Cindy Hansen, Fire Chief Darryl Ballman, Tom Searing, Neil McLouth, Tammy Anderson, G.E. Anderson, Joe Gallmeier, Hank Senger, Chris Rolstad, Karissa Rolstad, indecipherable name, Tony DeChaine, Bob Blazek

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, August 13, 2019 and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda with the addition of Cindy Hansen; seconded by Supervisor Peterson. All ayes; motion passed.

**Fire Department:** Fire Chief Ballman reported 15 medical, 6 fire/other incidents and one mutual aid assist received from East Bethel, Stacy and Wyoming in July, 2019.

Supervisor Millerbernd moved to pay \$3,899.00 for allocation costs to Anoka County; Supervisor Peterson seconded. The Anoka County Fire Protection Council annual allocation costs were \$3,649.00 in 2019 and will be \$3,675.00 plus \$225.00 increase for Anoka Special Rescue Team expenses. All ayes; motion carried.

Chief Ballman updated Board members with the following information: Joe Grafft and Doctor Tony will be instructing the firefighters about opioids and the administration of Narcan. Thanked the Board for permission to use the fire engines in this year's parades. Chief Shepard celebrated his 34<sup>th</sup> year on the Linwood fire department on August 1<sup>st</sup>. The DNR matching grant has been denied. The refurbished Tanker 2 should be back early next week. Firefighters Andrew Kremers and Mark Sullivan have started the ACTA.

Supervisor Millerbernd moved to allow the use of Engine 1 at the Stomp Out Suicide event on August 17, 2019; Supervisor Searing seconded. All ayes; motion carried.

**Road & Bridge:** Supervisor Kramer reported the Public Works Lead Jason Windingstad will speak to the homeowner on 241<sup>st</sup> Avenue regarding the soil erosion following excavating done with the construction of a new home on the lot. It will be suggested to the homeowner that vegetation should be planted to hold the soils and possibly place a silt fence until the vegetation grows. The issue is a civil matter between the homeowner and the neighbor.

Supervisor Kramer asked the Board to consider a building for storing equipment to alleviate the tight quarters in the maintenance garage. The structure could be placed where the pleasure rink is currently located, remove the current warming house and incorporate a new warming house into the new building. Supervisor Kramer will get sketches and prices for a 40' x 40' structure with 14' sidewalls.

**LFFD:** Supervisor Peterson moved to approve up to \$2,200.00 for All Around Fun; Supervisor Searing seconded. The agreement is for All Around Fun to provide five jumpies plus a generator for Linwood Family Fun Day. All ayes; motion passed.

Supervisor Millerbernd provided a map of the car show Cruze-In. Anoka County deputies and the fire department will be contacted to assist with traffic control at major intersections. The map will be available on the website and on flyers distributed to homes along the route.

**Resolution #2019-07:** Supervisor Searing moved to accept Resolution #2019-07 Accepting Final Findings of Fact and Approving Variance; Supervisor Kramer seconded. Variance application #19-03-VAR was for Joseph Gallmeier to create a non-conforming lot with less than the standard 300' minimum road frontage on his property at 7940 Ryan Lake Drive NE, Stacy, MN. The existing property has approximately 166' of road frontage on Zumbro Street NE and approximately 600' of road frontage on Ryan Lake Drive NE. Mr. Gallmeier is proposing to split his property which would remove any access from Ryan Lake Drive NE and retain road frontage along Zumbro Street NE. The current property ID is 34-34-22-13-0003. The Planning and Zoning Commission and staff recommended approving the applicant's request. Approval of the variance is subject to the following conditions:

1. The Findings of Fact stated in this Resolution are incorporated herein.
2. The proposed split will change the sized of three existing parcels but will create no new residential parcels for additional dwelling purposes.
3. The existing road frontage on Zumbro Street NE will remain as currently platted.
4. The variance requested by the applicant on the property described in this Resolution would allow, through the Administrative Subdivision process, the creation of a non-conforming lot which does not meet the standards of the minimum 300' of road frontage.

Resolution #2019-07 for variance application #19-03-VAR was granted by unanimous vote. (Full resolution on file.)

**Sign permit request #19-05-SIGN:** Linwood Covenant Church, 6565 Viking Blvd NE, Wyoming, MN applied for sign permit #19-05-SIGN to upgrade to a lighted sign for the church. The church redesigned the sign to be under 100 square feet, as required for commercial zoning. Planning and Zoning recommended that the sign permit be issued as presented with the application. Supervisor Searing informed the church representatives that were in attendance that the text amendment and map amendments being drafted by the town attorney will need to go through a public hearing, receive a recommendation from the Planning and Zoning Commission and finally be approved by the Town Board prior to the sign permit being issued.

**Cliffs Westlund Acres considerations:** Tom Carlisle, the developer for Cliffs Westlund Acres, requested that a building permit be issued on the whole parcel prior to the final plat being approved. The Planning and Zoning Commission recommended one building permit be allowed once the old house has been demolished, prior to final plat approval. Mr. Carlisle stated that the lead abatement will be done this Friday and that P&Z said he would have to demolish the house, but then go through the outbuildings with interim inspector Don Sivigny. Mr. Carlisle was asking for the building permit because his client is living in a hotel and that the county surveyor's office takes longer than expected.

Inspector Sivigny visited the property and noted that the garage beams are sagging, the barn has structural issues and the foundation is failing. Photos of the buildings were included in the meeting packet. The inspector's opinion was that the buildings are not safe to be used and he suggested that Mr. Carlisle be required to have a structural engineer plan the necessary fixes for the buildings and then have the engineer inspect the completed repairs. Because the town ordinance reads that no building permit shall be issued for construction of any structure until all requirements of the subdivision ordinance are met, Inspector Sivigny stated that it would not be legal for him to issue a building permit at this time.

Mr. Carlisle applied for a demolition permit for removing only the house, but after some discussion Supervisor Searing moved to amend the demolition permit to include all buildings on the property; Supervisor Kramer seconded. Because Mr. Carlisle would like to salvage the barn wood, the Board agreed that the barn wood could be stacked and covered on the property. The motion passed with all five supervisors voting aye.

A draft of the developer's agreement has been written by the town attorney and will be reviewed by staff and Supervisor Halliday to compare with the engineer's draft.

Supervisor Searing moved to approve final plat of Cliff's Westlund Acres contingent on the developer's agreement being approved and signed by the town chairman, the town clerk and Tom Carlisle. Supervisor Kramer seconded the motion. The Developer's Agreement is being amended to include all of the conditions discussed, including but not limited to, removal of all buildings, the well capped, park dedication fee to be paid prior to signing. The motion passed 4-0 with Supervisors Searing, Kramer, Halliday and Millerbernd voting aye; Supervisor Peterson was not present at the time of the vote.

**Connect Anoka County:** The agreement for fiber connectivity through Zayo is up for renewal in August of 2020. Anoka County also has a contract with Zayo for replacing the fiber ring

equipment. In planning for replacing the equipment in each of the locations that are taking the service. Linwood Township has Zayo equipment installed at the fire station, but has never hooked up to the fiber line. The cost to use the fiber connection is \$75.00 per month, which doesn't include a service provider. Supervisor Searing moved to not connect to the Zayo line; Supervisor Millerbernd seconded. All ayes; motion carried.

**Municode:** All supervisors were in agreement that the town code needs to be reviewed for legalities, inconsistencies and be made easier to understand. Having discussed the options with staff, Supervisor Searing made a motion to move forward with Municode; Supervisor Kramer seconded. Municode, through a legal review, will research all legislation against the State Constitution, State Law and ordinances will be compared to other ordinances to determine if there are inconsistencies or conflicts within the code itself. Municode will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. Municode will also provide State Law references within the code and hyperlinks to internal references within the code. They will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Municode will edit the text of the code to reflect proper grammar and stylistic consistency; create a subject matter index, create tables and insert graphics. A draft code will be provided for final review prior to printing and shipment. The recodification cost is quoted at \$7,950.00. Supervisors Searing, Kramer, Halliday and Millerbernd voted aye; Supervisor Peterson voted nay. The motion passed 4-1.

Supervisor Searing moved to go with Option 1 with Municode as the Total Code Administrator; Supervisor Millerbernd seconded. Option 1 includes supplemental services at a base rate of \$20.00 per page for future ordinances added to the town code as well as online hosting of the code with the standard rate of \$395.00 annually. All ayes; motion carried.

Supervisor Searing moved to appoint Tom Searing and Joe Dolphy to be authorized to communicate with Municode regarding the questions throughout the process; Supervisor Millerbernd seconded. All ayes; motion passed.

**Computer & phone line for recycling:** Supervisor Kramer would like to explore the possibility of having phone and data lines installed in the recycling center. The Board was favorable toward Midco coming out to assess the situation regarding adding separate phone lines for recycling and public works departments and adding an internet connection in recycling. The clerk was instructed to contact Midco regarding leasing or purchasing a phone system to serve all departments.

**Broadband grant update:** Treasurer Nekowitsch provided a memo regarding broadband expansion in Linwood Township. To date the research has yielded no company willing to partner with the Township in the grant process, however discussions continue with Midco regarding possible fixed wireless internet access for remote locations that can't be reached with fiber and cable.

**Designee for Zoning Administrator:** Staff recently encountered a situation which made it apparent that there is no alternate signature for zoning administrator. Supervisor Searing

moved to appoint Sandy Lathrop as the zoning administrator's designated representative for the purpose of Township business; Supervisor Millerbernd seconded. All ayes; motion carried.

**Seal coating basketball courts:** Quotes for edging, cleaning, fixing cracks and sealing the basketball court in Broadbent Park, as well as cleaning and sealing the court in Givens Park were considered by the Board. Supervisor Millerbernd moved to spend up to \$2,400.00 with SealTech for Givens and Broadbent Parks basketball courts; Supervisor Searing seconded. All ayes; motion passed.

**Electronic sign for townhall:** Supervisor Kramer will get prices for an electronic sign in front of the town hall and check with the Stacy Lions regarding the possibility of a donation towards the project. Supervisor Kramer plans to have the bushes along the front removed to give better visibility to the town hall. Because of county road setbacks, he will also check with Anoka County Highway department.

**Resolution #2019-08 Accepting 2Q 2019 Donations:** Supervisor Peterson moved to accept Resolution #2019-08 Accepting 2nd Quarter 2019 Donations in the amount of \$1,025.00; Supervisor Millerbernd seconded. The donations toward Linwood Family Fun Day expenses were received from Hank & Jeannie Senger - \$25; Couri & Ruppe - \$300; First State Bank of Wyoming - \$200.00; Hallberg Family Foundation - \$500. All ayes; motion carried.

**Election judge costs and trainer pay:** The clerk discussed the costs of the upcoming elections and informed the board that head judges and technology judges have offered to do some of the elections training and equipment updates. Supervisor Peterson moved that the election trainers get paid \$11.50 while training; Supervisor Millerbernd seconded; All ayes; motion passed. The Township expenses related to the Presidential Nomination Primary election will be reimbursed by the State. The clerk will submit the reimbursement estimate to Anoka County for \$10,313.00 based on estimated ballot costs and election judge compensation.

**Clerk's comments:** Chairman Halliday will sign the Covenant Church reservation forms for use of the building for all five of the elections from November 2019 to November 2020.

**Cindy Hansen:** Anoka County Commissioner District 6 candidate Cindy Hansen was present to introduce herself and learn more about the township that she hopes to represent in the future.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Millerbernd seconded, to approve the July 22, 2019 Special Town Board meeting minutes and the July 23, 2019 Town Board meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list for 7/24/19 to 8/13/19 in the amount of \$22,033.85; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34665 thru #34703. All ayes; motion carried.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 7/26/19 in the amount of \$15,652.79. The payroll included direct deposits #17844 to #17855 and EFTs #17856 to #17858. All ayes; motion passed.

Supervisor Peterson moved, and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 8/9/19 in the amount of \$19,628.66. The payroll included direct deposits #17892 to #17907 and EFTs #17908 to #17910. All ayes; motion passed.

Supervisor Searing moved, and Supervisor Peterson seconded the motion, to pay Fire Department 2<sup>nd</sup> Quarter 2019 Payroll in the amount of \$23,722.30. The payroll included direct deposits #17862 to #17889 and EFTs #17890 to #17891. All ayes; motion passed.

Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting adjourned at 8:37 p.m.

Approved on August 27, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

**August 27, 2019**

Board Members Present: Supervisors Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson

Board Members Absent: Supervisor Mike Halliday; Clerk Pam Olson

Others Present: Tom Sausen, Buck & Yvonne Broadbent, Tom Searing, Tony DeChaine, Chief Darryl Ballman, Inspector Don Sivigny

**Call to Order and Approval of the Agenda:** Chairman Millerbernd called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, August 27, 2019. Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Kramer. The motion passed 4-0.

**Hall of Fame Award:** Supervisor Millerbernd presented the 2018 Linwood Family Fun Day Hall of Fame Award to Carroll (Bucky) Broadbent, Jr. Bucky Broadbent was one of the original members of the Linwood Fire Department and has continued to serve the community in many ways.

**LFFD:** Committee Chair Kris Millerbernd reported that Linwood Family Fun Day activities are planned and ready to go. Mrs. Millerbernd informed the Board that she will not be the LFFD coordinator next year and recommended not holding LFFD in 2020 and only having the fireworks display. The budgeted money saved in 2020 could be saved for 2021 for the 150-year anniversary celebration. This year the committee members have been David Johnson, Andy Luedtke and Nancy Kramer. Linwood Covenant Church is coordinating the 5K run and provides volunteers to help on LFFD. Mrs. Millerbernd reported that the parks committee is holding a medallion hunt to encourage residents to explore the township parks. The daily clues will be posted on the township website. Nancy Kramer, car show coordinator, has planned a cruise-in parade throughout the township, led by the FWD fire truck. There will be a new fireworks company this year, and \$5 wristbands provide unlimited entertainment on the inflatables, petting zoo and pony rides. Appreciation was expressed to Mrs. Millerbernd for her years of hard work on the event. Volunteers can sign up on the website to schedule time to help with the event.

Supervisor Searing moved to allow public works to contact an electrician to fix the electrical wires leading to the salt shed; Supervisor Peterson seconded. Supervisor Kramer stated that the wires need to be located to find out where the power comes from. The motion passed 4-0.

**Building inspection updates:** Interim Building Inspector Don Sivigny reported that roof inspections are being fitted into his inspection schedule, in an effort to get current on inspections and to save travel time. Inspector Sivigny sent letters to the property owners on 226<sup>th</sup> Avenue with a deadline to set up a meeting to discuss compliance issues. None of the property owners responded, so they will be contacted by a follow-up letter or phone call to set a date to meet. Inspector Sivigny is working to resolve other compliance issues before the snowplowing season begins.

The inspector issued a stop-work order on Jamie Bachler's house. His permit was for a single-story house, but he is constructing a two-story house. Mr. Bachler has been contacting Mike Jungbauer during his leave, but Inspector Sivigny informed Mr. Bachler that he should only be working with the current inspector. Mr. Bachler has applied for a permit for the second story addition. No work should be done until a progress inspection has been done and the additional permit has been granted. The septic will need to be brought up to code prior to being issued a certificate of occupancy. The concern is that if more bedrooms are added, and with the proposed bathroom in the garage, a mound septic system could be required. Inspector Sivigny will be meeting with Mr. Bachler onsite to determine if a structural engineer is needed to approve the existing house structure and the footings for the proposed garage.

Following up on complaints that Tom Carlisle is burying demolition materials on the Cliffs Westlund Acres plat, Inspector Sivigny noted that Carlisle didn't remove the materials, but rather dug a hole, pushed the materials in and was burning it. Black smoke was observed coming from materials other than wood. The Board would like confirmation that the asbestos permit for lead abatement was acquired through the PCA (Pollution Control Agency). The inspector's concern is that a real estate disclosure statement should accompany the sale of the property. A note should go into the township property file noting that when a building permit is issued the matters of the lead abatement, and the location of the well and septic are addressed on any of the lots involved. Supervisor Kramer and Inspector Sivigny will visit the site together. Office staff will investigate whether an abatement permit was pulled.

Inspector Sivigny will be contacting a certain contractor who has asked for a footing inspection when no forms were in. The building inspector encouraged the contractor to follow through with his threat to approach the Town Board about the matter. The conversation will make it clear that township procedures will be followed and work will not proceed until the building inspector is satisfied.

The Board members expressed their appreciation for all that Don Sivigny is doing and that they have only received positive feedback in his work with the residents and contractors.

**Electronic sign:** Supervisor Kramer presented two price quotes for a 4' x 8' digital sign. A drawing showing the proposed location will need to be sent to Anoka County for their approval to infringe on the county road right-of-way. The sign would be located in between the town hall parking lot and County Road 85. The 2018 traffic count shows 2,083 cars per day on that road. The sign would be paid from the communications fund. The Township will be responsible for

installing the footing. By consensus of the board members, Supervisor Kramer will proceed with submitting a proposed location drawing to Anoka County.

**Approval of minutes:** Supervisor Searing moved and Supervisor Kramer seconded to approve the August 13, 2019 Town Board meeting minutes as presented. The motion carried 4-0.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$37,191.19; Supervisor Searing seconded. The Claims List for Approval included claims #34704 thru #34735. The motion carried 4-0.

Supervisor Peterson moved and Supervisor Searing seconded the motion, to pay Regular Payroll in the amount of \$14,356.55. The payroll included Direct Deposits #17916 to #17928 and EFTs #17929 to #17931. The motion passed 4-0.

Supervisor Peterson moved to adjourn; Supervisor Kramer seconded. All four supervisors voted in favor. The meeting was adjourned at 6:34 p.m.

Approved on September 10, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes September 10, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, and Carol Searing; Clerk Pam Olson

Board Members Absent: none

Others Present: Interim Building Inspector Don Sivigny, Jason Windingstad, Jessica Mackey, Tom Sausen, Craig Johnson, Tom Searing, Hank Senger, Mike Raml, Andy Luedtke, Tim Crea, Tony DeChaine, Fire Chief Darryl Ballman, Attorney Bob Ruppe

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, September 10, 2019 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Police Contract:** Lieutenant Dan Douglas and Deputy Bill Jacobson were in attendance to answer any questions regarding the 2020 Law Enforcement Contract with Anoka County. Lt. Douglas explained the slight increase over 2019 was due to in part to the implementation of body cameras and the cost of squad cars. Crime is down in Linwood and residents were reminded to use 911 to contact the sheriff's office. Supervisor Peterson moved to approve the 2020 police contract in the amount of \$251,712; Supervisor Searing seconded. All ayes; motion carried.

**Craig Johnson:** Anoka County District 6 County Commissioner candidate Craig Johnson introduced himself to the Board and meeting attendees. Mr. Johnson, who resides in Lino Lakes, described himself as a facilitator, critical thinker, and an independent person.

**Fire Department:** Fire Chief Ballman reported 14 medical, 4 fire/other incidents in August, 2019. Linwood Fire Association (LFA) Vice President Tim Crea expressed the association's appreciation for the Board's permission to use the senior center for storing ingredients for the Booya, the fire station for the dance and other activities, and for the use of the FWD for the car show. The decision to postpone the fireworks until next year was a collaborative decision by

two town supervisors, the Linwood Family Fun Day chairperson, the LFA chairperson and the fireworks representative.

Captain Luedtke reported that the firefighter hiring process has begun; the Night-to-Unite events were attended by volunteer firefighters; preparations are underway for fire safety week (October 6-12) and the open house at 6:00 p.m. on October 10<sup>th</sup>.

Supervisor Peterson moved to allow the use of a fire truck for the Fallen Firefighter Memorial at Lake Harriet on September 29<sup>th</sup>; Supervisor Millerbernd seconded. All ayes; motion carried.

Assistant Chief Raml reported that Tanker 2 is complete and has been renamed to Tender 2. The lights have been upgraded to LEDs. The batteries have been replaced on Engine 1.

Firefighters and their families participated in the Stomp Out Suicide awareness event on August 17<sup>th</sup>. The air pack challenge was won by LFD Firefighter Eric Ullery again.

Supervisor Millerbernd made a motion to accept Cary Shepard's retirement from the fire department effective August 31, 2019; Supervisor Peterson seconded. Assistant Chief Shepard served as a Linwood firefighter for 34 years and was known as a true mentor to other firefighters. All ayes; motion passed.

Two quotes were received from local contractors for replacing the fire station roof. The repair is planned for 2020 as the roof has been discussed as being on borrowed time. The lower of the two quotes has a better warranty. Inspector Sivigny will look at the quotes to see that the specifications meet the state code R-value. The supervisors will discuss the quotes at a future meeting. MATIT will be contacted regarding the hail damage to the tin on the fire station from the August 2018 storm.

**Road & Bridge:** Supervisor Searing moved to change the Road & Bridge committee meeting time to 7:30 p.m. starting October 1st; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Millerbernd moved to spend up to \$1,200.00 for new tires on old Greenie truck; Supervisor Kramer seconded. All ayes; motion passed.

Supervisor Kramer presented a \$57,000 quote for a 40'x40' pole building with two overhead doors, two side doors and a 5/12 roof pitch. The price included the shell, insulation, inside metal and a 6" slab. Prices for a 40' x 60' building totaled \$78,400. Supervisor Kramer will stake out the position of the proposed building.

Supervisor Kramer will proceed with getting approval from Anoka County for the location in the county road right-of-way for a proposed electronic sign.

**Recycling:** Supervisor Kramer reported that the recycling bus is not safe to be driven on the road. By consensus, it was decided to sell the bus as scrap for \$200.00. Supervisor Kramer is looking for a ½ ton truck to be used for transporting recycling materials. Thanks to the recycling reuse program, over 100 items found new homes when residents visited the recycling booth on Linwood Family Fun Day.

**Senior Center:** Supervisor Kramer reported that Senior Coordinator Heidi Lehrke passed the food safety test and that the kitchen passed the Department of Health inspection test. Supervisor Searing moved to approve the purchase of four new tires for the senior van, up to \$600.00; Supervisor Peterson seconded. All ayes; motion passed.

**Parks:** The School Forest is eligible for a \$5,147.50 DNR grant for removing oak wilt trees from 4,730 feet of trails in the School Forest. The quote to remove the trees came in at \$11,400.00; the balance of the expense will be paid by the School Forest fund. Supervisor Searing moved to approve widening the trails in the School Forest at no cost to the Township; Supervisor Peterson seconded. All ayes; motion carried.

**LFFD:** Supervisor Millerbernd reported that Linwood Family Fun Day was a good day. The medallion was found on Saturday morning by the Wilke family. Mike Spence was presented the Hall of Fame award for his dedication to the senior transportation program. Mike has driven over 10,000 miles in the last year.

**Little Library:** The Board expressed their appreciation for the Little Library constructed and installed under the Broadbent Park pavilion by Sally Lucas from Girl Scout Troop 55336.

**Property drainage issues:** Jessica Mackey was present to ask the Board for a resolution to the sand that is washing from the construction of a home at 8144 241<sup>st</sup> Lane, and onto her property. It was determined by the Board and town attorney that the drainage issue is a civil matter between the property owners.

**Phone line for recycling:** Supervisor Kramer moved to get phone and internet service to the recycling center at \$107.00 per month and \$175.00 installation fee; Supervisor Millerbernd seconded. All ayes; motion passed.

**Building Inspector:** Leon Ohman resigned his position of part-time building inspector. The Board had hired Inspector Ohman for plan review and inspections on Mike Jungbauer's house. Supervisor Searing will discuss wages with Mr. Ohman. Inspector Don Sivigny will assume the duties to continue the inspections.

Inspector Sivigny reported on various enforcement issues that are pending:

- 226<sup>th</sup> Avenue properties will get second letter requiring a meeting with Township
- Dana Casey has been informed that he will need to start over with a new building permit
- Communication with owner of double-wide mobile home that has been sitting on a lot in Paradise Point
- Roofing finals inspections are caught up
- Progress inspection being scheduled for Dana Casey not having a permit to build two-story house

**WMO Meeting:** The clerk will post for a quorum of supervisors to attend a workshop meeting on Tuesday, October 1 at 6:00 p.m. to discuss each of the Upper Rum River and Sunrise River Watershed Management Organization Joint Powers Agreements.

**2020 Levy Certification:** Supervisor Kramer moved to certify the 2020 levy final amount at \$1,650,000.00; Supervisor Searing seconded. All ayes; motion carried.

**Approval of Minutes:** Supervisor Peterson moved, and Supervisor Millerbernd seconded, to approve the August 27, 2019 Town Board meeting minutes as presented. Supervisors Peterson, Millerbernd, Kramer and Searing voted in favor; Supervisor Halliday abstained due to absence. The motion carried 4-0 with one abstention.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list for 8/28/19 to 9/10/19 in the amount of \$27,167.70; Supervisor Searing seconded. The Claims List for Approval included claims #34736 thru #34763. All ayes; motion carried.

Supervisor Searing moved, and Supervisor Peterson seconded the motion, to pay Regular Payroll for 9/6/19 in the amount of \$15,365.90. The payroll included direct deposits #17936 to #17950 and EFTs #17951 to #17953. All ayes; motion passed.

**Closed session:** The Town Board went into closed session, according to MN Statute 13D.05 Subd. 3(b), to discuss the matter of Hupola vs. Linwood Township. The Board came out of closed session at 8:31 p.m. to reopen the regular meeting.

Discussion ensued regarding township liability for employee actions. Supervisor Kramer moved to allow the attorney to consult with a labor attorney and MATIT; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Millerbernd moved to adjourn; Supervisor Halliday seconded. All voted in favor; motion carried. The meeting adjourned at 8:54 p.m.

Approved on September 24, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes September 24, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Inspector Don Sivigny, Nancy Kramer, Mary Schumacher, Tom Searing, Hank Senger, Judy Hanna, Steve Reedy, Tony DeChaine, Chief Darryl Ballman, Kris Millerbernd

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, September 24, 2019. Supervisor Kramer moved to approve the agenda with the addition of enforcement reports; seconded by Supervisor Peterson. The motion passed unanimously.

**Application 19-07-SIGN:** Near-ME Auto Service, 7100 Fawn Lake Drive NE, Stacy, MN submitted an application for a sign permit for a vinyl overlay on an existing 4' x 8' commercial sign. The Planning and Zoning Commission recommended approval of the application. Supervisor Searing moved to approve Application 19-07-SIGN; Supervisor Peterson seconded. The motion passed with Supervisors Searing, Peterson Halliday and Millerbernd voting in favor, and Supervisor Kramer abstaining.

**Ordinance 182:** In lieu of writing a text amendment and a map amendment that would make all references to commercial and industrial zoning be covered under the General Business District zoning, Attorney Ruppe drafted an ordinance to change the zoning of Linwood Covenant Church from Institutional to General Business District and a second ordinance amending the language in the sign ordinance from Commercial to General Business District.

Ordinance 182 would amend Section 808.03 by replacing the existing title of Subd. 2 from "Commercial Districts" to "General Business District", and amending Section 808.02 Subd. 6 by replacing the term "Commercial District" to "General Business District". The Planning and Zoning Commission recommended approval of the ordinance as presented. Supervisor Searing moved to adopt Ordinance 182, Amendment to the Business Sign Ordinance. Supervisor Kramer seconded the motion which passed unanimously. (Full ordinance on file)

**Ordinance 183:** The township map identifies the property at 6565 Viking Blvd NE, Wyoming, MN as Institutional, but since the Town Code doesn't have an Institutional District, Attorney

Ruppe proposed changing the property to General Business District to allow them to obtain a sign permit. Supervisor Searing moved to adopt Ordinance 183, Amendment to the Zoning Map; Supervisor Kramer seconded. The ordinance amends the Town Code such that the Zoning Map of the Township of Linwood as referenced in Section 807.06, Subd. 2 of the Town Code is hereby amended so that the property legally described on attached Exhibit A shall be rezoned from Institutional to B General Business District. All ayes; motion carried. (Full ordinance on file)

**Application 19-05-SIGN:** Linwood Covenant Church, 6565 Viking Blvd. NE, Wyoming, MN, submitted an application for a sign permit on the church property. The Planning and Zoning Commission recommended approval of the application. Supervisor Searing moved to approve sign application 19-05-SIGN for Linwood Covenant Church, located at 6565 Viking Blvd. NE; Supervisor Millerbernd seconded. All ayes; motion passed.

**Enforcement updates:** Interim Building Inspector Don Sivigny reported on the progress of various enforcement actions and various building permit issues. Among them:

- Don, Carol and Sandy met with Dana Casey to affirm that a new building permit is required. Dana plans to draft a blueprint that would attach the house to the garage with the master suite above the garage. The Shoreland Ordinance allows for a different method of measuring the overall height than stated in the Town Code.
- Scheduling a meeting with homeowner on Feather Street to do a progress inspection to see if the house is habitable and instruct that the road right-of-way must be cleaned up.
- Progress is being made with the cleanup of the properties on 226<sup>th</sup> Avenue.

The Board informed Don that he is to continue with all of the projects that he has been involved in so that there is consistency in handling the enforcements and inspections. There will be a meeting to help the township building inspector transition back into the job.

**Parks:** Supervisor Halliday reported that the parks committee is pleased to be receiving updates before the meetings from the public works department as to what has been done and what needs to be done. The committee is considering changing the parks meeting time.

**Purchase of recycling truck:** Supervisor Kramer reported that he had found a pickup truck for the recycling department. The intention would be to use the vehicle for hauling recycling and organics, but also be available for other township uses. Supervisor Kramer moved to purchase the 1997 Ford F150 for \$4,000.00; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Kramer moved to fund the truck at \$3,000.00 from the Recycling Fund and \$1,000.00 from the General Fund; Supervisor Searing seconded. All ayes; motion passed.

**Sr. Coordinator 60-day review:** Supervisor Kramer moved to offer Heidi Lehrke employment as a permanent (regular) employee; Supervisor Millerbernd seconded. All ayes; motion carried.

**Resolution 2019-09:** Supervisor Peterson moved to accept Resolution 2019-09 Proclaiming October Domestic Violence Awareness Month; Supervisor Millerbernd seconded. All ayes; motion carried. (Full resolution on file.)

**Resolution 2019-10:** Supervisor Peterson moved to adopt Resolution 2019-10 Appointing Election Judges; Supervisor Kramer seconded. The resolution listed the election judges

appointed to serve in the November 5, 2019 and February 11, 2020 Anoka County Commissioner District 6 elections. All ayes; motion passed. (Full resolution on file.)

**Precinct 2 cleaning contracts:** Supervisor Searing moved to accept the Linwood Covenant Church cleaning contract for the 2019 and 2020 elections in the amount of \$625.00. Supervisor Peterson seconded the motion, which passed unanimously.

**MN Fall Expo:** Supervisor Kramer moved to have the two maintenance workers attend the MN Fall Expo in St. Cloud on October 2<sup>nd</sup> for \$30.00 each; Supervisor Searing seconded. The motion passed with Supervisors Kramer, Searing, Halliday and Peterson voting in favor and Supervisor Millerbernd voting against.

**Newsletter:** Each township department will be notified to have their articles to the clerk by October 10<sup>th</sup> for the next newsletter.

**Approval of minutes:** Supervisor Peterson moved and Supervisor Kramer seconded to approve the September 10, 2019 Town Board meeting minutes as presented. Supervisor Millerbernd questioned Supervisor Kramer's ability to vote on A-1 Tire invoices due to a conflict of interest. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$17,526.61; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34764 thru #34793. The motion carried 5-0.

Supervisor Peterson moved and Supervisor Millerbernd seconded the motion, to pay Regular Payroll in the amount of \$15,220.89. The payroll included Direct Deposits #17963 to #17973 and EFTs #17974 to #17976. All ayes; motion passed.

Supervisor Millerbernd reported that the fee for rescheduling the fireworks until next year is \$490.00. By consensus, the Board chose not to ask the Fire Association to pay any part of the expense. The fire department may purchase a watch for a retiring firefighter under the statute allowing appreciation awards. Supervisor Millerbernd asked that the Town Board revisit the conflict of interest policy in regards to concerns raised by firefighters. The topic will be put on the next agenda.

Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded the motion which carried unanimously. The meeting was adjourned at 6:56 p.m.

Approved on October 8, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

October 8, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, and Carol Searing; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Fire Chief Darryl Ballman, Dale Deters, Hank Senger, Tony DeChaine, Judy Hanna, Bob Blazek, Gary Wettshrek

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, October 8, 2019 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda with adding public comment; seconded by Supervisor Millerbernd. All ayes; motion passed 4-0.

**Technology replacement:** Dale Deters, from T.R. Computer Sales, presented the Board with options for replacing several computers that have operating systems that will no longer be supported. Supervisor Searing moved to have T.R. Computer Sales update the systems from Windows 7 to Windows 10; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. The server will need to be replaced within a couple of years and the firewall replaced mid-2020.

**Treasurer's report:** Treasurer Andrea Nekowitsch presented a financial year-to-date report as of September 30, 2019. Most operating funds are on track, except the Road & Bridge fund, which is well under budget due to not having a street maintenance project this year. The Board requested that monthly financial reports be available in the Board book and that the treasurer attend meetings quarterly.

**Fire Department:** Fire Chief Ballman reported 7 medical and 2 fire/other incidents in September, 2019. Following their training by Joe Grafft and Doctor Tony, the Linwood Fire Department is one of the first fire departments to be trained to administer Narcan to counter the effects of an opioid overdose.

Supervisor Millerbernd moved to accept the resignation of Steve Erickson from the fire department; Supervisor Kramer seconded. All ayes; motion carried 4-0. Firefighter Erickson has been a dedicated member of the Linwood Fire Department for 32 years.

Chief Ballman acknowledged firefighters Mike Raml for his 11 years of service and Tom Lukkonen for his 16 years of service.

A quote for the generator will be sent to Board members for their consideration and discussion at a future meeting.

**Road & Bridge:** The Road and Bridge committee has been working on a 5-10 year plan for road maintenance and equipment replacement.

Oxford Township should have their portion of Typo Creek Drive blacktopped by the fall of 2020. Oxford Township has expressed their interest in jointly purchasing a road grader.

**Senior Center:** Supervisor Searing moved to accept Heidi Lehrke's resignation as Senior Coordinator effective today; Supervisor Millerbernd seconded. All ayes; motion passed 4-0. Supervisors Halliday and Kramer will review the application of the second choice of applicants from the position hiring in April, 2019 and determine if the senior coordinator's job opening will be posted.

Supervisor Kramer has been arranging rides for seniors and staff has been assisting with the coordinator's duties during her absence. The Halloween Party plans are being coordinated by staff and volunteers.

**Parks:** Supervisor Searing moved to change the Park's committee meeting time to 6:30 p.m.; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. The Park's committee will meet in the senior center on December 23<sup>rd</sup> due to a conflict with the Town Board meeting. PARCs will discuss the flooding of the pleasure and hockey rinks; as well as the replacement of the vandalized security light.

**Broadband internet update:** Treasurer Nekowitsch presented a memo updating the Board on her continued research into bringing broadband internet into unserved pockets of the township. MidCo discussed two areas within the township that are currently not served by MidCo. Boettcher Farms didn't qualify for their project list in 2018 or 2019, but will be considered again in 2020. Of the many factors considered when MidCo chooses expansion projects, one of them is their return on investment. MidCo provided estimates to extend service to Boettcher Farms and the Ryan Lake area. MidCo expressed that they would likely proceed with the projects if the funding shortfall between their investment and the cost of the project were met by another funding source. If the residents in these areas are interested in petitioning for a subordinate service district (SSD) or similar assessment, these projects could move forward. Additional expenses would include attorney fees for setting up an SSD, and other financing fees. Supervisor Kramer moved to send out mailers to the residents in the two neighborhoods; Supervisor Searing seconded. All ayes; motion carried 4-0. Andrea will check with the Anoka County auditor regarding the township's authority to set up an SSD and assessments. Andrea will coordinate dates for an informational meeting for MidCo to meet with the residents and provide the Board with the cost of mailing postcards.

**Fire station roof quotes:** Topic tabled.

**Cemetery fence proposal:** Further fence repairs at the cemetery may be needed. The Board will check with Tim Peterson to see what his recommendations are for the repairs. Removal of oak wilt diseased trees from the cemetery may have to be budgeted for.

**Recycling security:** The security camera recorder destroyed in an electrical storm will need to be replaced. Due to recent vandalism, an additional security camera will be added.

**Conflict of Interest policy:** Tabled to get input from the firefighters.

**Snowplow Policy:** Supervisor Millerbernd moved to adopt the updated Snow Removal Policy as presented; Supervisor Kramer seconded. All ayes; motion passed 4-0. The policy will be put on the website and in the next newsletter.

**Mailbox Policy:** Supervisor Millerbernd moved to adopt the Mailbox Policy as presented; Supervisor Kramer seconded. With the adoption of this policy, the Township will only do repairs to the mailboxes that are physically hit by the township snow removal equipment and that comply with the swing-away type mailbox supports. All ayes; motion passed 4-0. The policy will be put on the website and in the next newsletter.

**Prescribed burn on School Forest property:** Supervisor Millerbernd moved to give permission to the DNR to install burn breaks and do a controlled burn within the School Forest. Supervisor Kramer seconded the motion, which passed unanimously 4-0.

**Tax forfeiture property:** Supervisor Millerbernd moved to approve the Anoka County Board's classification of tax-forfeited land and authorize the sale of the following described parcel of land located in Linwood Township, Anoka County, MN. Parcel ID: 27-34-22-14-0016, Paradise Point Unit 5 Lot 13 Block 1 – Subject to utility easement over East 100 feet. Supervisor Kramer seconded the motion. All ayes; motion carried 4-0.

**Resolution 2019-11:** Supervisor Searing moved to accept Resolution 2019-11 Establishing Precinct and Polling Locations for 2020 Election Year; Supervisor Millerbernd seconded. Precinct 1 is the Linwood Senior and Community Center; Precinct 2 is Linwood Covenant Church. All ayes; motion passed 4-0. The full resolution is on file.

**Resolution 2019-12:** Supervisor Searing moved to accept Resolution 2019-12 Accepting 3<sup>rd</sup> Quarter 2019 Donations; Supervisor Millerbernd seconded. The donors for Linwood Family Fun Day include: Redwing Collector, Holiday Stationstores, RPM Motorcycles, Linwood Country Store & Pizza, Sherco Construction, Near-ME Auto Service, Hakanson Anderson, Wyoming Drug, Raml Tree Service, Waldoch Truck & Van Accessories, KwikTrip, American Imports, Wyoming DQ, Anderson Koch Ford, Highland Money Management, Empire Insurance Group, Village Inn, Trevor Larence, and the Millerbernd Family. The donors to the Linwood Senior Center are Birchwood Health Center and the East Bethel Fire Department Auxiliary. The known value of donations is \$2,129.00 in cash, and \$4,852.35 in material goods, as valued by the donors. All ayes; motion passed 4-0. The full resolution is on file.

**MN PEIP renewal:** Supervisor Searing moved to renew the MN Public Employees Insurance Program (PEIP) agreement for 2020; Supervisor Kramer seconded. The terms will remain the same as in 2019. There are five eligible employees and four of them are participating in the benefit. All ayes; motion carried 4-0.

**FSA renewal:** Supervisor Searing moved to continue offering the Flex Spending Account (FSA) benefit for 2020; Supervisor Millerbernd seconded. The current plan is a premium only plan and the employees are the only contributors to their FSA. The employees may roll over a balance of \$500.00 for three months into the subsequent plan year. There are four employees who are

eligible for the FSA benefit and currently two employees are participating. The cost to the Township is \$4.30 per month, per employee, but the tax savings for the Township exceed the cost to provide the benefit. All ayes; motion passed 4-0.

**Siren maintenance renewal:** Supervisor Millerbernd moved to renew the Embedded Systems siren maintenance agreement; Supervisor Searing seconded. The agreement provides for maintenance of the tornado sirens at a fee of \$46.12 per siren, per month. All ayes; motion carried 4-0.

**Clerk's comments:** The Board agreed to waive the rental fee for Linwood PTA to use 20 tables for their fundraising event on November 15<sup>th</sup>.

Building permits fees will only be refunded if the applicant appeals to the Town Board.

The blue mailbox address plates cost approximately \$50.00 for staff to make. Andrea will check prices with sign supplier. Supervisor Kramer suggested the plates could be made in the recycling center.

The Road & Bridge budget will be discussed at a regular Town Board meeting as opposed to the Board attending a special meeting.

**Approval of Minutes:** Supervisor Kramer moved, and Supervisor Millerbernd seconded, to approve the September 24, 2019 Town Board meeting minutes as presented. All ayes; the motion carried 4-0.

**Approval of Bills & Payroll:** Supervisor Millerbernd moved to pay the claims list in the amount of \$64,345.60; Supervisor Searing seconded. The Claims List for Approval included claims #34794 thru #34824. All ayes; motion carried 4-0.

Supervisor Millerbernd moved, and Supervisor Searing seconded the motion, to pay Regular Payroll for 10/4/19 in the amount of \$20,536.11. The payroll included direct deposits #17981 to #17997 and EFTs #17998 to #18000. All ayes; motion passed 4-0.

**Public Comment:** Gary Wettshrek, representing Sunnyside Lutheran Church, was present to ask if the recent rezoning and map amendments would affect Sunnyside's plans to replace the façade of their sign on the property at 6565 Viking Blvd NE. Board members noted that Sunnyside Church doesn't currently have a permit for the sign and encouraged Wettshrek to have the church apply for a sign permit and go through the process.

Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried. The meeting adjourned at 8:42 p.m.

Approved on October 22, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

October 22, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Zoning Administrator Mike Jungbauer, Building Inspector Don Sivigny, Tom Sausen, Tom Searing, Judy Hanna, Hank Senger, Darryl Ballman, Tony DeChaine

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, October 22, 2019. Supervisor Kramer moved to approve the agenda as presented; seconded by Supervisor Peterson. The motion passed unanimously.

**Request for garage across the road:** Alan and Tracy Tousley of 22734 East Martin Lake Drive NE, Stacy, previously applied for a variance for a decreased setback from the road to build a garage across the street from their home (PID #04-33-22-11-0027). After the Planning & Zoning Commission recommended denial of the variance request at their October 15, 2019 meeting, the Tousleys submitted a letter to terminate their variance request #2019-09-VAR. The owners stated that they will be moving the septic tank further back on the property to accommodate building the garage without a variance.

Alan and Tracy Tousley will be applying for a building permit to build a garage on a lot that they own, which is located across the street from their home. The final location on the parcel has not been determined as yet due to the Tousley's relocation of the septic tank on the parcel. Linwood Town Code, 807.03 Subd. 3, Paragraph 1, Item c states that:

- c) *If the dwelling unit of the property owner is located on a parcel of land which is separated by a road or by another parcel from a parcel proposed for an accessory building or structure, the Building Official may issue a permit for the accessory building on the vacant parcel provided that:*
  - i. *the owner has received the approval of the Town Board following the recommendation of the Planning and Zoning Commission, and*

- ii. *the owner has provided proof that the parcels will not be conveyed separately from one another by fully executed and recorded conduit deeds with an appropriate restrictive covenant.*

On October 15, 2019, the Planning and Zoning Commission made a recommendation that the Town Board give approval that the Building Official may issue a permit for an accessory building to be located on the parcel located across the road from the house, subject to meeting all building code requirements and township ordinances.

Supervisor Searing moved to grant approval for a garage to be built on PID #04-33-22-11-0027, Lot 8, Block 2, Cottage Grove, Anoka County, subject to the Building Official verifying that the plans and survey meet all building code requirements, setbacks and township ordinances, with no variances being granted; Supervisor Millerbernd seconded. All ayes; motion passed.

**Point of Sale septic inspection grant:** Correspondence from Anoka Conservation District (ACD) notifying the township that DNR Block Grant funds are available to write and launch a Point of Sale subsurface sewage treatment systems (SSTS) ordinance for Linwood, Ham Lake and East Bethel. The Point of Sale ordinance would require a septic system compliance inspection during transfer of ownership of a property. The new ordinance would need to fit within the Municode format that is being developed. The Board was favorable to working with ACD in moving forward with incorporating the Point of Sale ordinance.

**Comp Plan update:** Zoning Administrator Mike Jungbauer reported that he has been answering the Met Council's request for information regarding sections of the 2040 Comp Plan.

**Enforcement updates:** Building Inspector Don Sivigny reported that he has issued two double permit fees for the construction of decks without attaining building permits. There has been no response from the owner of the mobile home that was placed without permission. Don will move forward with the process of having the mobile home removed, ideally before snow season. The properties on 226<sup>th</sup> Avenue have been making progress on their clean up. Emergency vehicle access is now possible, but there are rocks and a fire ring in the road right-of-way that are still a concern.

**Building permits:** Supervisor Searing initiated Board discussion regarding how staff should handle expired building permits. By consensus, the Board determined that staff should send letters informing the owners that their permit has expired and that they will need to apply for a new permit, with the fee based on valuation of the remaining work to be done.

Building Inspector Sivigny presented samples of inspection sheets that he developed and he was given permission to work with Inspector Jungbauer to implement the use of them. The checklist packet would need to be onsite and signed by the contractor, when an inspector arrives or the inspection will be cancelled. Prior to incorporating the checklist procedure, Don suggested meeting with the local contractors to explain the new system.

**Airway Larry:** Following Chief Ballman's explanation and request, Supervisor Peterson moved to spend up to \$1,100.00 for the purchase of Airway Larry; Supervisor Millerbernd seconded.

Airway Larry an adult airway management training unit that simulates non-anesthetized patients for practicing intubation, ventilation, and suction techniques. All ayes; motion carried.

**Septic Inspector:** Supervisor Searing moved to hire Rum River Contracting to do septic plan review and inspections on Mike Jungbauer's house; Supervisor Kramer seconded. All ayes; motion passed.

**Electronic sign:** Supervisor Kramer reported that the Anoka County Board approved the Township's request to install an electronic sign in the county road right-of-way. After comparing the two sign quotes, Supervisor Millerbernd moved to purchase the electronic sign from Stewart Signs, up to \$20,737.00; Supervisor Searing seconded. It was decided to remove the word Minnesota from the sign proof and just have the town logo on the header with the name Linwood Township. Cabinet and base colors will be determined by Supervisor Kramer and the clerk. All ayes; motion carried. A donation for half the cost of the sign will be requested from the Stacy Lions Club.

**Broadband update:** The memo from Treasurer Nekowitsch stated that she has been in contact with the General Manager of field operations at MidCo regarding the two possible extension projects for Boettcher Farms and Ryan Lake Drive. Over the next few weeks the construction and design team will put together an accurate build cost for the addresses in question. They anticipate having a build cost to share with us in late November to early December. When this information is received, the Board can decide how to share this information with affected residents.

**CD renewal:** CD #52745 is set to mature and renew on October 24, 2019. The current interest rate is 0.75%, but the treasurer negotiated an increased rate of 1.95% for the next 15 months.

**Local Government Officials meeting:** Supervisors Halliday and Kramer committed to attending the next Local Government Officials meeting on October 25, 2019.

**Employee reviews:** The annual employee reviews will be scheduled for November 20 and November 21, 2019 starting at 5:00 pm. Each review will be scheduled 45 minutes apart.

**No Child Left Inside grant:** Chief Ballman reported that the DNR created a No Child Left Inside Grant Program to provide outdoor environmental, ecological, and other natural-resource-based education and recreation programs serving youth. Chief Ballman suggested park benches and outdoor classrooms for the School Forest. Supervisor Millerbernd moved to appoint Emily Raml to represent Linwood Township's interest in applying for the No Child Left Inside grant. Emily is the president of the Linwood School Forest and Community Park committee. All ayes; motion passed.

**Clerk's comments:** The clerk reported that training and plans for the elections are well under way. The Board directed the clerk to place ads for the senior coordinator's position with the League of Minnesota Cities and for one week in the Forest Lake Times. The application period will be open for two weeks.

**Approval of minutes:** Supervisor Kramer moved and Supervisor Millerbernd seconded to approve the October 8, 2019 Town Board meeting minutes as presented. Supervisors Kramer,

Millerbernd, Halliday and Searing voted aye; Supervisor Peterson abstained due to his absence from the October 8<sup>th</sup> meeting. The motion carried 4-0 and one abstention.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$18,217.29; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34825 thru #34845. The motion carried 5-0.

Supervisor Searing moved and Supervisor Peterson seconded the motion, to pay Regular Payroll in the amount of \$13,301.60. The payroll included Direct Deposits #18006 to #18014 and EFTs #18015 to #18017. All ayes; motion passed.

Supervisor Kramer moved to adjourn; Supervisor Peterson seconded the motion which carried unanimously. The meeting was adjourned at 7:15 p.m.

Approved on November 12, 2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

**November 12, 2019**

**Board Members Present:** Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing and Tim Peterson; Treasurer Andrea Nekowitsch; Clerk Pam Olson

**Board Members Absent:** none

**Others Present:** Tom Searing, Tom Sausen, Chris Konahl, Brenda Johnson, Jake Mevlners, Stan Meyer, Shawn Augustine, Susan Vento, Stephanie Rachell, Chuck Perry, Mark Dalske, Sean Merritt, Corey Williams, Mike Gabric, Susan Churack, Lutia Honrud, Hank Senger, Erin Prodger, Chris Rulstad, Karissa Rulstad, John Marvin, Jason Baggenstoss, Luke Bushman, John Haugland, Becky Davies, Heather Cottrell, Jared Cottrell, Sarah Baklund, Brandon Travton, Brian Meyer, Cassandra Baklund, Nicholas Baklund, Ella Baklund, Tony D., Sue Gulbrandson, Corrine Nygren, Paul Nygren

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, November 12, 2019 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda as presented; seconded by Supervisor Peterson. All ayes; motion passed.

**Susan Vento:** Susan Vento was present to introduce herself to the Town Board. Susan was appointed in March 2019 to the Metropolitan Council as the District 11 representative. Susan's district encompasses Linwood Township and three cities in Anoka County, as well as cities in Ramsey County and Washington County. Susan serves on the Environment Committee, Audit Committee, Rush Line Advisory Committee and is the vice chair of the Community Development Committee.

**Broadband internet:** Residents from Shadow Ridge and Boettcher Farms developments were in attendance to ask the Town Board for help in bringing broadband internet into their neighborhoods. Treasurer Nekowitsch provided background information in regards to broadband grant opportunities and the communications she's had with MidCo. Treasurer Nekowitsch explained to the residents that either the Township wasn't eligible to apply for certain grants or no service provider was interested in partnering for a grant. Supervisor Halliday explained that the Township has no authority to force a private company to provide

internet service to residents. Currently, the Township is waiting for MidCo to provide internet installation costs per household in each of the developments, at which time the Township plans to facilitate a meeting between MidCo and the affected residents.

**Violation hearing:** Resident Becky Davies requested a hearing to contest the Notice of Ordinance Violations that she received on October 22, 2019 for her property at 22750 East Martin Lake Drive NE, Stacy, MN. Ms. Davies was cited as having violated Ordinance 605 - outside storage violation and Ordinance 705 - junk on property. Ms. Davies claims that they are cleaning the property, but there were no photos available for the Board to see the progress. Pending acquiring a report and photos of the progress from the Zoning Administrator, the matter was tabled to the next board meeting.

**Fire Department:** Fire Chief Ballman reported 21 medical; 8 fire/other incidents and one mutual aid with Stacy Fire in October, 2019. Year to date there have been 205 incidents compared to 220 incidents year to date in 2018.

Linwood Fire Captain Justin Hansen and Chief Ballman attended 3ECHO training which teaches the 3-phase approach (Enter, Evaluate and Evacuate) that guides the response to blast and active shooter events with casualties.

Following a brief fire department budget overview, Asst. Chief Stockinger expressed to the Board that fire stations are a critical facility that must always stay connected to a power supply. Fire stations depend on power to keep the building and its operations running: HVAC for the building, lighting for the offices and truck bay areas, bay door control, and water supply depend on constant power. Power is needed for radios and other means of dispatcher correspondence. Without a backup power system like an industrial standby generator, operations of the LFD could be severely hampered or delayed. Stockinger reported that the department had done their due diligence by checking on various options for acquiring a generator for the fire station. A quote of \$27,298.90 from Midwest Electric and Generator, Inc. for a 38kW Generac Protector automatic standby generator was provided to the Board. Supervisor Kramer plans to apply for a CDBG grant for the generator and fire rescue boat. Supervisor Millerbernd moved to spend up to \$28,000.00 for a generator for the fire department. The motion died for lack of a second.

In an effort to save on hydro-testing costs and set a standard for maintaining a consistent inventory of SCBA bottles, Captain Luedtke presented a purchasing plan to purchase 20 SCBA bottles every five years on a rotation schedule. The department has approximately 50-55 SCBA bottles and 20 of them are expired. A quote for a Scott 4500 psi, 30-minute, carbon cylinder with valve SCBA from Clarey's Safety Equipment, Inc. was presented to the Board. Supervisor Peterson moved to spend up to \$17,000.00 for the purchase of 20 SCBA bottles; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Millerbernd moved to spend up to \$500.00 on retirement watches for Steve Erickson and Cary Shepard; Supervisor Searing seconded. The Citizen watches, from Carters Jewelry in Forest Lake, will be engraved with names and the Linwood Fire Department logo. All ayes; motion passed.

Asst. Chief Stockinger informed the Board that, having completed Firefighter 1 & 2 and HazMat training, cadets Andrew Kremers and Mark Sullivan will be graduating from the Anoka County Fire Training Academy on November 14, 2019.

Captain Luedtke stated that two candidates have successfully passed the Candidate Physical Ability Test (CPAT) and have positive interviews. The department is seeking Town Board approval to extend conditional offer letters to Matt Kohout and Jason Theis to proceed with medical physicals and background checks, costs not to exceed \$1,000.00. Supervisor Peterson moved to approve two candidates' medical evaluations and background checks; Supervisor Millerbernd seconded. All ayes; motion carried.

**Road & Bridge:** Road and Bridge committee member Mike Gabrick discussed the committee's proposed road construction sequence and estimated costs. The projects included paving 233<sup>rd</sup> Avenue and Ryan Lake Drive, channel stabilization of the Sunrise River bridge on Ryan Lake Drive, resurfacing South Linwood Lake Drive, two phases of Martin Lake Road resurfacing and surface water discharge at the creek, and resurfacing Sunset Road as joint project with East Bethel. To aid in measuring distances for refining the road construction plan estimates, Supervisor Millerbernd moved to purchase a Nitestar DMI Vehicle Distance Measurer for \$470.00; Supervisor Searing seconded. The DMI could be used for other applications throughout the township departments. All ayes; motion passed.

**Senior Center:** Supervisor Kramer reported that the Halloween party was attended by 177 kids and 157 adults. The event was a collaborative effort of the School Forest Committee and the Senior/Community Center, with over 26 adult volunteers and 8 student volunteers giving their time for a safe, fun family night.

**Parks:** The Parks Committee has determined that they would like both the hockey and pleasure rinks flooded this winter. Supervisor Halliday will check with the public works department to see what rink maintenance is feasible with the time constraints for the staff.

**School Forest:** Supervisor Millerbernd reported that the School Forest trails from the south side to the boardwalk will be closed until December 15, 2019 while the scheduled tree removal takes place.

**Expired building permits:** The topic of expired building permits was tabled.

**Server replacement, computers:** The township server has been experiencing issues and will need to be replaced sooner than expected. Supervisor Peterson moved to spend up to \$6,000.00 to replace the server; Supervisor Searing seconded. All ayes; motion carried.

The senior coordinator's computer is due to be replaced because, as of the first of the year, the operating system will no longer be supported. Supervisor Kramer moved to spend \$1,500.00 to replace the senior coordinator's computer; Supervisor Searing seconded. All ayes; the motion carried.

**Conflict of Interest policy:** Supervisor Searing moved to update the Conflict of Interest policy in the Employee's Handbook to include that the section referring to taking a second paid job that conflicts with an employee's Township position does not apply to firefighters who may also be members of other local community fire departments. Supervisor Peterson seconded the motion, which passed unanimously.

**Anoka County License Agreement:** Supervisor Kramer moved to accept the license agreement with Anoka County for placing the township's electronic sign in the county road right-of-way; Supervisor Searing seconded. All ayes; motion carried.

**Senior Coordinator position:** Supervisor Kramer and Treasurer Nekowitsch interviewed two candidates of the four applicants for the senior coordinator's position. Supervisor Searing moved to offer the senior coordinator's job to Pamela Hoppe at \$20.00 per hour; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Searing moved to allow an offer of employment at \$20.00 per hour to the second candidate if Ms. Hoppe doesn't accept the position; Supervisor Millerbernd seconded. All ayes; motion carried.

**Fire Station hail damage:** The Township's insurance adjuster determined that the hail damage to the metal trim on the fire station was sustained several years ago and has exceeded the time to file a claim. The damage was cosmetic and doesn't affect the function of the building.

**2020 Recycling SCORE Grant Agreement:** Supervisor Kramer moved to approve the 2020 SCORE Grant Agreement with Anoka County for recycling; Supervisor Searing seconded. Under the agreement, the township would be eligible for up to \$53,881.00 of reimbursement for expenses associated with the recycling program. The 2020 tonnage goal is 585 tons of recyclable materials collected.

**2020 CDBG Grant application:** Applications for CDBG grants are due not later than January 10, 2020 with technical assistance meetings being held in November and December. Supervisor Kramer moved to hire Mary Brooks to attend a technical assistance meeting and write CDBG grants, not to exceed \$300.00. Supervisor Kramer suggested grant applications be submitted for a fire station generator and a fire rescue boat. All ayes; motion passed.

**2020 Hennepin Tech contract:** Supervisor Kramer moved to accept the 2020 Hennepin Tech contract; Supervisor Searing seconded. The Hennepin Technical College contract provides monthly training courses for OSHA compliance and safety training. All ayes; motion carried.

**Lower St. Croix Watershed Implementation workshop:** Supervisor Peterson will represent the Township at the Lower St. Croix Watershed Implementation workshop on November 19, 2019.

**Clerk's comments:** The clerk informed the Board that the first draft of Municode is being reviewed by Tom Searing and Joe Dolphy.

The Outdoor Warning Siren Study and Acoustic report on the emergency sirens is on file in the office. Anoka County plans to replace the mainframe system for the sirens by the end of 2021. The sirens are a budgeting matter as the Township sirens will need to be replaced prior to the county's upgrade.

The clerk will make necessary changes to the township's emergency plan and bring to the Board for approval. For data practices reasons, the clerk questioned whether the Town Board considers the elected officials to be employees. MAT will be consulted.

The District 6 Primary Election had five absentee voters and 244 voters on Election Day; a 7% voter turn-out. Twenty election judges put in 380 hours while training, setting up and working on Election Day.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Millerbernd seconded, to approve the October 22, 2019 Town Board meeting minutes as presented. All ayes; the motion carried.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$12,314.64; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34825 thru #34845. All ayes; motion carried.

Supervisor Peterson moved, and Supervisor Millerbernd seconded the motion, to pay the 3<sup>rd</sup> quarter fire department payroll in the amount of \$25,773.58. The payroll included direct deposits #18025 to #18052 and EFTs #18053 to #18054. All ayes; motion passed.

Supervisor Searing moved, and Supervisor Peterson seconded the motion, to pay Regular Payroll for 11/1/19 in the amount of \$18,825.35. The payroll included direct deposits #18055 to #18062 and EFTs #18063 to #18065. All ayes; motion passed.

Supervisor Searing moved, and Supervisor Peterson seconded the motion, to pay Election Judge payroll in the amount of \$4,230.82. The payroll included direct deposits #38475 to #38494 and EFT #18066. All ayes; motion passed.

Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; motion carried. The meeting adjourned at 8:55 p.m.

Approved on 11/26/2019

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Closed Meeting Minutes

November 20, 2019

Meeting was called to order on November 20th 2019 in order to discuss allegations of misconduct by an employee.

In attendance: Carol Searing, Tim Peterson, Bob Millerbernd, Mike Halliday, Ed Kramer and attorney Susan Tindahl. The employee in question was also at the meeting.

As per Minnesota State Statute and as requested by the employee, the meeting was then moved into a closed session as motioned by Ed Kramer and seconded by Carol Searing. Motion passed.

During closed session discussion was held between employee and town board members.

After discussion, a motion by Carol Searing to reopen the session was made and a second was made by Bob Millerbernd. Motion passed.

A motion was made by Mike Halliday to suspend employee for 2 weeks effective immediately. The motion was seconded by Bob Millerbernd. The motion passed.

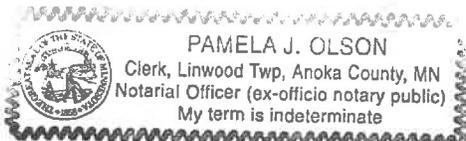
A motion was made by Bob Millerbernd to adjourn and it was seconded by Tim Peterson. Motion passes and meeting is adjourned.

Approved on December 10, 2019

Michael Halliday, Chairman

Attested:

Pamela Olson, Clerk





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### Town Board Meeting Minutes November 26, 2019

**Board Members Present:** Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson; Clerk Pam Olson

**Board Members Absent:** none

**Others Present:** Building Inspector Don Sivigny, Lisa Slepica, Tom Sausen, Chief Darryl Ballman, Tony DeChaine, Tom Searing, Judy Hanna

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, November 26, 2019. Supervisor Peterson moved to approve the agenda with one addition; seconded by Supervisor Millerbernd. The motion passed unanimously.

**Enforcement updates:** Don Sivigny, interim building inspector, reported on the various construction and enforcement projects that he's been assigned to. Among them:

- Properties on 226<sup>th</sup> Ave NE- have made some progress, but still have stuff in the road right-of-way.
- 22600 Martin Lake Road NE – large rocks in the right-of-way have been removed.
- Mobile home placed on 239<sup>th</sup> Avenue NE -- alternate address has been located for property owner. Don will send a letter to have mobile home removed.
- Feather Street construction – person building house is calling for inspections; sheetrock is being done; was given a copy of the construction checklist to follow.
- 22750 E Martin Lake Drive NE – may have done some cleaning on the property; still out of compliance.
- Non-permitted building on Martin Lake Drive NE – red-tagged large canopy construction to remove or obtain a building permit. Following red-tag notice, the owner came to the office to apply. Inspector will work with staff to determine ordinance regarding temporary structure specifications.

**22750 E Martin Lake Drive:** Owner at 22750 E. Martin Lake Drive NE was to return to Town Board with photos of progress being made in cleaning the property. Owner was not present at the meeting nor provided photos. By consensus of the Board, the fine will stand.

**Building Inspector contract:** Supervisor Searing moved to accept the Agreement for Building Official Services from Rum River Construction Consultants, pending review of the town attorney; Supervisor Peterson seconded. The contract is for on call general building inspections and plan review services. All ayes; motion carried.

**Fire Department:** Chief Ballman explained that registration for advanced training such as the EMS Conference, State Schools and Officer School will begin soon. Supervisor Peterson moved to spend up to \$7,500.00 to register seven firefighters to attend advanced fire training; Supervisor Millerbernd seconded. All ayes; motion passed.

In an effort to reduce the waste from bottled water, Chief Ballman asked the Board to consider having a filtered water fountain installed at the fire station. With positive Board response, Chief Ballman will get quotes for a water fountain with installation costs.

The Board gave approval for the use of the FWD on Saturday, December 7, 2019 for the Breakfast with Santa event sponsored by the Linwood Fire Association.

Resident Tom Sausen expressed his appreciation for the fire department's response to an emergency call. Tom was impressed with their professionalism.

**Parks:** Supervisor Halliday reported that the Parks Committee will cancel their meeting on December 23, 2019 and work on their budgets at the meeting scheduled for Tuesday, January 21, 2020 at 6:00 p.m.

Working with the public works department it was decided that part of the parking lot off of 228<sup>th</sup> Avenue will be kept open and extra signage added to direct residents to the skating rink. Public works will maintain one third of the hockey rink this season.

**Senior Coordinator:** Pamela Hoppe accepted the senior coordinator's position. Her first day was November 18, 2019 and she has been busy with the various regularly scheduled activities.

**Media laptop replacement:** The laptop being used by the media specialist needs to be replaced and upgraded due to its age and limited capabilities. Quotes from T.R. Computers were provided. Supervisor Searing moved to spend up to \$1,800.00 for a laptop, software and labor; Supervisor Kramer seconded. Supervisor Searing, Kramer, Halliday and Peterson voted aye; Supervisor Millerbernd voted nay. The motion passed 4-1.

**Recycling video recorder replacement:** Supervisor Kramer is looking into options for replacing the recycling video recorder system.

**Phone system:** After much discussion regarding the options for replacing the township phone system, Supervisor Peterson moved to enter into a 3-year contract with T.R. Computer Sales for the VOIP phone system; Supervisor Searing seconded. Per the quote dated October 11, 2019, the NSV-Connect system there is an upfront cost of \$1,822.92 with a monthly fee for the usage of the phones and calls are made via the internet. All ayes; motion carried.

**Data Practices Request Policy:** Supervisor Searing moved to adopt the Data Practices Request Policy for Public Data with changing the hourly rate to \$40.00 per hour of employee time; Supervisor Millerbernd seconded. The first hour of employee time per data request will be free of charge. All ayes; motion carried.

**Clerk's comments:** The Forest Lake Area Schools Early Childhood Program requested the use of a township park on Tuesdays in the summer of 2020. The Little Ranger Roadster will come to the park as a mobile learning environment for children ages 3-5 and their parents. The senior coordinator will be the contact person for this activity.

The Town Board affirmed that the recorder used to record the township meetings are for the clerk's use in preparing the meeting minutes and are not part of the official records.

**Approval of minutes:** Supervisor Peterson moved and Supervisor Kramer seconded to approve the November 12, 2019 Town Board meeting minutes as presented. All ayes; the motion carried.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$23,503.12; Supervisor Searing seconded. The Claims List for Approval included claims #34885 thru #34911. The motion carried 5-0.

Supervisor Searing moved and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 11/15/19 in the amount of \$17,804.26. The payroll included Direct Deposits #18074 to #18088 and EFTs #18089 to #18091. All ayes; motion passed.

Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded the motion which carried unanimously. The meeting was adjourned at 7:02 p.m.

Approved on December 10, 2019

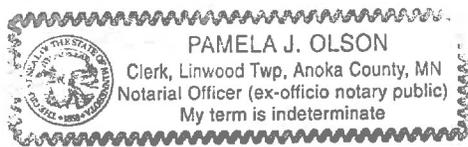


Michael Halliday, Chairman

Attested:



Pamela Olson, Clerk





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### Town Board Meeting Minutes December 10, 2019

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Don Sivigny, Tom Sausen, Mike Gabrick, Craig Rylander, Tom Searing, Chief Darryl Ballman, Tony DeChaine, Judy Hanna

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, December 10, 2019 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda with two additions; seconded by Supervisor Kramer. All ayes; motion passed.

**Enforcement progress:** Interim Building Official Don Sivigny reported that he has been in contact with the property owner on 239<sup>th</sup> Avenue NE. The Board directed Inspector Sivigny to get written documentation that the owner agrees to remove the manufactured home placed on 239<sup>th</sup> Avenue within 30 days after the spring road restrictions are lifted or the Board will proceed with the process to remove the home.

**Fire Department:** Fire Chief Ballman reported 16 medical; 7 fire/other incidents in November, 2019. Year to date there have been 228 incidents compared to 235 incidents year to date in 2018.

Supervisor Millerbernd moved to allow the use of Engine 1 for a PTA fundraiser; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Millerbernd moved to hire Matt Kouhout and Jason Theis as new firefighters effective January 1, 2020. Supervisor Searing seconded the motion. The rate of pay for the new hires will be at the current rate on the date of hire. All ayes; motion passed.

Supervisor Millerbernd moved, and Supervisor Peterson seconded, to accept the following positions:

Mike Zacher - Captain 13

Jason Baggenstoss – Lieutenant 23

Mike Beebe – Captain 14

Tim Crea – Lieutenant 24

Andy Luedtke – Captain 11

Justin Hansen – Captain 12

The motion carried unanimously.

Supervisor Peterson moved to spend up to \$2,200.00 to install a filtered drinking fountain at the fire station per the quote; Supervisor Millerbernd seconded. Supervisors Peterson, Millerbernd, Halliday and Kramer voted aye; Supervisor Searing voted nay. The motion passed 4-1.

Chief Ballman informed the Board of three firefighters who had service anniversaries on December 1<sup>st</sup> with Linwood Fire Department: Shawn McLane – 11 years; Andy Leudtke – 13 years; and Scott Smith – 22 years.

Supervisor Millerbernd moved to spend up to \$6,700.00 to purchase nine ballistic vests for the fire department; Supervisor Searing seconded. All ayes; motion carried.

**Road & Bridge:** Road and Bridge committee member Mike Gabrick presented cost proposals for road projects and equipment purchases, projected ten years out. The costs will be integrated into the budget planning worksheets.

**SRWMO:** Jamie Schurbon, Anoka Conservation District, relayed the responses received from the other entities party to the Sunrise River Watershed Management Organization (SRWMO) regarding Ham Lakes request to adjust split of operating expenses to be commiserate with the percentage of the non-operating expenses. The Town Board was not interested in amending the Joint Powers Agreement, but would consider re-categorizing some items from the operating expenses to the non-operating expenses if the voting power percentage was equal to the cost sharing percentages. There will need to be more conversations among the entities to determine how to handle future budgets.

**1W1P:** Jamie Schurbon explained the possible pros and cons of entering into the Lower St. Croix One Watershed, One Plan concept. Future considerations will be whether the SRWMO should join a new Lower St. Croix joint powers agreement and, if so, what type of arrangement is favored. Financial considerations include how the SRWMO should advocate to use new non-competitive grant money called Watershed Based Funding. The funding is a 10% match.

**Senior Center mop closet:** Supervisor Kramer moved to extend the mop room out six feet with Marty Anderson doing the work for \$1,280.00; Supervisor Millerbernd seconded. The motion is contingent on the building official and fire marshal approving the plans. All ayes; motion carried.

**Recycling:** Supervisor Kramer moved to spend up to \$2,000.00 to build a room in the recycling building; Supervisor Millerbernd seconded. The room will be used as clean space for the recycling computer and paperwork. All ayes; motion carried.

**Voluntary Cost Sharing Agreement:** Supervisor Peterson moved to renew the Voluntary Cost Sharing Agreement for Anoka County Regional Economic Development; Supervisor Millerbernd seconded. In 2019, the Township, along with other community partners, entered into a Memorandum of Understanding with Anoka County to create an action plan and implement shared objectives to promote economic development within Anoka County. The Township's portion of the cost sharing will be \$307.00 in 2020. The motion carried with all ayes.

**Resolution 2019-13:** Supervisor Kramer moved to adopt Resolution 2019-13 Certifying Final Levy for 2020; Supervisor Peterson seconded. The 2020 levy approved by the electorate at the 2019 annual meeting and certified to the county was \$1,650,000.00. The motion was approved by unanimous vote. (Full resolution on file)

**2020 meeting schedule:** The Town Board approved the 2020 meeting schedule with some dates adjusted due to election and caucus date conflicts.

**Budget meeting dates:** Budget planning meetings were set for 7 p.m. on January 22 and January 29, 2020. The public will be encouraged to attend to give input for future needs of serving the public needs.

**Clerk's comments:** The electronic sign was damaged during shipping and had to be returned. The request for a donation from the Stacy Lions Club was denied, but the Lions Club president encouraged the Township to request a smaller donation. The Board determined that the request for a donation should be for \$1,000.00 to cover the cost of installing the footings for the sign.

**Approval of Minutes:** Supervisor Peterson moved, and Supervisor Millerbernd seconded, to approve the November 20, 2019 closed meeting and November 26, Town Board meeting minutes as presented. All ayes; the motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$31,461.90; Supervisor Peterson seconded. The Claims List for Approval included claims #34912 thru #34934 and #34936. All ayes; motion carried.

Supervisor Searing moved to pay claim #34935 in the amount of \$712.53; Supervisor Peterson seconded. Supervisors Searing, Peterson and Halliday voted aye; Supervisor Millerbernd voted nay; and Supervisor Kramer abstained due to potential conflict of interest. The motion carried 3-1 and 1 abstention.

Supervisor Peterson moved, and Supervisor Searing seconded the motion, to pay Regular Payroll for 11/29/19 in the amount of \$15,909.71. The payroll included direct deposits #18097 to #18107 and EFTs #18108 to #18110. All ayes; motion passed.

Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; motion carried. The meeting adjourned at 8:15 p.m.

Approved on December 23, 2019

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Robert Millerbernd, Vice Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes December 23, 2019

Board Members Present: Supervisors Bob Millerbernd, Ed Kramer, Carol Searing; Treasurer Andrea Nekowitsch; Deputy Clerk Lisa Slepica

Board Members Absent: Supervisors Mike Halliday and Tim Peterson; Clerk Pam Olson

Others Present: Tom Searing, Judy Hanna

**Call to Order and Approval of the Agenda:** Vice Chairman Millerbernd called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Monday, December 23, 2019. Supervisor Searing moved to approve the agenda as presented; seconded by Supervisor Kramer. The motion passed unanimously.

**Resolution 2019-14 Adopting 4<sup>th</sup> Generation SRWMO Plan:** Supervisor Searing moved to adopt Resolution 2019-14 Adopting 4<sup>th</sup> Generation SRWMO Plan as the Local Water Management Plan; Supervisor Kramer seconded. All ayes; motion carried 3-0. (Full resolution on file.)

**Resolution 2019-15: Approving Funds Transfer to Building Department Fund:** Supervisor Kramer moved to adopt Resolution 2019-15 Approving Funds Transfer from General Fund to Building Department Fund; Supervisor Searing seconded. The resolution authorizes \$150,000.00 from past building permit fees collected to be transferred out of the General Fund and into the Building Department Fund. (Full resolution on file.)

**On-call plow driver:** Supervisor Kramer reported that the township is short of plow drivers and he had received an application from a qualified person. Supervisor Searing moved to hire Brian Johnson as an on-call snowplow driver at \$20.00 per hour, pending results of background check. Supervisor Kramer seconded the motion which passed 3-0. The position is seasonal and does not include summer mowing.

**Local Board of Appeals:** Supervisor Kramer moved to set the Local Board of Appeals meeting for 5:30 p.m. on Tuesday, April 28, 2020; Supervisor Searing seconded.

**Approval of minutes:** Supervisor Kramer moved and Supervisor Searing seconded to approve the December 10, 2019 Town Board meeting minutes as presented. All ayes; the motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$42,820.97; Supervisor Kramer seconded. The Claims List for Approval included claims #3937 thru #34968. The motion carried 3-0.

Supervisor Searing moved and Supervisor Kramer seconded the motion, to pay Regular Payroll for 12/13/19 in the amount of \$17,147.12. The payroll included Direct Deposits #18119 to #18134 and EFTs #18135 to #18137. All ayes; motion passed 3-0.

Supervisor Searing moved and Supervisor Kramer seconded the motion, to pay Regular Payroll for 12/27/19 in the amount of \$18,999.37. The payroll included Direct Deposits #18142 to #18152 and EFTs #18153 to #18155. All ayes; motion passed 3-0.

**Treasurer's comments:** Treasurer Nekowitsch updated the Board regarding the broadband project stating that MidCo has determined approximate costs related to the construction and implementation of internet services in the Ryan Lake and Boettcher Farms areas in 2020. MidCo also expressed their interest in combining the projects and applying for the MN Deed grant in 2020, reducing the resident's cost by at least 50%, with construction in 2021.

Supervisor Kramer moved to adjourn; Supervisor Searing seconded the motion which carried unanimously. The meeting was adjourned.

Approved on January 14, 2020

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Robert Millerbernd, Vice Chairman

Attested:

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Pamela Olson, Clerk



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## Town Board Meeting Minutes January 14, 2020

**Board Members Present:** Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing; Clerk Pam Olson

**Board Members Absent:** Supervisor Tim Peterson

**Others Present:** Tom Sausen, Andy Luedtke, Tom Searing, Hank Senger, Chief Darryl Ballman, Jonn Haugland, Sean Merritt, Michael Raml, Lindsay & Jake Meulners, Judy Hanna, Tony DeChaine

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, January 14, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed 4-0.

**Reorganizational meeting:** Supervisor Kramer moved to keep all the assignments as assigned; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Action:	Approved for 2020:
Town Board Chair	Mike Halliday
Town Board Vice-Chair	Bob Millerbernd
Town Board regular meetings	2nd & 4th Tuesday
Official newspaper	Forest Lake Times
Official Township posting places	Town Hall, NearME Auto, Linwood Country Store
Designate a bank as the Town depository	First State Bank of Wyoming
Designate officials to sign checks (3 signatures required)	Chair-Mike Halliday / Vice Chair-Bob Millerbernd Clerk-Pam Olson / Deputy Clerk - Lisa Slepica Treasurer-Andrea Nekowitsch / Deputy Treasurer-
Federal rate for mileage reimbursement	2020 Fed rate 57.5¢ per mile
Designate contact people for WH Security call list	Mike Halliday, Ed Kramer, Bob Millerbernd
Credit card users	Bob M, Ed K, Pam O, Tony D, Jason W, Andrea N
Menards purchasers	Ed K, Bob M, Tony D, Jason W, Pam O, Andrea N
Kwik Trip card users	Darryl B, Tony D, Jason W
Data Practice Designated Responsible Authority	Pam Olson
Data Practice Compliance Official	Couri & Ruppe, LLP

<b>Township Services:</b>	<b>Approved for 2020:</b>
Attorney	Couri & Ruppe, LLP
Auditor	Smith Schafer & Associates
Building Official	Mike Jungbauer
Planning & Zoning Administrator	Mike Jungbauer
Engineer	Hakanson Anderson Engineering
Health Authority	On-call doctor @ Fairview Hospital
Road Foreman	Craig Rylander
Tree Inspector	Mike Jungbauer
Weed inspector	Mike Jungbauer
<b>Charges for Services:</b>	<b>Approved for 2020:</b>
Assessment Search	\$10.00
Bad Check Fee	\$35.00
Credit Card Convenience Fee (swipe card)	2.77%
Credit Card Convenience Fee (manual transaction)	3.65% plus \$.15
Faxes (send or receive, per page)	\$2 per 10 pages
Notary Fee (no charge for residents)	\$2.00
Copies (per side)	\$0.25
Data Request Response Staff Time	\$40.00/hour after first hour
Town Code book	\$75.00
Township Maps	\$1.00 to \$10.00
Senior Center Hall Rental	\$200 Hall/\$250 w/Kitchen
Senior Center Hall Damage Deposit	\$200 Hall/\$250 w/Kitchen
Table Rental	\$5.00 each
Chair Rental	\$1.00 each (minimum fee \$10.00)
Linwood Senior Traveler (non-medical)	0.75 per mile
Swing Away Mailbox Post	\$65.00 plus sales tax
Swing Away Mailbox Post w/Installation	\$150.00 plus sales tax
<b>Committee &amp; Department Liaisons:</b>	<b>Approved for 2020:</b>
Building Maintenance	Ed Kramer
Cemetery	Carol Searing
Family Fun Day	Bob Millerbernd
Fire Department	Bob Millerbernd
Human Resources	Mike Halliday & Carol Searing
Insurance	Mike Halliday
I.T. (Information Technology)	Tim Peterson
Media, Newsletter and Webpage	Carol Searing
Park & Recreation Commission	Mike Halliday
Planning & Zoning Commission	Carol Searing
Police	Tim Peterson

Recycling	Ed Kramer
Road & Bridge Committee	Ed Kramer
Safety/Workplace	Tim Peterson
Security	Mike Halliday
Senior Center/Transportation	Ed Kramer
School Forest Committee	Bob Millerbernd
Sunrise River Watershed Management Org.	Tim Peterson

**Animal Control Contract:** Supervisor Searing moved not to renew the Animal Control contract; Supervisor Kramer seconded. The Board is not aware of the number of dog complaint calls responded to or animals impounded, and other such information. Residents are using social media for reporting lost dogs. Residents should call 911 to report dogs running at large. All ayes; motion carried 4-0.

**Burial Services Contract:** Supervisor Millerbernd moved to sign the agreement with D&K Outdoor Services for a two-year contract to perform burial services in the Linwood cemetery; Supervisor Searing seconded. All ayes; motion carried 4-0.

**Auditing Services Contract:** Supervisor Searing moved to keep Smith Schafer & Associates for our auditor; Supervisor Millerbernd seconded. The fee for the audit of the Township’s financial statements for the year ending December 31, 2019 will not exceed \$23,000.00. All ayes; motion passed 4-0.

**Fire Department:** Fire Chief Ballman reported 11 medical and 6 fire/other incidents in December, 2019. Chief Ballman noted that the firefighters responded to 225 incidents in 2019 and 261 incidents in 2018.

Assistant Chief Raml reported that the generator/boat quote was forwarded to the grant writer. Supervisor Kramer informed the Board that the grant was submitted, but the application was rejected because the grant was intended to serve low- to moderate-income residents. The application will be moved to another grant source for consideration. Lighting at the fire station has been upgraded from fluorescent bulbs to LED bulbs and the water fountain and ceiling fan have been installed. Twenty SCBA bottles were purchased and are in service.

The following firefighters are recognized for their years of service:

1 year – Andrew Kremers & Mark Sullivan; 3 years - Bobby Knebel; 5 years – Steve Esperson, Mark Olson, Fire Marshal Erik Ullery, Lt. Tim Crea & Lt. Jason Baggenstoss; 6 years – Capt. Justin Hansen; 7 years – Capt. Michael Beebe & Stevie Young; 8 years – Dan Ragen; 9 years – Capt. Mike Zacher; 10 years – Dennis Young & Brian Meyer; 23 years – Asst Chief Jim Stockinger.

Supervisor Searing moved to accept Brian Meyer’s request for a six-month leave of absence; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Supervisor Millerbernd moved to accept Mike Christian’s retirement from the Linwood Fire Department; Supervisor Searing seconded. Mike was with LFD for eleven years. All ayes; motion passed 4-0.

Supervisor Millerbernd moved to spend up to \$3,028.95 for turn-out gear for Andrew Kremers; Supervisor Searing seconded. All ayes; motion carried 4-0.

**Road & Bridge:** Supervisor Kramer reported that the Road & Bridge committee is working on a 25-year budget plan. The 233<sup>rd</sup> Avenue project bid opening will take place on January 15<sup>th</sup>. The large culvert belongs to Anoka County and will not be included in the road project bid.

The Department of Natural Resources (DNR) has approved the installation of a culvert on 205<sup>th</sup> Avenue. The Kiwi Snowmobile Club will pay for installing the culvert.

**Senior Center:** Supervisor Kramer reported that the mop closet is being finished and better acoustics are being researched for the senior center. LED bulbs will be installed in the senior center and maintenance shop to replace the old fluorescent bulbs.

The senior coordinator researched the legalities of playing bingo and other card games with cash prizes. According to the research, no prize can be over \$10.00 per game, the event cannot exceed \$200.00, and the Township cannot make a profit.

As a point of interest, the senior van logged 8,400 miles in 2019 to provide 276 round trips for senior appointments.

**Broadband update:** The Board is supportive of facilitating a meeting between MidCo and residents in the Ryan Lake Drive area and Boettcher Farms developments, for both parties to determine the level of interest in moving forward with bringing broadband internet into those areas. Once a date has been scheduled, the Township will notify the affected residents.

**Building Inspector continuing education:** Building Official Mike Jungbauer's license expires in October, 2020, but he needs continuing education credits to retain the license. Supervisor Halliday moved to have the building inspector attend continuing education classes on January 21, 2020 in Maple Grove, February 4, 2020 in Chaska and February 12, 2020 in Minneapolis. Supervisor Millerbernd seconded the motion. The motion carried 3-1, with Supervisor Halliday, Kramer and Millerbernd in favor and Supervisor Searing opposed the motion.

**Request for building permit refund:** Supervisor Kramer moved to issue a \$327.38 refund to Bear Roofing and Exteriors; Supervisor Searing seconded. The \$100.00 retainage of the building permit is to cover township staff costs. Supervisors Kramer, Searing and Halliday voted aye; Supervisor Millerbernd voted nay. The motion passed 3-1.

**Local Government Innovation Award:** Supervisor Kramer recently accepted the Local Government Innovation Award on behalf of the Linwood Recycling Center. The Linwood Recycling Center has become a vibrant facility for disposing of a variety of recyclable, reusable and compostable items. The innovation grant explained how smaller communities can help Minnesota reach its 2030 recycling goals.

**Connect Anoka County agreement:** Supervisor Searing moved to accept Amendment #2 to the Connect Anoka County network agreement; Supervisor Millerbernd seconded. The amendment will terminate the 2012 Connectivity Services Agreement in its entirety, effective when the equipment sites will be spliced out of the network, no later than August 16, 2020. Linwood Township never connected to this broadband service. All ayes; motion carried 4-0.

**Conditional Land Use 30-year review:** Supervisor Kramer moved to sign the Conditional Land Use Review form for township property on West Martin Lake Drive; Supervisor Searing seconded. The conditional land use was issued on August 30, 1991, and continues to be used as

a drainage retention area. The property is identified as Anoka County PID 33-34-22-34-0057. The motion passed 4-0.

**Governor’s Homeland Security & Emergency Management conference:** The Board decided not to send anyone to the Governor’s Homeland Security & Emergency Management conference.

**Length of Service and COLA increases:** The topic of length of service and COLA increases was tabled until the next meeting pending discussion of changes to the employee handbook.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Millerbernd seconded, to approve the December 23, 2019 Town Board meeting minutes as presented. The motion carried with Supervisors Searing, Millerbernd and Kramer voting in favor; Supervisor Halliday abstained due to absence from the December 23<sup>rd</sup> meeting.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$171,982.29; Supervisor Millerbernd seconded. The Claims List for Approval included claims #34969 thru #35012, except claim #35103. All ayes; motion carried 4-0.

Supervisor Searing moved to pay claim #35103 in the amount of \$1,991.78; Supervisor Millerbernd seconded. Supervisors Searing, Millerbernd and Halliday voted aye; Supervisor Kramer abstained due to potential conflict of interest. The motion carried 3-0 and 1 abstention.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 1/10/2020 in the amount of \$16,422.10. The payroll included direct deposits #18160 to #18175 and EFTs #18176 to #18178. All ayes; motion passed 4-0.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay the 2019 PARCS annual payroll in the amount of \$403.69. The payroll included checks #38629 to #38631 and EFT #18184. All ayes; motion passed 4-0.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay the 2019 Planning and Zoning annual payroll in the amount of \$1,991.53. The payroll included checks #38632 to #38639 and EFT #18185. All ayes; motion passed 4-0.

Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried. The meeting adjourned at 7:24 p.m.

Approved on January 28, 2020

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Budget Meeting Minutes

January 22, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing

**Call to Order:** Chairman Halliday called the Special Linwood Town Board meeting to order at 7:05 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, January 22, 2020 and the clerk performed the roll call. Supervisor Halliday stated that the purpose of the meeting was to discuss the proposed 2021 budget and other financial considerations.

After extensive consideration of the General Fund, Building Capital Fund, Police, General Capital, and Fire Capital Fund, the Town Board supervisors made preliminary recommendations that will each be reconsidered once the remaining budgets have been considered.

The next budget meeting will be on Wednesday, January 29, 2020 at 7:00 p.m.

Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried. The meeting adjourned at 9:21 p.m.

Approved on January 28, 2020

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Michael Halliday, Chairperson

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

January 28, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing; Clerk Pam Olson

Board Members Absent: none

Others Present: Zoning Administrator Mike Jungbauer, Tammy Gimpl, Tom Searing, Tom Sausen, Deborah Lingofelt, Christina Stalker, Hank Senger, Amy Lametti, Dario Lametti, Chelsea Wasserman, Darryl Ballman, Judy Hanna, Mark R Dalske, Tony DeChaine, Warren Christy

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, January 28, 2020 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Eagle Scout Project:** Boy Scout Dario Lametti was present to inform the Board that as part of his Eagle Scout project he will be building flag retirement containers for collecting used US flags. Dario requested permission to place one of the containers at the town hall. The Board accepted his proposal and requested that the container be built an appropriate size for outside placement near the recycling receptacles at the front door of the town hall. Dario plans to have the containers completed in June. The Township will be responsible for bringing the collected flags to the American Legion for retirement.

**Zoning & Building Department:** Zoning Administrator Mike Jungbauer informed the Board that the resident at 23015 W Martin Lake Drive NE applied for a variance to build a garage closer to the property line. The zoning administrator stated that the township could put a septic variance into the town code, if approved by the Pollution Control Agency (PCA). The zoning administrator asked the Board to make a determination so that the applicant would be allowed to build the garage one-foot from the septic tanks. The Town Board told the zoning administrator that he would need to provide the Board with a written request to recommend the Board allow a building permit without a variance from the septic setback.

The zoning administrator informed the Board that the Planning and Zoning Commission is working on defining General Business District B1, Light Manufacturing/Warehouse District B2, and home occupations.

The zoning administrator reported that he had issued an administrative warning to the property owner at 23831 Leo Street for having feral cats. The owner, Ms. Lingofelt, was present and explained that she feeds and traps the feral cats, has them spayed or neutered, and then tries to find homes for them. The owner would like to continue with her actions. The zoning administrator suggested that Ms. Lingofelt apply for an interim use permit, but according to the town code, it is not an allowed use. If the use were allowed, there would need to be an amendment to the town code. The Board advised Ms. Lingofelt to provide them with the names, addresses and signatures from all of her neighbors within 500' of her property to see if they were in support of her activities. Supervisor Peterson moved to allow Deborah Lingofelt to continue feeding the cats for thirty days; Supervisor Kramer seconded. All ayes; motion carried. Supervisor Kramer moved to suspend the fines and fees for thirty days; Supervisor Searing seconded. All ayes.

Zoning Administrator Jungbauer will be attending meetings with the Metropolitan Council for discussion and approval of the 2040 Comp Plan.

Zoning Administrator Jungbauer informed the Board that he took the part-time position of Zoning Administrator for Athens Township. Jungbauer stated that he plans to work nights and weekends for Athens Township. The Board advised the zoning administrator that he would not be allowed to take phone calls or do other activities for Athens Township during his scheduled working hours for Linwood Township.

**Animal Control:** Lt. Dan Douglas, from Anoka County Sheriff's office, was in attendance to explain the sheriff's limited authority to enforce the township's dog ordinance without the township having an appointed animal control officer. After discussing the impact to the community of not having animal control and being informed that the clerk receives impound slips from Gratitude Farms, Supervisor Searing moved to renew the contract with Gratitude Farms; Supervisor Millerbernd seconded. Supervisor Searing amended her motion to sign the contract for two years; Supervisor Millerbernd seconded the amended motion. Supervisors Searing, Millerbernd, Halliday and Peterson voted aye; Supervisor Kramer voted nay. The motion carried 4-1.

**Parks:** The Parks committee met to work on the 2021 Parks budget. The skating rink has not been maintained enough to provide for ice skating this season.

**SRWMO:** A State grant is being awarded for carp management at Linwood, Martin and Typo Lakes. The three-year grant's goal is water quality improvement, especially reducing algae blooms, while improving habitat and the game fishery. Of about 100 grant applications submitted statewide, this project scored number three. The grant is for \$148,000.00. The required grant match is being provided by the Martin Lakers Association, Linwood Lake Association and the Sunrise River Water Management Organization (SRWMO).

The town clerk received a Request for Proposal (RFP) for 2020 Water Monitoring and Management from the SRWMO. It wasn't clear how Linwood was supposed to respond.

Supervisor Peterson will contact the SRWMO and the Board will continue the board meeting so the clerk can respond by the deadline of January 30<sup>th</sup>.

**233<sup>rd</sup> Avenue road project bids:** Hakanson Anderson advertised and solicited bids for the 2020 Street Maintenance Project to include paving 233<sup>rd</sup> Avenue from Typo Creek Drive to Fontana Street. Eight bids were received and opened on January 15, 2020. The engineer's estimate was \$505,000.00. In accordance with the engineer's recommendation to accept the lowest responsible bidder, Supervisor Kramer moved to award the 233<sup>rd</sup> Avenue road project contract to North Valley for \$474,950.74; Supervisor Millerbernd seconded. All ayes; motion passed.

**Employee handbook amendment:** Supervisor Halliday explained the proposed changes to the Work Performance section of the Employee Handbook. Amendments included defining the timing for annual performance and wage reviews, revisions to the length of service increase and the elimination of the Cost of Living Adjustment. Supervisor Peterson moved to approve the amendments to Section 6 Work Performance of the Employee Handbook; Supervisor Millerbernd seconded. All ayes; motion carried.

**On-call plow driver:** Supervisor Kramer moved to hire Victor Meyers as an on-call plow driver; Supervisor Millerbernd seconded. The offer of employment is pending the results of a background check. All ayes; motion carried.

**TruGreen contract renewal:** Supervisor Millerbernd moved to spend \$4,460.00 for TruGreen for fertilizer and weed killer; Supervisor Kramer seconded. The lawn service will continue to be performed in Boettcher Farms Park, Carroll Broadbent Park, Four Seasons Recreational Area and the park east of the town hall per the annual contract. All ayes; motion passed.

**Budget scenario meeting:** The Board will discuss the 2021 budget scenarios during the February 12, 2020 Town Board meeting.

**Board of Audit meeting:** The Board of Audit meeting will be conducted during the February 26, 2020 Town Board meeting.

**Clerk's comments:** The clerk asked for clarification of Board action on a few of the items approved at the 2020 Reorganizational meeting. The 2020 mileage reimbursement rate will be set at the 2020 Federal rate of 57.5¢ per mile.

A tree inspector must be certified and attend annual recertification workshops. Supervisor Halliday moved to not have a designated tree inspector; Supervisor Millerbernd seconded. Tree inspections will be under the jurisdiction of the DNR. All ayes; motion carried.

The Township weed inspector must attend annual training and Supervisor Kramer receives this training at the MAT trainings. Supervisor Halliday moved to designate Supervisor Kramer as the Township weed inspector; Supervisor Peterson seconded. All ayes; motion carried.

The new electronic sign is installed and operational. Messages on the sign will only be specific to township-related activities and information. Other messages would need to be approved by the Town Board prior to being posted.

In order to comply with the E911 emergency response system tied to the new phone system, the senior center and recycling center should have addresses separate from the town hall

address. The tech who is assisting with installing the phones is researching how to get the addresses into the E911 system.

The clerk informed the Board that the Bear Roofing building permit refund approved by the Town Board at the last meeting was a false claim as the company had already received a full refund in September 2019.

**Approval of Minutes:** Supervisor Millerbernd moved to approve both the January 14, 2020 Town Board meeting minutes and the January 22, 2020 Special Budget meeting minutes as presented. Supervisor Kramer seconded the motion which carried with all supervisors voting aye.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$38,165.77; Supervisor Millerbernd seconded. The Claims List for Approval included claims #35014 thru #35044. All ayes; motion carried unanimously.

Supervisor Peterson submitted a claim for reimbursement of mileage and supplies for cemetery fence repairs. It was the other Board members' understanding that Supervisor Peterson had volunteered his time to do the repairs. Supervisor Peterson had previously made claim and been paid for three meetings' pay for the cemetery repairs. By consensus, the mileage claim would not be reimbursed. Supervisor Millerbernd moved to pay Tim Peterson \$109.09 on Menards receipts; Supervisor Searing seconded. Supervisors Millerbernd, Searing, Kramer and Halliday voted aye; Supervisor Peterson abstained due to conflict of interest. The motion carried 4-0 with 1 abstention.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 1/24/2020 in the amount of \$18,086.31. The payroll included direct deposits #18186 to #18196 and EFTs #18197 to #18199. All ayes; motion passed.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay the 2019 cemetery coordinator's payroll in the amount of \$1,154.37 and \$191.26. The payroll included check #38667 and EFT #18206. All ayes; motion passed.

Supervisor Searing Millerbernd, and Supervisor Peterson seconded the motion, to continue the Town Board meeting on Wednesday, January 29, 2020 at 6:45 p.m. All ayes; the motion carried.

January 29, 2020

The Town Board meeting was continued at 6:45 p.m. on January 29, 2020.

According to Jamie Schurbon at the Anoka Conservation District, the SRWMO Request for Proposal should have been sent to the township engineer so that it could be determined that the costs for water monitoring and management being provided by the SRWMO are competitive. Hakanson Anderson had already responded to the request for the City of East Bethel, so it wouldn't be necessary for Linwood to also have the township engineer review the RFP.

Supervisor Kramer informed the Board about his meeting with Anoka County regarding the progress of the potential senior housing project in Linwood Township. The next step will be to request that Anoka County use HRA funds to proceed with negotiating land acquisitions,

drawing plans and construction specifications, and environmental due diligence. The Board approved the clerk to write the necessary resolution.

Supervisor Peterson moved to adjourn the meeting of January 28, 2020; Supervisor Millerbernd seconded. All ayes; motion carried. The meeting adjourned at 7:03 p.m.

Approved on February 13, 2020

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Michael Halliday

Attested:

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Pamela Olson, Clerk



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### Special Budget Meeting Minutes January 29, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Tom Sausen, Mike Gabrick, Jim Strub, Mike Manders, Judy Hanna, Darryl Ballman

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board budget meeting to order at 7:04 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, January 29, 2020 and the clerk performed the roll call.

Chairman Halliday announced that the purpose of the meeting was to discuss the proposed 2020 budget and other financial considerations.

The Board had set the proposed Fire Capital budget at the last budget meeting. The Board will need to adjust the Fire Capital Fund for the purchase of new fire packs and SCBA bottles. No amount was decided.

The Building Department and Senior Center/Transportation budget were discussed. The bathrooms in the Senior Center will need to be upgraded to be handicap accessible. This project may be eligible for a CDBG grant.

The Road and Bridge budget was reviewed in depth. Road & Bridge committee member, Mike Gabrick, stated that no crack sealing will be done in 2021, but the amounts budgeted for that, the road projects and other equipment (road grader) should be carried over to the next year. Supervisor Halliday moved to create a new fund for road and bridge capital with \$405,000 budgeted for 2021; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Kramer provided the price for a 60' x 145' drive-through building with a concrete floor and finished interior at \$282,000.00. If the building were finished in stages, the shell of the building would be \$118,500.00, floor \$86,500.00, plus the cost for heat and electric. The building would be necessary to house a grader and other equipment.

Discussion ensued regarding the viability of purchasing a grader and constructing another building. No decisions were made.

In addition to the regular scenarios, one will be prepared with purchasing a \$100,000.00 grader and the construction of a building.

Supervisor Kramer moved to adjourn the meeting; Supervisor Peterson seconded. All ayes; motion carried. The meeting adjourned at 9:03 p.m.

Approved on February 12, 2020

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Michael Halliday

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

February 12, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Sausen, Tom Searing, Justin Hansen, Tim Crea, Darryl Ballman, Rick Chessnoe, Hank Senger, Todd Riebe, Tony DeChaine, Judy Hanna

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, February 12, 2020 and the clerk performed the roll call. The request by resident Todd Riebe to be added to the agenda to discuss feral cats was denied due to an already full agenda. Mr. Riebe will be notified when the topic is on a Town Board agenda. Supervisor Kramer moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed 4-0.

**Fire Department:** Fire Chief Darryl Ballman reported 14 total incidents in January with ten being medical calls and three being fire/other calls. There was one mutual aid call for East Bethel Fire Department.

Three firefighters attended an EMS conference and were trained on responding to medical related calls involving 4-wheelers and tractors.

Linwood Fire Association president Justin Hansen informed the Board that the Fire Association may not be sponsoring the Fireman's Dance as a Linwood Family Fun Day event this year. Instead, the association will be hosting a golf tournament on June 14, 2020 at Tanners Brook Golf Course. The Fire Association will still be involved with the purse bingo, booya and fireworks for LFFD.

The annual three-day firefighter medical refresher training classes will be held at the fire station. Supervisor Millerbernd moved to allow the fire department to spend up to \$400.00 for lunch and snacks for EMT/EMR Refresher Training on February 28-March 1, 2020. Supervisor Kramer seconded the motion, which passed unanimously.

To show his appreciation for the firefighters, resident Tom Sausen made a generous donation to the Linwood Fire Association to provide lunch for the medical training event.

Chief Ballman informed the Board that as of June 1, 2020, M-Health will be the area's advance life support providers. North Ambulance will continue to providing emergency air support. Tom Edminson is the new Chief of EMS (Emergency Medical Services).

The Board acknowledged Fire Marshal Erik Ullery, who received his Inspector 1 certification.

**Road and Bridge:** Supervisor Kramer informed the Board that, as the second phase of the Fawn Lake Drive road project, the Anoka County Highway Department will be resurfacing Fawn Lake Drive between County Road 85 and County Road 36 this year. The Road and Bridge committee did not meet on February 4, 2020.

**LFFD:** Supervisor Millerbernd reported that only one person attended the Linwood Family Fun Day committee meeting. That person has agreed to chair the committee. Further discussion will be held regarding changing the LFFD meeting time.

**23015 W. Martin Lake Drive garage setbacks:** Through a staff report from the zoning administrator, the Board was informed that Rick Chessnoe, 23015 W. Martin Lake Drive NE, Stacy, MN, had applied for a side yard variance to build his garage closer than 10' to the north property line. Based on the zoning administrator's reading of MN Rules 7080-7082 and an email (dated 1/24/2020) from Brandon Montgomery of MPCA stating that there is no setback requirement for a garage when the septic tanks are already installed, Mr. Chessnoe can fit his garage on his lot without a side yard variance. There will also be a 24" walkway of cement around the garage perimeter. It appears that the garage can be 10' off the property line and the overhang will be near the edge of the septic tanks. During the meeting, Mr. Chessnoe provided the Board with a written request to withdraw his variance application. No refund of the application fees will be issued. Mr. Chessnoe will be allowed a building permit for his new garage as proposed.

**Senior Center rental policies:** Supervisor Kramer moved to accept the new Senior Center rental policy with amendments. Supervisor Searing seconded. The amendments included removing "with Linwood Township listed as an additional insured party" from Section 8 of page 4 of the policy; and adding that the application fee is non-refundable to the top of the rental application. All ayes; motion passed 4-0.

By consensus, the Board chose to leave the table rental rate at \$5.00 and the chair rental rate at \$1.00 per chair. The new Table & Chair rental policy was adopted as presented with the inclusion of replacement fees for damage or lost tables and chairs at \$60.00 and \$20.00 respectively.

**Resolution 2020-01 -- HRA request:** Supervisor Kramer moved to adopt Resolution 2020-01 Requesting the Anoka County Housing and Redevelopment Authority to Exercise Its Power in the Township of Linwood; Supervisor Millerbernd seconded. The resolution would allow Anoka County HRA funds to be used for land acquisition, preliminary engineering and design and updated market study and site due diligence for the proposed senior housing project. Board discussion ensued regarding the actual costs to the Township and what other considerations

would be necessary if the senior housing concept were to become a reality. All ayes; motion carried 4-0. (Full resolution on file.)

**Resolution 2020-02 -- Create R&B Capital Fund:** Supervisor Millerbernd moved to adopt Resolution 2020-02 to Establish a New Fund; Supervisor Kramer seconded. The resolution carries over \$81,200.00 from the 2019 201--Road and Bridge operating budget into the new fund 406 – Road and Bridge Capital Fund for the 2020 budget. The purpose of the new fund is to provide for road equipment and vehicles necessary for public works operations and infrastructure improvements. All ayes; motion passed 4-0. (Full resolution on file.)

**Resolution 2020-03 – Adopt 2020 Budget:** Supervisor Searing moved to adopt Resolution 2020-03 Adopting the 2020 Budget; Supervisor Kramer seconded. The 2020 budget was amended from the proposed budget to accommodate the creation of the new capital fund and carrying over the unexpended 2019 capital funds. All ayes; motion carried 4-0. (Full resolution on file.)

**MN Benefits life insurance renewal:** Supervisor Millerbernd moved to spend \$805.00 for group life insurance for 2020; Supervisor Searing seconded. All ayes; motion carried 4-0. Group disability information for the officials and employees will be emailed to the supervisors for future discussion.

**Deputy Treasurer:** Supervisor Halliday moved to allow Marsha Olson, as Deputy Treasurer, to be a signer on the township accounts, be allowed online access, and do payroll. Supervisor Millerbernd seconded the motion, which passed 4-0.

**Annual Meeting prep:** The 2020 annual meeting agenda will follow similar to last year's meeting. The new county commissioner will be invited to attend. The annual meeting postcards will not be sent until the proposed levy amount is determined.

**Budget scenarios:** The Board reviewed the budget scenarios as prepared by the treasurer and clerk. It was determined that the Board would need to schedule another meeting to discuss other financial considerations prior to determining the proposed levy. The next budget meeting was scheduled for Tuesday, February 18, 2020 at 7:00 p.m.

**Wage reviews:** Supervisor Halliday moved to set the office assistant wage at \$21.00 per hour effective with the first payroll of 2020; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Supervisor Searing moved to increase the Clerk/Administrator wages to \$30.17 per hour; Supervisor Kramer seconded. Supervisors Searing, Kramer and Halliday voted in favor; Supervisor Millerbernd was opposed. The motion passed 3-1.

Supervisor Searing moved to increase the Treasurer wages to \$27.00 per hour; Supervisor Kramer seconded. Supervisors Searing, Kramer and Halliday voted in favor; Supervisor Millerbernd was opposed. The motion carried 3-1.

Supervisor Kramer moved to increase the Lead Public Works position wages to \$27.83 per hour; Supervisor Searing seconded. Supervisors Searing, Kramer and Halliday voted in favor; Supervisor Millerbernd was opposed. The motion passed 3-1.

Supervisor Kramer moved to increase the Public Works position wages to \$27.00 per hour; Supervisor Millerbernd seconded. Supervisors Kramer and Millerbernd voted in favor; Supervisors Searing and Halliday were opposed. The motion failed 2-2.

Supervisor Kramer moved to increase the Recycling worker wages to \$22.00 per hour. The motion failed for lack of a second.

Supervisor Searing moved to increase the Recycling worker wage to \$21.00 per hour; Supervisor Kramer seconded. All ayes; motion carried 4-0.

Supervisor Searing moved to increase the Webmaster wages to \$19.00 per hour; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Supervisor Searing moved to increase the Head Election Judge pay to \$12.73 per hour; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Supervisor Searing moved to increase the Assistant Head Election Judge pay to \$11.75 per hour; Supervisor Kramer seconded. All ayes; motion passed 4-0.

Supervisor Searing moved to increase the Technology Election Judge pay to \$11.75 per hour; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Supervisor Searing moved to increase the Election Judge pay to \$11.50 per hour; Supervisor Halliday seconded. The motion carried with Supervisors Searing, Halliday and Kramer voting in favor and Supervisor Millerbernd abstaining.

All other employee position wages remain the same as the hourly rate with Length of Service for those eligible.

**Clerk's comments:** Supervisor Searing moved to correct the Town Board meeting minutes from January 14, 2020; Supervisor Millerbernd seconded. The correct claim number on page 5 of the minutes should be #35013 not #35103, as previously approved. The motion passed 4-0.

**Approval of Minutes:** Supervisor Millerbernd moved to approve both the January 28, 2020 Town Board meeting minutes and the January 29, 2020 Special Budget meeting minutes as presented. Supervisor Searing seconded the motion which carried 4-0.

**Approval of Bills & Payroll:** Supervisor Millerbernd moved to pay claim #35046 to MN Benefit Insurance in the amount of \$805.00; Supervisor Searing seconded. All ayes; motion carried 4-0.

Supervisor Millerbernd moved to pay the claims list in the amount of \$29,301.33; Supervisor Kramer seconded. The Claims List for Approval included claims #35047 thru #35076. All ayes; motion carried 4-0.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay the 4<sup>th</sup> Quarter 2019 fire department's payroll in the amount of \$21,900.54. The payroll included direct deposits #18207 to #18233 and EFTs #18234 and #18235. All ayes; motion passed 4-0.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 2/7/2020 in the amount of \$20,880.65. The payroll included direct deposits #18236 to #18250 and EFTs #18251 to #18253. All ayes; motion passed 4-0.

**Parks:** Supervisor Halliday informed the Board that the February 24, 2020 Parks meeting has been cancelled.

Supervisor Millerbernd moved to adjourn the meeting; Supervisor Kramer seconded. All ayes; motion carried 4-0. The meeting adjourned at 8:18 p.m.

Approved on February 26, 2020

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Michael Halliday

Attested:

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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### Special Budget Meeting Minutes February 20, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board budget meeting to order at 7:12 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, February 20, 2020 and the clerk performed the roll call.

Chairman Halliday announced that the purpose of the meeting was to discuss the proposed 2021 budget and other financial considerations.

The fire packs will be able to be retrofitted, so no fire capital beyond the preliminary budget amount will be added.

Since 2001, the revenue received from renting township property to cell tower companies, as well as revenue from franchise fees from cable TV subscriptions within the township, have been earmarked within the General Fund for Communication expenditures. Over the years the assigned Communication funds have drastically exceeded the Communication expenditures by approximately \$300,000.00. Supervisor Halliday moved to unassign \$250,000.00 from the Communications revenue to the General Fund; Supervisor Millerbernd seconded. The motion failed with Supervisors Halliday and Millerbernd voting in favor and Supervisors Kramer and Searing voting against.

Supervisor Kramer moved to undesignated \$302,509.00 from the Communications revenue to the General Fund. The motion failed for lack of a second.

Supervisor Millerbernd moved to undesignated \$275,000.00 from the assigned Communications funds and reduce the Road and Bridge Capital Projects Fund by \$150,000.00; Supervisor Searing seconded. The motion carried 4-0.

Supervisor Kramer moved to propose the 2021 levy at \$1,700,000.00; Supervisor Millerbernd seconded. Supervisor Kramer, Millerbernd and Searing voted aye; Supervisor Halliday voted nay. The motion carried 3-1.

The Board discussed the importance of planning for future major building repairs, such as the fire station roof and town hall parking lot resurfacing. Supervisor Millerbernd moved to increase the Building Capital Projects fund \$50,000.00 over the preliminary budget amount; Supervisor Kramer seconded. All ayes; motion carried 4-0.

Anoka County will be implementing a new operating system for the emergency warning sirens and the township's current sirens will not be compatible with the new system. Nothing was budgeted for the warning sirens. The Board will get the consensus of the residents at the annual meeting regarding the decision whether to replace, refurbish or eliminate the sirens.

Supervisor Kramer moved to adjourn the meeting; Supervisor Millerbernd seconded. All ayes; motion carried. The meeting adjourned at 8:21 p.m.

Approved on February 26, 2020

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Michael Halliday

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

February 26, 2020

Board Members Present: Supervisors Bob Millerbernd, Ed Kramer, and Carol Searing; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson and Mike Halliday

Others Present: Zoning Administrator Mike Jungbauer, Tom Sausen, Tom Searing, Hank Senger, Chief Darryl Ballman, Cathy Hereau, Nancy and Steve Kramer, Todd Riebe, Larry Olson, Tony DeChaine, non-legible name, Judy Hanna, Andy Luedtke

**Call to Order and Approval of the Agenda:** Vice Chair Millerbernd called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, February 26, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda with the addition of Linwood Family Fun Day; seconded by Supervisor Searing. All ayes; motion passed 3-0.

**Fire Department:** Captain Andy Luedtke introduced new firefighters Matt Kouhout and Jason Thies. Both firefighters are fully trained, certified and experienced from other fire departments. Supervisor Millerbernd moved to grant permission for the firefighters to take a fire engine to a firefighter funeral; Supervisor Kramer seconded. The funeral is for firefighter Michael Gaustad from the Lindstrom Fire Department. All ayes; motion carried 3-0.

**SRWMO:** Supervisor Searing moved to approved Township's portion of the Sunrise River Watershed Management Organization's 2021 Budget for \$16,544.55; Supervisor Kramer seconded. All ayes; motion carried 3-0.

**LFFD:** Supervisor Millerbernd introduced Nancy Kramer who is the chairperson of the Linwood Family Fun Day Committee. In a effort to encourage better attendance, Supervisor Kramer moved to change the Linwood Family Fun Day committee meeting time to 7:00 p.m. on the first Monday of the month; Supervisor Millerbernd seconded. All ayes; motion carried 3-0.

**Monthly Building Report:** Building Official and Zoning Administrator Jungbauer reported \$2,912.34 in building permit revenue in February 2020. Jungbauer is sending letters to applicants with expired building permits.

Zoning Administrator Jungbauer is working on writing home occupation zoning and checking on how to write in senior housing. The Comp Plan will need to be updated to include senior housing zoning. Jungbauer provided the Board with a report of current enforcement matters. Supervisor Searing noted that the 30-day grace period has expired for the feral cat issue at 23831 Leo Street. The owner has not responded to the Board's request. Discussion ensued regarding what ordinance is being violated and how to eliminate the feral cat problem. Supervisor Searing moved to have Mike Jungbauer go out and shut down the cat operations on Leo Street; Supervisor Kramer seconded. All ayes; motion passed 3-0. Supervisor Searing will contact the town attorney prior to the zoning administrator proceeding with inspecting the property and sending a violation letter.

**Resolution #2020-04 Adopting Comp Plan:** On February 12, 2020 the Metropolitan Council approved Linwood's Comp Plan update. The Met Council requested that the zoning administrator update charts and population numbers to match the Met Councils numbers. Supervisor Kramer moved to adopt Resolution #2020-04 Comp Plan; Supervisor Searing seconded. All ayes; motion passed. 3-0. The full resolution, A Resolution Adopting the 2040 Linwood Township Comprehensive Plan Update, A Compilation of Policy Statements, Goals, Standards, and Maps for Guiding the Overall Development and Redevelopment of Linwood Township, is on file in the Town office.

**Board interpretation of zoning language:** The zoning administrator and the clerk presented the Town Board with their disagreement in interpreting the town code regarding an administrative subdivision (AS) application for a minor subdivision on a gravel road. From the zoning administrator's staff report: "Our ordinance 806.10 for Administrative Subdivisions tells us that we must follow 806.07 Design Standards, Subd. 3 Streets and Alleys. That section tells us that street access to all subdivisions and plats must be provided via existing streets which meet minimum Town design standards and construction specifications for the type of street. I find that in stark contrast to 803.01 which states that No building permit shall be issued for any structure on any parcel of land less than five acres in area and having a width of less than 300 feet on an improved public street.

"I believe that because of the ambiguity in the ordinance (the idea of construction specifications for the type of street) the lot split could be approved. I don't have any idea what the construction specifications for the type of street means. I think the general public could argue that the street met the standards when the Township accepted it and started to maintain the street long term. I have been clear for a long time that this section needs to be clarified to match the building permit section if that is what you want it to mean. It is clear however that to pull a building permit the street needs to be an improved street.

"Alternative Decisions: Deny the request based on it being a premature subdivision due to lack of an adequate road. Only the Town Board is allowed by ordinance to do this. Pass the request as submitted and note that no building permit can be granted until such time as the road is updated. Pass the request with conditions."

The zoning administrator stated that the types of roads may refer to the tonnage weight of the roads, ie. 5-ton weight limit.

Supervisor Kramer interpreted certain ordinances to support his view that a survey would not be required to issue a building permit and that the language regarding an improved road applies only to a full subdivision or plat, not to an administrative subdivision.

Supervisor Searing clarified that this discussion was to have the Board state their position on the matter of allowing development adjacent to unimproved roads.

Clerk Olson responded to previous comments by stating that a full survey is a requirement of the applying for an administrative subdivision and that Ordinance 803.01 cited by ZA Jungbauer and Supervisor Kramer isn't pertinent to this discussion and is being misinterpreted. Ordinance 803.01 is clarifying that small metes and bounds lots (less than 5 acres & a width of less than 300' of road frontage) must be lots of record prior to getting building permits. This applies to lots created after 1976 when our zoning went into place. Clerk Olson reported that the "type of road" referenced by the zoning administrator is defined in the town code as arterial, collector and local roads.

The clerk provided Board members with the supporting documents that she based her position on. From Ordinance 806.10 Subd. 1 The Administrative Subdivision is an abbreviated review process; however, all standards and requirements of this Section shall apply to the proposed subdivision; and Subd. 3.b.i. Design Standards. The minor subdivision shall conform to all design standards as stipulated in the Town Code. Any proposed deviation from said standards requires the processing of a variance request. The clerk cited 806.07 Subd. 3. 16. Existing Streets, but focused on the second sentence, which doesn't allow subdivision or plat approval on any street which does not meet the minimum road standards or, in the Town Engineer's opinion, is inadequate to support the increased traffic. The Road Standards Manual clearly defines the road standards for developers as paved surfaces.

The clerk also provided meeting minutes wherein the responses to the request to develop property without paving a road adjacent to a subdivision were consistent. Among them, "The Township has consistently enforced that development is only allowed on improved roads and paving intermittent sections would not be permitted." "Discussion was held that any subdivision of property would require that the road be brought up to current township standards, which would require blacktop."

In her conversation with the township engineer, his understanding of the township's intention of installing a box culvert on the road in question was that there would be future development along that road. At the very least, if the Board decides to allow development on gravel roads, an engineer's study would need to be done.

From the clerk's staff report: "My contention is that nothing has changed in our ordinance. Planning and Zoning's recommendations and the Board's responses have been consistent. I believe it would cause a liability to the Township if we treat this subdivision request differently." There were mixed responses from the Board when the clerk asked the Board for their intention regarding whether roads need to be paved by developers. Supervisor Searing will get the attorney's opinion and report back to the Board.

**Deputy Treasurer:** Supervisor Searing moved to add Deputy Treasurer, Marsha Olson, as a signer for the Town of Linwood through the First State Bank of Wyoming, effective with the

approval of this motion. As Deputy Treasurer, Marsha Olson is expressly authorized to endorse all checks, drafts, notes and other items payable to or owned by the Township for deposit with the bank, and to accept drafts and other items payable at the bank. The Deputy Treasurer's authorization also included having online access for viewing account activity and originating direct deposit ACH payroll up to \$30,000.00 with a limit of 40 items per payroll for the Town of Linwood, through the First State bank of Wyoming's online banking system. Supervisor Kramer seconded the motion, which carried 3-0.

**Board of Audit:** The clerk presented the clerk's 2019 financial reports for review and read the year-end total receipts, disbursements and ending balances. Supervisor Kramer moved to accept the Clerk's Report for Year Ending 12/31/2019; Supervisor Searing seconded. All ayes; motion carried 3-0. All supervisors in attendance signed the report, which will be posted at the Annual Meeting.

**Senior Center Facebook:** Senior Coordinator Pamela Hoppe requested permission to maintain a Facebook page for senior center and community events. In an effort to reach out to the public and inform them of all the new activities available, Ms. Hoppe would like to use this social media format in addition to the township website. Supervisor Searing moved to make a Facebook page for the Linwood Senior and Community Center; Supervisor Kramer seconded. Supervisor Searing will oversee the content of the pages. No posting will be allowed from viewers of the pages. All ayes; motion carried 3-0.

**MAT Short Courses:** Supervisor Kramer and Clerk Olson will attend the MAT Short Courses in St. Cloud on March 24, 2020.

**Surplus Services renewal:** Supervisor Searing moved to renew the contract with Surplus Service; Supervisor Kramer seconded. All ayes; motion carried 3-0.

Supervisor Kramer moved to appoint Pam Olson, Pamela Hoppe, Ed Kramer and Tony DeChaine as purchasers at MN Surplus Services. Supervisor Searing seconded the motion which passed 3-0.

**Accept Jason's resignation:** Supervisor Kramer moved to accept Jason Windingstad's resignation; Supervisor Searing seconded. All ayes; motion carried 3-0.

**Hire for Public Works Department:** The Board instructed the clerk to advertise for the public works position in the Forest Lake Times, on the website and electronic sign, on Craigslist and Indeed. Applications will be accepted through March 19, 2020. Supervisors Searing and Millerbernd will interview the candidates.

**Clerk's Comments:** The response from MAT regarding the Senior Center Rental Policy was to remove listing Linwood as the additional insured on the renter's insurance policy. Their recommendation was that "...it might be better to state that if they have alcohol that you require an events policy which they should be able to obtain through a local agent."

A member of the Linwood PTA Luau committee left a message thanking the Town Board for donating a prize of a ride in the fire truck, which raised \$500.00 for the PTA towards the purchase of Chromebooks for the classrooms. Last year, the money earned went towards new playground equipment, which will be put in this spring.

Supervisor Peterson hasn't responded to communications regarding the pet clinic. The clerk was instructed to contact Metro Pet Hospital to confirm the date of May 31, 2020 and get the rental paperwork in place. Deb and Mike Parker have volunteered to work at the pet clinic, but there will need to be a supervisor available on that day.

Supervisor Halliday arrived at the meeting at 7:18 p.m.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Kramer seconded, to approve the February 12, 2020 Town Board meeting minutes and the February 20, 2020 Special Budget meeting minutes as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$6,869.08; Supervisor Kramer seconded. The Claims List for Approval included claims #35077 thru #35094. All ayes; motion carried.

Supervisor Searing moved and Supervisor Kramer seconded the motion, to pay Regular Payroll for 2/21/2020 in the amount of \$15,299.09. The payroll included Direct Deposits #18259 to #18267 and EFTs #18268 to #18270. All ayes; motion passed.

Supervisor Halliday moved to adjourn; Supervisor Searing seconded. All voted in favor; motion carried. The meeting adjourned at 7:24 p.m.

Approved on

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Robert Millbernd, Vice Chair

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

March 10, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Hank Senger, Michael Raml, Christina Smentek, Darryl Ballman, Tim Smentek, Tony DeChaine

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, March 10, 2020 and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda as presented; seconded by Supervisor Peterson. All ayes; motion passed.

**Fire Department:** Fire Chief Ballman reported 13 medical; 2 fire/other incidents, including one Mutual Aid with Forest Lake, in March 2020. A quote will be coming in for a foam roof on the fire station. Burning permits are now required.

**Road & Bridge:** Supervisor Kramer reported that the contracts for the 2020 Road Project are ready to be signed.

**6030 233<sup>rd</sup> Avenue borrow site:** Supervisor Kramer informed the Board that the contractor will be removing and replacing soil from the site at 6030 233<sup>rd</sup> Avenue in conjunction with the road project. According to correspondence from the town engineer, "They will need to maintain a minimum separation from any wetlands of at least 25 feet. Also, they need to provide silt fence between the excavation and wetland areas, cannot affect any drainage on neighboring properties, need to salvage and replace the existing topsoil and they need to reestablish turf. The amount of borrow is approximately 1,500 cubic yards."

**Friend of Martin Lakers:** The Town Board was reminded to RSVP to attend the Martin Lakers annual meeting for the presentation of the Friend of the Martin Lakers award.

**Anoka Conservation District Annual Plan:** Written comments from the Township for the Anoka Conservation District Annual Plan are due on Friday, April 3<sup>rd</sup>. Supervisor Kramer joined the Lower St. Croix Watershed Board.

**Clerk's comments:** The clerk praised the talents of the election judges in the recent elections. There were 504 voters on Election Day for the Presidential Primary election. The clerk asked the Board to consider adding TVs in the Board room to be used for trainings and meetings.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Millerbernd seconded, to approve the February 26, 2020 Town Board meeting minutes as presented. The motion carried with Supervisors Searing, Millerbernd and Kramer voting aye, and Supervisors Halliday and Peterson abstaining due to absence from said meeting.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$17,490.38; Supervisor Millerbernd seconded. The Claims List for Approval included claims #35095 thru #35131. All ayes; motion carried.

Supervisor Searing moved, and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 3/6/20 in the amount of \$18,401.26. The payroll included direct deposits #18277 to #18286 and EFTs #18287 to #18289. All ayes; motion passed.

Supervisor Searing moved to pay the Election Judge payroll for the County Commissioner District 6 Election in the amount of \$3,125.77; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Peterson moved to pay the Election Judge payroll for the Presidential Primary Election in the amount of \$3,777.30; Supervisor Searing seconded. All ayes; motion carried.

Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; motion carried. The meeting adjourned at 6:18 p.m.

Approved on March 24, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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### Emergency Town Board Meeting Minutes March 17, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, and Carol Searing; Clerk Pam Olson

Board Members Absent: Tim Peterson

Others Present: Dave Ostercamp, Joe Mueller, Chris Kelly, Amber Keller, Darryl Ballman, Rich Berget, Pamela Hoppe, Kris Millerbernd, Tom Searing, Tony DeChaine

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Emergency Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, March 17, 2020 stating that the purpose of the emergency meeting is to discuss and prepare for the CoVid 19 pandemic. The clerk performed the roll call and asked for introduction of other community leaders. Supervisor Millerbernd moved to approve the agenda as presented; seconded by Supervisor Kramer. All ayes; motion passed.

**Available support from state/local gov't agencies:** In order to be informed consumers of information, the township should look to higher government agencies and follow their lead. Information should come from the following agencies: the Center for Disease Control & Prevention (CDC), the MN Department of Health (hotline 651-201-3920), MN Department of Education (651-297-1304), Anoka County Emergency Management and the Red Cross.

**Available resources from local organizations & businesses:** Pastor Dave Ostercamp, Linwood Covenant Church, reported that members of their church have been meeting to plan ways to provide for those in need. They will host food collection and distribution, provide shopping and delivery services, provide drivers for medical appointments or essential services, and free childcare. The church has created a website to be used as a central place for all Covid19 information sharing. Information and updates on the virus are constantly changing. The site will have forms for residents to request services or volunteer to help. Linwood Township's website will direct residents to the [Linwoodcovidhelp.org](http://Linwoodcovidhelp.org) website. The church is planning to send a postcard to promote the website. The information will be included as an insert in the Linwood Township recycling newsletter, scheduled to be mailed soon. The church will have volunteers fold, stuff and put edge seals on the mailing.

Linwood Covenant Church is an agency partner with 2<sup>nd</sup> Harvest and will continue receiving dry goods and canned goods as part of their food distribution system.

Joe Mueller, principal at the Linwood Elementary School, informed the attendees of the school district's plan "for right now". Families with school-age children can pick up prepared breakfast and lunch meal from 10 a.m. to noon each weekday at the Forest Lake High School, Wyoming Elementary, Forest View Elementary or Lino Lakes Elementary schools. The number of recipients is expected to be low at first but increase as time goes on. The School Age Care (SAC) program will be closed effective on 3/18/2020. Following the governor's declaration, the program will be made available for children of emergency providers and will be free from 9:00 a.m. to 4:00 p.m. Parents should contact Tracy at Forest Lake Community Education at 651-982-8110 to see if they qualify. Participants will need to provide a letter from their employer and a photo ID. School buildings were opened only for students to get their books and personal belongings. The distance learning plan is mandated to begin on April 1<sup>st</sup>. The school district is working to see that the curriculum is consistent throughout the district. Teaching staff may work from home, but they must be available to the students from 8:00 a.m. to 4:00 p.m. The district is working to balance providing and education without tipping the family balance. Since so much is unknown about the Covid19 pandemic, all activities for spring have been cancelled. Concerns about residents without internet access, led to discussion about having the senior center, church and store provide space to use their internet connections.

Rich Berget, owner/operator of the Linwood Country Store and Pizza, reported that the store has ceased to provide dine-in and beverage services. He will continue to provide take-out food services and is reducing the public contact by having consumers pick up their orders from a sanitized table. Door handles are sanitized on a regular basis. Stock is still coming in, but certain items go fast when they come in. The availability of fuel is not a concern.

Linwood Fire Chief Darryl Ballman reported that the Linwood Fire Association has limited resources, but is willing to extend help where needed.

**Community involvement:** Volunteer resources will be coordinated through the Linwood Covenant Church.

**Communication with public:** The [Linwoodcovidhelp.org](http://Linwoodcovidhelp.org) site will be the central source for information going out to the public. The church's covid19 mailing will be added to the recycling mailer. Advertising for the Linwood Covid19 site will be added to the electronic signs at the town hall and Covenant Church. Linwood's webmaster will devote more time as needed to keep the township website current and direct all information to the Linwood Covid19 website.

**Township staff safety issues:** The Linwood senior transportation program will continue only for essential medical transportation and riders will travel in the back seat for more separation from the driver. All senior activities will be cancelled through the end of April. Full refunds will be granted for hall rental reservations during this time. The entryway will remain open for bread distribution, but the main doors into the senior center will be locked. The senior coordinator can do outreach to senior citizens and assist with projects in the main office. The coordinator's hours will be re-evaluated in two weeks.

The recycling center will remain open, but the workers will take safety measure by wearing protective masks, gloves and sanitizing after money handling. The hours and duties will be re-evaluated in two weeks and adjustments may be made.

From Chief Ballman, priority one is the safety of the responding firefighters. Among the safety measures in place are only mission essential personnel will enter the fire station; training and business meetings have been suspended; and the emergency contingency plans are in place. If a responder has been exposed to the virus, they will be placed under the 14-day quarantine. Necessary supplies are being ordered even if they show they are backordered. People with flu-like symptoms are encouraged to contact the MN Department of Health or their nursing provider, and not call 911. The federal government will reimburse entities for expenses incurred for emergency workers to receive daycare and temporary isolation.

The public works, in performing its duties, can control or avoid close contact with the public. Personal safety is paramount. The hours and duties will be re-visited in two weeks.

The office will be closed to all public-facing services and the front doors to the building will be closed. Signage will be created directing the public to contact office staff by phone or email. A plan will be developed for those who can work from home. This plan will be in place through the end of the month. Since there will be no public-facing services provided, the office staff can use this time to catch up on projects.

All non-essential interior building inspection will cease immediately. The building official will continue with exterior inspections, taking safety precautions such as wearing protective facemasks, gloves and eyewear.

Due to the Town Board's obligation and authority to protect the public health, safety and welfare of its citizens during the Covid19 pandemic, and considering the logistical difficulty of holding a public hearing while still complying with the social distancing recommendations, Supervisor Searing moved to place a moratorium on accepting land use applications until further notice; Supervisor Millerbernd seconded. The motion carried 4-0.

To be proactive in avoiding all non-essential social contact, Supervisor Searing moved to suspend all committee meetings until further notice; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. All park related matters should be sent to Supervisor Halliday and the chair of the parks committee. The clerk will notify all committee members and remind them of the open meeting law.

**Emergency Proclamation:** The clerk spoke with the town attorney regarding a declaration of local emergency, but the attorney stated that since Anoka County has declared a local state of emergency, the township doesn't need to. However, in order to allow for the Town Board to hold telephone or virtual meetings, the chairman must sign a notice that all town meetings will be held by telephone or other electronic means until it is practical to resume in-person meetings. Since the Township doesn't have the technology in place to hold a virtual meeting, the Board decided to hold the next meeting in person, while maintaining the recommended social distancing and limiting the number of persons in the room to ten. Discussion was held regarding how to provide information to the residents who cannot attend the meetings. Mike Jungbauer will not be required to attend the next meeting, but should submit his monthly

report for the meeting packet. Supervisor Searing will check with the Association of Townships regarding if we can limit the number of people who attend a public meeting. Chief Ballman will have a fire captain look into what electronic meeting platforms are available for both the fire department and the town board.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried. The meeting adjourned at 8:32 p.m.

Approved on March 24, 2020

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

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### Town Board Meeting Minutes

March 24, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing and Tim Peterson; Clerk Pam Olson

Board Members Absent: Supervisor Ed Kramer

Others Present: Tom Searing, Tony DeChaine, Amy Doeun

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, March 24, 2020 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed 4-0.

**Zoning & Building report:** The written report submitted by the zoning administrator showed that building permits are down compared to last March; ordinance and zoning amendments are being emailed to the planning and zoning commission members; and enforcement work continues. It was noted that the comp plan has been submitted as required and is fully approved.

**Cat control:** Supervisor Searing reported that the property owner with the feral cats submitted a letter stating that the property was now in compliance with the town ordinance. The zoning administrator will reinspect the property every 30 days to see that the property stays in compliance. Per the town attorney's opinion, the Town ordinance only authorizes the Township to regulate animals that are off the property and not under restraint. The Township doesn't regulate the number of cats that a person may own and maintain on their property. The damages to neighboring properties because of the influx of feral cats would be a civil matter between the neighbors.

**Road for developers:** The Town Board supervisors were in agreement with the town attorney's opinion that the applicant for an administrative subdivision would be required to improve the gravel road to the township's design standards and construction specifications for a bituminous road. The matter was turned back to the zoning administrator and town clerk to take action on the request, and reiterated that all conditions must be met to ensure compliance with the regulations of the Town's subdivision and zoning ordinances. If the applicant wishes to move forward with the administrative subdivision without improving the existing public street to the

bituminous design standards, the applicant would need to secure a variance from the Township.

**Firewall replacement:** The Board received a quote from TR Computer Sales to replace the Township firewall hardware. Supervisor Searing moved to approve up to \$1,120.00 to replace the firewall; Supervisor Peterson seconded. All ayes; motion passed 4-0.

**Phone system speeds:** In an effort to improve the quality of the new phone system, Supervisor Peterson moved to increase the internet download speed from 100Mbps to 150Mbps; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Recycling computer:** Supervisor Searing moved to purchase a desktop computer and MicroSoft Office Home and Business for the recycling center, cost not to exceed \$1,800.00; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

**Warning sirens:** According to a follow-up letter from County Commissioner Jeff Reinert, the warning siren system upgrade by Anoka County is scheduled for 2021. The Township's sirens are a good model that should last for years. If the sirens are updated to the digital system, they will be brought up to the nationwide standard and another update would not be expected in the foreseeable future. The Board was interested in exploring a battery backup system powered by solar panels. Supervisor Millerbernd will review the county warning siren report to see if there are other issues with the sirens and get pricing for the solar-powered battery backups.

**Road salt quantity:** Supervisor Peterson moved to approve the 2020-2021 road salt quantity of 200 tons; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. Tony DeChaine, public works, would like to use treated road salt.

**Public works position:** In lieu of having Supervisor Kramer active in the initial phase of hiring for the public works position, Supervisors Millerbernd and Halliday will review the applications to determine possible candidates for interviewing. With the limited working conditions due to the CoVid19 virus, the actual hiring may not take place as soon as planned.

**CoVid19 matters:** Supervisor Halliday gave a brief overview of the Town Board emergency meeting with community leaders on March 17<sup>th</sup>. The following matters are in response to the CoVid19 virus outbreak:

The insert for the recycling newsletter will contain information regarding how town services are being continued with the CoVid19 website information on the reverse side. The website is [LinwoodCoVidhelp.org](http://LinwoodCoVidhelp.org). The newsletters are at the printers and volunteers will stuff, fold and tab the newsletter mailing.

Supervisor Halliday read and signed the following notice:

NOTICE THAT ALL TOWN BOARD MEETINGS SHALL BE CONDUCTED BY TELEPHONE OR OTHER ELECTRONIC MEANS UNTIL FURTHER NOTICE

WHEREAS, the virus named " SARS- CoV-2," is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and

which causes a disease named " coronavirus disease 2019," commonly known as " COVID- 19," which is a respiratory disease that can result in serious injury or death; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize and all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, on March 16, 2020, Anoka County Board of Commissioners Chair Scott Schulte declared that a Local State of Emergency exists in Anoka County.

NOW, THEREFORE, THE CHAIRMAN OF LINWOOD TOWNSHIP PROCLAIMS, DECLARES, REQUESTS, AND DIRECTS AS FOLLOWS:

1. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the Linwood Town Board and other advisory commissions of Linwood Township are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the Town Board and other advisory commissions of the Township shall be conducted by telephone or other electronic means and hereby directs Township staff and consultants to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the Town Board and other advisory commission to resume in-person meetings; and
2. Declares that it is not feasible due to the health pandemic for at least one member of the Town Board or the Town Attorney to be physically present at the regular meeting location; and
3. Orders that this declaration be given prompt and general publicity on the Township's website and posting places and that it be filed promptly by the Town Clerk.

Dated this 24th day of March, 2020

Technology is being put in place to allow the supervisors to conduct Town Board meetings either by phone or video meetings and allow the public to hear and/or watch the proceedings.

At the last Town Board meeting, due to the question of how to safely conduct public hearings during this time of social distancing, the Board voted to place a moratorium on accepting land use applications. Since then, it has been noted that the moratorium would not be valid for reasons of the virus pandemic and that requests for public hearings would need to be honored. Supervisor Halliday stated that placing that moratorium was not within

the Town Board's authority, and moved to repeal the motion for a moratorium on accepting land use applications; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

The Anoka County Assessor's office has recommended that the Township change the date of the Local Board of Appeals meeting from April 28<sup>th</sup> to a date after May 4<sup>th</sup>. The Board chose to change the meeting to 5:00 p.m. on Tuesday, May 12, 2020. This will allow time for updated notices to be sent out and published. Supervisor Kramer has the required LBAE certification. Other supervisors will attain the certification online.

It was determined since few people are taking the bread and sweets from the entryway of the senior center that, until further notice, the weekly bread deliveries should go to the Covenant Church for their food distribution program.

On Friday, March 20<sup>th</sup>, Supervisor Millerbernd spoke with the recycling coordinator and made the decision to close the recycling center for health safety reasons. The 24/7 recycling and organics containers will remain open to the public.

In an effort to keep minimal staff working onsite, remote access measures are being put in place. Each office staff member submitted a list of projects that can be accomplished while the office is closed to the public. The Board will reevaluate staff hours in two weeks.

Discussion was held regarding the zoning administrator's authority to enter a person's property to enforce the zoning code. It was determined that the zoning administrator would notify the resident prior to doing an onsite an ordinance compliance inspection.

**Clerk's comments:** The clerk asked for changes to the authorized users on the Menards account. Supervisor Millerbernd moved to add Paul Deuth to the Menards account and removed Jason Windingstad from the Menards account; Supervisor Searing seconded. All ayes; motion passed 4-0.

The clerk informed the Board that the HRA resolution submitted to the Anoka County Board was approved and the consultants will begin the next market study analysis.

**Approval of Minutes:** Supervisor Peterson moved, and Supervisor Millerbernd seconded, to approve the March 10, 2020 Town Board meeting minutes as presented. The motion carried 4-0.

Supervisor Millerbernd moved, and Supervisor Searing seconded, to approve the March 17, 2020 Town Board emergency meeting minutes. The motion carried 3-0 with Supervisor Peterson abstaining due to absence from said meeting.

The Town Board acknowledged the Annual Meeting minutes from March 10, 2020.

**Approval of Bills & Payroll:** Supervisor Millerbernd moved to pay the claims list in the amount of \$10,147.52; Supervisor Peterson seconded. The Claims List for Approval included claims #35132 thru #35156. All ayes; motion carried 4-0.

Supervisor Peterson moved, and Supervisor Millerbernd seconded the motion, to pay Regular Payroll for 3/20/20 in the amount of \$19,115.43. The payroll included direct deposits #18292 to #18305 and EFTs #18306 to #18308. All ayes; motion passed 4-0.

Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried 4-0. The meeting adjourned at 7:57 p.m.

Approved on April 14, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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ANOKA COUNTY

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### Special Town Board Meeting Minutes April 7, 2020

Board Members Virtually Attending: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Carol Searing, and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Virtually Attending: Sandy Lathrop, Carrie Luedtke, Darryl Ballman, Sean Merritt

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Special Town Board meeting to order at 6:13 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 7, 2020 stating that the purpose of the special meeting was to discuss the Township staff's hours and duties during the CoVid19 pandemic. The clerk performed the roll call and informed the Board of the other virtual attendees. Supervisor Searing moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed.

Each staff member was asked to submit a report of what's been done since the last meeting and future work they each plan to do.

The office assistant's submission stated that most of her current duties are not time-sensitive and could be done after the stay-at-home order is lifted. The septic pumping letters that were scheduled to be mailed soon will generate many phone calls and swimming pool inspections are not essential services, so these two mailings will wait until the office assistant is back in the office on a regular basis. Based on information provided by the office assistant, Supervisor Millerbernd moved to approve a temporary lay-off for Sandy Lathrop until further notice; Supervisor Kramer seconded. By roll call vote: Supervisor Millerbernd-aye; Supervisor Kramer-aye; Supervisor Searing-aye; Supervisor Peterson-aye; Supervisor Halliday-aye, the motion carried 5-0.

The senior coordinator submitted a list of projects that she would like to accomplish while the senior center is closed, as well as matters that would need to be dealt with if she were to be laid off. Based on information provided by the senior coordinator, Supervisor Kramer moved for a temporary lay-off for Pamela Hoppe until further notice; Supervisor Searing seconded. The senior center phones will roll to the office and medical ride requests will be directed to the church. Onsite staff will be responsible for documenting and putting the bread deliveries out for

the public. By roll call vote: Supervisor Kramer-aye; Supervisor Searing-aye; Supervisor Peterson-aye; Supervisor Millerbernd-aye; Supervisor Halliday-aye, the motion carried 5-0.

Supervisor Halliday reiterated that these are only temporary lay-offs, due entirely to the pandemic and not intended to be a permanent reduction in staff.

Fire Chief Darryl Ballman reported that the fire department has good succession plans in place and has developed a contingency policy. There are three firefighters who have self-quarantined and the chief will discuss this matter privately with HR. Chief Ballman reported that he has been in contact with MHealth, who will be taking over the area's ambulance service on June 1<sup>st</sup>.

In lieu of the recycling center being closed to the public, Paul Deuth has been assisting Tony DeChaine in the public works department. Each employee provided the Board with their list of recent accomplishments as well as the jobs they are planning to get done over the next month. The public works department has minimal physical contact with the public and the Township hasn't hired a second public works employee yet. Road patching and shouldering are projects best completed with two workers. Supervisor Peterson moved to have public works employees, Tony and Paul, keep working 40 hours per week and having them turn in weekly progress sheets; Supervisor Millerbernd seconded. The Board chose to have Paul and Tony continue working their 40 hours, as five eight-hour days, per the public works department schedule, until further notice. Their time will be coded to the department that they are working in each day. By roll call vote: Supervisor Peterson-aye; Supervisor Millerbernd-aye; Supervisor Kramer-aye; Supervisor Searing-aye; Supervisor Halliday-aye, the motion passes 5-0.

The treasurer is currently performing her payroll and other financial duties remotely. Supervisor Searing moved to allow Andrea Nekowitsch to continue to work her 20 hours from home; Supervisor Millerbernd seconded. By roll call vote: Supervisor Searing-aye; Supervisor Millerbernd-aye; Supervisor Halliday-aye; Supervisor Kramer-aye; Supervisor Peterson-aye, the motion carried 5-0.

The building official provided a report showing that he has been working on building permits, studying the new building code, and finishing all aspects of the zoning ordinance. With the Chair and Vice Chair of the Planning and Zoning Committee reviewing the Municode proofs, ordinance work for the committee has been suspended until the end of the April. Mike stated that while he has no problem working from home, he felt he was very productive in the office setting. The building official also expressed to HR that he would like to reduce his hours to three days per week. In an effort to reduce cross contamination of office staff, the Board was agreeable to scheduling only one person in the office at a time. The phones are currently being handled jointly by onsite and offsite personnel. Supervisor Searing moved to have Mike Jungbauer work Mondays, Thursdays and Fridays in the office; Supervisor Kramer seconded. Mike will be allowed to work either 8- or 9-hour days on Mondays and Thursdays. On Fridays, he may work more than the typical four hours, if there is work to be done. Mike's schedule has been reduced to 20-24 hours per week until further notice. Mike will continue to submit weekly progress reports. By roll call vote: Supervisor Searing-aye; Supervisor Kramer-aye; Supervisor Halliday-aye; Supervisor Millerbernd-aye; Supervisor Peterson-aye, the motion passed 5-0.

Because some of the laid-off staff duties have shifted to the clerk, and technology issues still need to be dealt with, the clerk requested to remain at 40-hours per week. On-going clerk responsibilities such as meetings, correspondences, record-keeping, and the annual financial audit, in addition to the coordinating the Municode revisions, updating the cemetery software records, and preparing for upcoming elections will be projects that the clerk is planning to do during the next month. The clerk is able to perform many of her duties and answer phones remotely. The clerk will submit work plans and her workload will be monitored. Supervisor Searing moved to have Pam Olson continue working her regular hours, working Tuesdays and Wednesdays in the office and Mondays, Thursdays and Fridays from home; Supervisor Millerbernd seconded. By roll call vote: Supervisor Searing-aye; Supervisor Millerbernd-aye; Supervisor Peterson-aye; Supervisor Kramer-aye; Supervisor Halliday-aye, the motion carried 5-0.

Supervisor Halliday considered the Shared Work program as an alternative to lay-offs, but discovered that it doesn't fit the employee structure that the Township has.

Supervisor Millerbernd and Halliday have reviewed the public works position applications and identified three or four potential hires. By consensus, the Board intends to delay hiring for the positions until at least mid-May. Supervisors Halliday and Millerbernd will coordinate with the clerk to schedule and conduct interviews and report back to the Town Board.

The topic of whether to reinstate committee meetings was tabled until the next regular Board meeting.

Supervisor Searing noted that full-time staff is allowed four hours off on Good Friday.

**Adjournment:** Supervisor Kramer moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; motion carried. The meeting adjourned at 7:03 p.m.

Approved on April 14, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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### Town Board Meeting Minutes

April 14, 2020

Board Members Present Virtually: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Ed Kramer and Tim Peterson; Clerk Pam Olson; Treasurer Andrea Nekowitsch

Board Members Absent: none

Others Present Virtually: Jamie Schurbon, Darryl Ballman, Carrie Luedtke, Tony DeChaine, Hannah Davis, Oly, other virtual attendees

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 14, 2020 and the clerk performed the roll call. Supervisor Searing moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Stormwater Ponds Grant:** Jamie Schurbon, Anoka Conservation District (ACD), presented the supervisors with information regarding SRWMO grant funding to re-construct two township-owned stormwater ponds on the west side of Martin Lake. The purpose is to better treat stormwater runoff to the lake. The ponds were selected from a bigger list of potential projects because of cost effectiveness. Concept designs are ready and Jamie would like township approval to move into the design phase of the project. The project would expand or deepen the two stormwater ponds. Both basins are substantially filled with sediment. Grant funding cannot pay for maintenance cleaning, but it can pay for redesign. Supervisor Kramer moved to have the township's engineer review and sign off on the plans and final construction; Supervisor Searing seconded. All ayes; the motion carried. After the final design is produced, the Township will be signing an ownership and maintenance agreement stating that the township will periodically inspect and maintain the new ponds. The Anoka Conservation District and the Sunrise River Watershed Management Organization (SRWMO) will prepare the designs, get construction bids and oversee the construction. The SRWMO's grant and other funds will pay for all construction and ACD's time. Corrections to the pond near the boat launch will need to be considered with possible future funding.

**1W1P comments:** Comments are requested on the Lower St. Croix Comprehensive Watershed Plan by June 3, 2020.

**Fire Department:** Chief Darryl Ballman informed the Board that the Linwood Fire Department responded to 13 medical, two fire/other incidents, and one mutual aid request from East Bethel in the month of March, 2020. Randy Paggen has completed 33 years on the Linwood Fire Department. Chief Ballman gave a CoVid19 update for Minnesota and Anoka County. There are 62 total reported confirmed cases of CoVid19 in Anoka County as of April 12, 2020, with only one case in Linwood Township.

Tender 1 is currently out of service for some warranty repairs. The fire department members are doing a great job with virtual training and meetings.

Supervisor Millerbernd moved to apply for an AFG grant for personal protection equipment such as N95 masks, turn out gear, and SCBA's and bottles; Supervisor Kramer seconded. The chief will write the grant using much of the language from last year's grant application. All ayes; motion passed.

Supervisor Millerbernd moved to have the fire department apply for a \$5,000.00 DNR 50/50 matching grant to purchase radios; Supervisor Searing seconded. All ayes; motion carried.

M-Health is scheduled to begin providing EMS service on June 1<sup>st</sup>. According to M-Health, all equipment is onsite and ready to be placed in service. M-Health is still in need of a medical director.

Supervisor Millerbernd and Chief Ballman will be attending the virtual Anoka County Fire Protection Council meeting on April 23<sup>rd</sup>. The 2021 ACFPC budget will be presented and voted on at that meeting.

**LFFD:** With the uncertainty of when the pandemic safety measures will let up, it was discussed whether the Township would hold Linwood Family Fun Day event this September. Supervisor Millerbernd will check with the committee and report back to the Board.

**Virtual Committee Meetings:** No committee meetings will be held unless absolutely necessary, such as required public hearings. The Parks committee members will be responsible for touring the parks individually and alert the public works department to any matters needing their attention. The Planning and Zoning meeting was cancelled for April.

**Check signing:** Due to the pandemic social distancing recommendations, it had been considered that the Board may need to change to having only one person sign the checks. But until further notice, the Township will continue requiring three signatures on the checks.

**2020 Grading contract:** Supervisor Kramer moved to approve the road grading contract with Keller Excavating for 2020 at \$105.00 per hour; Supervisor Millerbernd seconded. All ayes; the motion passed.

**Street sweeping:** The clerk was instructed to request quotes for street sweeping services from companies that the Township has contracted with in the past.

**Time tracking system:** Treasurer Andrea Nekowitsch provided information regarding TSheets that is an online time tracking system, available on desktop and mobile devices. The system would replace the current timeclocks that occasionally register incorrectly and will enable staff that are working remotely to track their time remotely. The benefits of integrating the tracking

system did not outweigh the cost of \$10.50 per month per employee. By consensus, the Board chose to keep the time tracking system as is.

**FEMA grant portal:** The clerk was instructed to set up a FEMA Grant portal to request reimbursement for all pandemic related expenses incurred by the Township. Expenses are being tracked for special meetings, PPE supplies, etc.

**Clerk's comments:** The clerk reported that the recycling computer was purchased at the same price as the quote received from TR Computers in June 2019. Gratitude Farms reduced their fee by \$50.00 per month. The cost for a firewall remote license is a one-time \$50.00 fee, not an annual fee. Two licenses were purchased. The fire department cleaning contract is being updated with new contact information and will be coming to the Board for approval.

Due to a change in his position with the State of Minnesota, Don Sivigny will be resigning his position as Interim Building Official for Linwood Township due to a conflict of interest. Supervisor Searing moved to hire Andy Schreder, (Rum River Construction Consultants) to complete all inspections on the building inspector's house; Supervisor Kramer seconded. All ayes; motion carried.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Millerbernd seconded, to approve the March 24, 2020 Town Board meeting and the April 7 Special Town Board meeting minutes as presented. The motion carried 5-0, with Supervisor Kramer noting that he was not in attendance for the March 24<sup>th</sup> meeting.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$26,762.99 and the regular payroll from April 3, 2020 in the amount of \$15,223.54; Supervisor Millerbernd seconded. The Claims List for Approval included claims #35157 thru #35190 and the payroll included direct deposits #18322-18334 and EFTs #18335-18337. All ayes; the motion carried.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; the motion carried. The meeting adjourned at 7:08 p.m.

Approved on April 28, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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### Town Board Meeting Minutes

April 28, 2020

Board Members Present Virtually: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Ed Kramer and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present Virtually: Darryl Ballman, Carrie Luedtke, Tony DeChaine, Mike Olson, Hank Senger, Joe Dolphy, Don Luedtke, Sandy Lathrop

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 28, 2020 and the clerk performed the roll call. Supervisor Searing moved to approve the agenda with the addition of the pet clinic; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Building & Zoning report:** No monthly building and zoning report was submitted for the meeting. It was noted that the Board had decided that only essential inspections should be done and furnace installs should be virtual inspections. Supervisor Searing reported that 50% of the time the daily reports are being submitted to HR, but no weekly reports have been sent to the Board members from the building inspector.

**Birthday Drive-by Program:** Chief Darryl Ballman reported requests for the fire trucks to be used for birthdays, anniversaries and special occasions. The proposed program would allow Engine #1 to do a drive-by for birthday ages four to twelve and ages 75 and older, as well as special anniversary requests. The drive-by would be within Linwood Township, have two volunteer firefighters, with the truck being disinfected after each event. Supervisor Kramer moved to allow the Birthday Drive-by Program within Linwood Township; Supervisor Millerbernd seconded. All ayes; motion carried.

**Local Board of Appeals:** The Local Board of Appeals on May 12<sup>th</sup> will be held virtually and in person. There will be one or two supervisors in attendance onsite, so residents may come to the town hall. If more information is needed, the meeting may have to be reconvened at a date no later than May 26<sup>th</sup>.

**Broadband update:** Supervisor Halliday presented an update from Treasurer Nekowitsch regarding broadband internet expansion in Linwood Township: MidCo provided the treasurer with the final project address list. The list consisted of 200 homes in the project areas of Boettcher Farms Area, Ryan Lake Drive Area and Lyons Street/Feller Street area. MidCo added in a fourth area that includes seven homes along 239<sup>th</sup> Ave NE. The total contribution that MidCo is requesting for these 200 homes is \$234,000 (\$1,170 per home)

MidCo also included pricing for a potential fifth area located on 245<sup>th</sup> Avenue NE, but the cost per lot came in much higher and would need to be treated separately from the other projects. To consider the area on 245<sup>th</sup> Avenue NE, MidCo would need a contribution of \$56,000 for 16 lots (14 homes).

In an effort to keep this project moving forward in this unprecedented time of the COVID19 pandemic that requires social distancing, along with the time constraints that are associated with required notification and hearings that need to be held, the treasurer has confirmed that the legal requirements of a petition could be satisfied by mail. The treasurer requested permission from the Board to work with Township's attorney to create a petition to be mailed to each affected property owner that can be signed and mailed back to the Township. In doing so, the project could move forward and may not be held back due to COVID-19. In addition, the treasurer requested permission to create a separate petition to be mailed to the 14 homes on 245<sup>th</sup> Avenue NE. Supervisor Kramer moved to allow Andrea Nekowitsch to work with the attorney to have a petition for proceeding with broadband internet in the areas mentioned; Supervisor Peterson seconded. All ayes; motion carried.

**LFFD:** Discussion was held regarding whether to plan for Linwood Family Fun Day without committing to spending money on the event, in case the pandemic doesn't allow the event to happen. Supervisor Millerbernd will check with LFFD committee chair person regarding holding virtual meetings. The Board will decide whether to hold the 2020 LFFD event no later than the May 26<sup>th</sup> meeting.

**Resignation:** Supervisor Kramer moved to accept Don Sivigny's resignation as building inspector and code enforcer; Supervisor Searing seconded. All ayes; motion carried.

**Street sweeping:** Two quotes were submitted for 2020 street sweeping services. Supervisor Millerbernd moved to hire MN Street Works to do street sweeping at \$95.00 per hour; Supervisor Searing seconded. Supervisor Kramer drove the township roads to determine which roads need sweeping and will draw the map of streets to be swept, but estimates that it should take no more than 40 hours. The Township provides water for the equipment and the soil will be deposited on township property, as directed. All ayes; motion passed.

**FD cleaning contract renewal:** Supervisor Millerbernd moved to approve the fire department cleaning contract with Dustbusters at \$120.00 per event; Supervisor Searing seconded. All ayes; motion carried.

**SHIP Mini-grant:** The SHIP Mini-grant that was written to install better acoustics in the senior center was not granted because the funding cannot be used for capital improvement projects.

**May meetings:** There will probably be a public hearing in May and the website calendar will be updated following the first meeting in May, when it's determined whether in-person meetings can be conducted.

**Employees' hours:** The Board has received the weekly staff reports showing what each employee is accomplishing. All employees should continue to submit their weekly reports to the clerk, who submits them to the Town Board. The Board would like to wait to bring back the employees who are laid off until they can come back to work their full hours. Supervisor Searing proposed that the building inspector be allowed to work a full day on Friday, unless he submits a different plan for the Board to consider. Supervisor Searing moved to set the building official's work schedule at nine hours on Mondays and Thursdays and eight hours on Fridays, for a total of 26 hours per week, to allow time to get his duties and reports done; Supervisor Millerbernd seconded.

The Township will need to adopt an official CoVid19 plan prior to having employees return to their schedules. Supervisors Halliday and Millerbernd will be conducting interviews for the public works position on Wednesday, April 29<sup>th</sup>. Supervisor Kramer is working on a plan to open the recycling center, which would mean Paul would not be available to do public works. The first of June would be the earliest that the Township would be looking to hire a second public works employee. Supervisor Millerbernd will have a draft of the return to work policy for discussion at the next town board meeting.

**Clerk's comments:** To enable the clerk to take some vacation time, the office assistant will be allowed to work two days next week, not to exceed 17 hours.

Municode has notified the clerk that once the town code proofs are done, it will go to print and be ready for Board approval. Joe Dolphy and the clerk each expressed how difficult the process has been and that it wouldn't be practical to hold the public hearing after the final draft has been printed. The Board stated that Municode needs to slow down and work for the Township. The Board will not adopt the new code until a complete proof is provided, prior to printing. The clerk will contact Municode and report back.

Public works has installed all of the recently purchased street signs. Supervisor Millerbernd moved to approve spending up to \$1,000.00 for purchasing more street signs; Supervisor Kramer seconded. All ayes; motion carried.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Millerbernd seconded, to approve the April 14, 2020 Town Board meeting minutes as presented. The motion carried unanimously.

**Approval of Bills & Payroll:** Supervisor Millerbernd moved to pay the claims list for April 15 through April 28, in the amount of \$76,205.86; Supervisor Millerbernd seconded. The Claims List for Approval included claims #35191 thru #35213. All ayes; the motion carried.

Supervisor Millerbernd moved to pay the April 17, 2020 regular payroll of \$11,546.52 and the first quarter 2020 fire department payroll of \$24,287.19; Supervisor Searing seconded. The regular payroll consisted of direct deposits #18346-#18353 and EFTs #18354-#18356. The fire

department payroll consisted of direct deposits #18357-#18382 and EFT #18383. All ayes; motion passed.

**Pet Clinic:** Due to the constraints of the Covid19 pandemic and safety concerns for the community, Supervisor Millerbernd moved to cancel the pet clinic that was scheduled for May 31<sup>st</sup>; Supervisor Searing seconded. All ayes; motion carried.

**School Forest:** Supervisor Millerbernd reported that the School Forest is being used strongly. Mail boxes containing laminated trail maps are being installed near both the north and south entrances.

Chief Ballman reported that Captain Hansen and Lt. Baggenstoss did the drive-by for the birthday party tonight. The family extended a heartfelt thank you and noted that “it made a little boy’s birthday the best ever”.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; the motion carried. The meeting adjourned at 7:39 p.m.

Approved on May 12, 2020

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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### Local Board of Appeals Minutes May 12, 2020

Board Members Present: Supervisors Mike Halliday, Ed Kramer, Bob Millerbernd, Tim Peterson, Clerk Pam Olson

Board Members Virtually Present: Supervisor Searing

Others Present: Benjamin Hamill & Jake Stenzel

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Local Board of Appeals and Equalization meeting to order at 5:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, May 12, 2020, and the clerk performed the roll call. Supervisor Halliday explained that the purpose of the meeting was for property owners to present their appeals for the current year valuation or classification, and outlined the ground rules for the meeting.

Anoka County Assessor representatives were present to a brief overview of the property tax process and a recap of the current assessment.

No Linwood residents were present to appeal their property valuations, either at the town hall or virtually.

Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; motion carried. The meeting adjourned at 5:25 p.m.

Approved on May 26, 2020

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

May 12, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer and Tim Peterson; Clerk Pam Olson

Board Members Present Virtually: Supervisor Carol Searing and Treasurer Andrea Nekowitsch

Board Members Absent: none

Others Present: Darryl Ballman, Carrie Luedtke, Tony DeChaine, Mike Olson, Sandy Lathrop

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, May 12, 2020 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda with two additions to the agenda; seconded by Supervisor Millerbernd. All ayes; motion passed.

**Broadband update:** Treasurer Nekowitsch presented the petition letter to be mailed out to residents in the affected areas for new broadband service. MidCo added a fifth potential service located in the vicinity of 245<sup>th</sup> Avenue. Supervisor Kramer noted that 245<sup>th</sup> Avenue is a town-line road and only the properties on the south side are in Linwood Township. Since the residents did not request internet improvements, discussion was held whether the Township should initiate the petition process. The cost for internet installation in that area is at a different rate and would require a second subordinate service district to be created. Supervisor Peterson moved to include the residents in the 245<sup>th</sup> Avenue area in the mailing of the petition letters; Supervisor Searing seconded. Supervisors Peterson and Searing voted aye; Supervisors Millerbernd, Halliday and Kramer voted nay. The motion failed 2-3. Supervisor Kramer moved to send out the petition letters to the four planned areas; Supervisor Millerbernd seconded. All ayes; motion carried.

**Maintenance position interviews:** Supervisors Halliday and Millerbernd interviewed three applicants for the maintenance position. It is not their intention to recommend any of the persons that were interviewed. Other applicants will be contacted.

**LFFD:** The final decision regarding holding the 2020 Linwood Family Fun Day will be made at the May 26, 2020 Town Board meeting.

**Preparedness plan:** Supervisor Millerbernd provided a sample preparedness plan. Chief Ballman stated that the fire department has Standard Operating Procedures that define the safety measures the firefighters operate under. The proposed plan doesn't exactly fit all departments. Some of the key elements to bringing staff back would be to have hand sanitizers and Plexiglas shields installed. The clerk was directed to move ahead with getting prices for the larger items and purchasing the smaller essential items.

**Fire Department:** Fire Chief Ballman reported 23 medical, 7 fire/other and two mutual aid incidents in April. Tony DeChaine has completed 28 years with the Linwood Fire Department. The Linwood Fire Association has decided to cancel the fund-raiser golf tournament that had been scheduled, but plans to operate the purse bingo and the bags tournament, if LFFD is held. The fire department budget spending is on track at this point of the year. The pandemic personal protective equipment supplies are good due to having ordered hand sanitizers early and generous donations of homemade masks. The cleaning services continue with extra sanitizing done to protect firefighters who are only allowed in the building for essential services. Firefighters will volunteer to paint the fire station doors this summer.

It is anticipated that lake recreational activities will increase this summer due to social distancing and lower gas prices. The department rescue boat grants were not successful and the DNR will not have used boats available this year. Firefighters have been researching rescue boats on the market and would like to move forward with acquiring a boat for the department when one becomes available. Supervisor Millerbernd moved to spend up to \$10,000.00 for the purchase of a used rescue boat; Supervisor Peterson seconded. All ayes; motion passed.

The Standard Operating Guideline 3.3 Personal Injury Traffic Accident is completed and firefighters are being trained on the guidelines. A copy of the SOG will be on file at the township office.

The AFG grant for SCBA packs and bottles was submitted in the amount of \$150,000.00.

Supervisor Millerbernd moved to approve the M-Health Medical Director Agreement as presented; Supervisor Kramer seconded. All ayes; motion carried. There will be virtual training with the M-Health ambulance crew.

Burning restrictions remain in place with varying levels of fire danger until we get rain and the landscape greens up enough to make burning safe.

The Birthday Drive-by Program has been a big success. Supervisor Millerbernd moved to allow a Linwood fire engine to represent our community at the Forest Lake graduation ceremony on June 5<sup>th</sup>; Supervisor Kramer seconded. Supervisors Millerbernd, Kramer, Peterson and Searing voted aye; Supervisor Halliday abstained due to a conflict of interest. The motion carried 4-0 and one abstention.

Chief Stockinger has resigned his position as Fire Chief 2, but will remain as a Linwood firefighter. The position will be posted within the department and appointed until next June's regular election.

**Donation:** Supervisor Halliday reported that the township received a generous donation of five gallons of HB Fuller disinfectant from Krista Schauer.

**Equipment request:** Supervisor Kramer moved to allow Mike Gabrick to use the Jamar distance measurer; Supervisor Millerbernd seconded. Gabrick is a Road & Bridge committee member who will use the township device in his personal vehicle while he is completing the township's bituminous road inventory. All ayes; motion passed.

Supervisor Kramer moved to offer mileage reimbursement for the use of Gabrick's personal vehicle while doing the road inventory; Supervisor Millerbernd seconded. Supervisors Kramer, Millerbernd, Searing and Halliday voted in favor; Supervisor Peterson voted against. The motion carried 4-1.

**Ryan Lake Road bridge review:** The latest inspection on the Ryan Lake Road bridge structure noted riprap needs to be placed at northeast wingwall and east bank to protect the wall from scouring and deterioration of one or more abutment. In a correspondence to the Board, Mike Gabrick recommended applying for Local Bridge Replacement Funds and Bridge Bond Funds to cover a majority of the replacement cost for the Ryan Lake Road bridge. The first step would include verifying the structural deficiency rating for the bridge through information from Anoka County. Gabrick requested that the Board hire Hakanson Anderson to complete a field survey and make application for the funds on behalf of the Township. No action was taken.

**2020 Street Project Pay Estimate #1:** Supervisor Kramer moved to pay \$95,474.47 as the first payment on the 233<sup>rd</sup> Avenue project; Supervisor Millerbernd seconded. The amount includes the work completed to date minus a 5% retainage. All ayes; motion carried.

**Coon Lake Park support:** Supervisor Peterson moved to send a letter of support for the Coon Lake County Park to be added to Anoka County's Regional Park System; Supervisor Kramer seconded. All ayes; motion passed.

**Human Resources:** The Human Resources liaisons will meet with a building department employee on Wednesday to discuss the letter the Board received from that employee. HR will get back to the Board to discuss the outcome of that meeting.

**Cemetery consideration:** By consensus, the Board was agreeable to allow Ken Broadbent, former gravedigger, to dig the burial place for Allan Broadbent.

**Document drop-box:** Supervisor Millerbernd volunteered to research and install a document drop box at the town hall. This will provide a secure way for residents to drop off payments and permits when the town hall is not open.

**Parks:** Discussion was held concerning the strength and safety of replacing the poles along the parking lot at Broadbent Park with split-rail fencing. Public works employee DeChaine was asked to get prices on white vinyl fencing and report back to the Board.

**Clerk's comments:** The senior exercise instructor requested permission to begin outdoor exercise classes for the senior citizens. By consensus, the Board decided that, due to pandemic concerns, it is too soon for that activity.

The clerk conveyed Municode’s willingness to work within the Township’s timeframe for updating the town code and their offer to provide access to the Municode library program at no cost for one year.

The clerk has begun the initial planning for the August and November elections and anticipates several challenges due to the pandemic. Voters will be encouraged to vote by mail to reduce the amount of in-person interactions.

**Approval of Minutes:** Supervisor Peterson moved, and Supervisor Millerbernd seconded, to approve the April 28, 2020 Town Board meeting minutes as presented. The motion carried unanimously.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$13,514.72; Supervisor Millerbernd seconded. The Claims List for Approval included claims #35214 thru #35234. All ayes; the motion carried.

Supervisor Millerbernd moved to pay the regular payroll in the amount of \$10,391.67 Supervisor Peterson seconded. The regular payroll consisted of direct deposits #18386 through #18390 and EFTs #18391-#18393. All ayes; motion passed.

**Street sweeping:** The street sweeping was done this week. The clerk will submit the information to the Anoka Conservation District.

**Virtual meetings:** The next Town Board meeting will be conducted remotely, with accommodations possibly being made for Supervisor Peterson to attend at the town hall.

**Adjournment:** Supervisor Kramer moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried. The meeting adjourned at 7:51 p.m.

Approved on May 26, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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### Special Town Board Meeting Minutes May 18, 2020

Board Members Virtually Present: Supervisors Mike Halliday, Ed Kramer, Bob Millerbernd, Carol Searing, and Clerk Pam Olson

Board Members Absent: Supervisor Peterson

Others Present: Carrie Luedtke, Mike Olson, Christina Smentek, Tony DeChaine

**Call to Order and Roll Call:** Chairman Halliday called the Special Town Board meeting to order at 5:00 p.m. on Monday, May 18, 2020, and the clerk performed the roll call. Supervisor Halliday explained that the purpose of the meeting was to hear and take action on the Human Resources recommendations regarding the Building/Zoning Department.

Supervisor Halliday explained that after Town Board supervisors received a letter submitted by employee Mike Jungbauer concerning his working hours plan, the Human Resources (HR) liaisons arranged to meet with Mike J. on Wednesday, May 13<sup>th</sup>. On the day of the scheduled meeting, Mike J. contacted HR to inform them that he would not be attending the meeting but would be resigning, effective Friday, May 22<sup>nd</sup>, instead. HR asked that Mike J. submit a letter of resignation to the Town Board, which he did. Supervisor Searing moved to accept Mike Jungbauer's resignation of employment; Supervisor Kramer seconded. The motion passed unanimously 4-0.

In the best interests of the Township, Supervisor Searing moved to make today Mike Jungbauer's last day of work, but pay him for the rest of the week; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. Supervisor Halliday will arrange a time for Mike J. to remove his personal belongings and turn in his keys.

Supervisor Halliday will contact Andy Schreder, Rum River Construction Consultants, to see if they will do plan reviews and building inspections for the Township. By consensus, the Board agreed to have Office Assistant Sandy Lathrop return to work from the pandemic layoff. Sandy's duties will be determined as a plan for moving forward is developed. Many aspects of the

vacancy of the building inspector and planning and zoning administrator will be discussed at the next regular Town Board meeting.

Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried. The meeting adjourned at 5:22 p.m.

Approved on May 26, 2020

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

May 26, 2020

Board Members Present Virtually: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer  
Carol Searing, and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Darryl Ballman, Nancy Kramer, Rick and Jeanette  
Chessnoe, Tony DeChaine, Joe Dolphy, Andy Schreder,  
Carrie Luedtke, Sandy Lathrop

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 pm via a virtual meeting, on Tuesday, May 26, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda as presented; seconded by Supervisor Searing. All ayes; motion passed.

**Designated Building Official:** Andy Schreder from Rum River Construction Consultants was already under contract with Linwood Township as a building inspector. On May 20<sup>th</sup>, Andy was officially registered as the designated building official and has been working with staff to transition the building permit process and inspections to RRCC staff. RRCC has sufficient staff to perform inspections Monday through Saturday and will process all building applications, answer building related questions from residents and contractors, and prepare reports.

**Interim Zoning Administrator:** Supervisor Kramer moved to appoint Sandy Lathrop as the interim zoning administrator; Supervisor Millerbernd seconded. The position will include dealing with zoning questions and applications, preparing Planning and Zoning meeting packets and other zoning related matters. All ayes; the motion passed.

**Garage set back from septic tank:** In response to the request for an accessory building footing inspection at 23015 W. Martin Lake Drive NE, Building Official Schreder discovered that due to the close proximity of the accessory building to the septic system, the planned construction could adversely affect the integrity of the septic tanks. The owners had previously applied for a side yard setback variance to build his garage five feet closer to the north property line. Based on the former building official's interpretation of MPCA rules, the owners were informed that the building could be constructed closer to the septic tank and thus the owners wouldn't need a variance. Based on that information, the owners withdrew their variance application.

However, according to Building Official Schreder, the MN State Building Code requires 10' separation between septic tanks and a building structure. Building Official Schreder explained that there needs to be a structural setback due to the vertical weight load caused by the structure and that there is no authority to deviate from the State Building Code. The close proximity of the accessory building to the septic tank could cause damage to the tank. Schreder has discussed options with the property owners, explaining that a possible compromise would be to apply for a side yard setback variance rather than a septic setback. Progress on this matter will be reported at the next Town Board meeting.

**Zoning map issue:** Clerk Olson asked for clarification regarding the zoning map. A recent variance application and building permit were considered by the former zoning administrator with the rationale that the applicant's property has the wrong zoning on the zoning map. The Board directed staff to continue to follow the zoning as shown on the zoning map that was approved by the Town Board on March 24, 2015. The Planning and Zoning Commission will work on updating the map with re-established zoning districts.

**LFFD:** Supervisor Millerbernd reported that the state fair and other local celebrations have been cancelled due to the Covid-19 pandemic. Linwood Family Fun Day Chair Nancy Kramer suggested holding a car show parade and a movie in the park, both activities that are conducive to social distancing. The fireworks providers will be contacted to see if they would be willing to postpone the display scheduled for 2020 until 2021. Supervisor Millerbernd moved to postpone the 2020 Linwood Family Fun Day event; Supervisor Kramer seconded. All ayes; motion carried.

**Sesquicentennial planning:** The Linwood Family Fun Day committee is willing to start planning the Township's sesquicentennial celebration. The clerk will send the Anoka County Historical Society contact information to the LFFD chairperson.

**Document drop box:** The topic of a document drop box was tabled.

**Township preparedness plan:** The Board reviewed the draft copy of the proposed plan to re-open the township office. Suggested amendments included adding that employees who "have two or more symptoms of Covid-19" should leave work immediately; and visitors and employees should wear masks "when unable to maintain the six-foot social distancing or when interacting with the public". These guidelines apply to the town hall only. Other departments will develop their own standards. The town hall office will open to the public on June 1<sup>st</sup>.

**Credit cards:** With the increase in the amount of building permits that are being paid over the phone and to make payments at the recycling center, the clerk suggested that a new method of handling credit cards be explored. The Board instructed staff to get prices and report back.

**June meetings:** Each of the township committees have expressed that they would like to start meeting again. Those committees who can stay within the room capacity limits will be allowed to meet at the town hall. Technology provisions will need to be made to accommodate meetings that are held where some attendees are remote and other attendees are at the town hall.

**Senior Center rental request:** No rentals at the senior center will be allowed at this time.

**Utilities permits:** According to township ordinances, utility permit applications for working in the road right-of-way need to be approved by the town board, town engineer and/or the road supervisor, prior to being signed by the board chairman and clerk. Discussion was held regarding who will be approving and overseeing the permits and work. It was suggested that the engineer be consulted in regards to the permits and a suggested price for the permits.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Millerbernd seconded, to approve the Local Board of Appeals minutes, the May 12, 2020 Town Board meeting minutes and the May 18, 2020 Special Town Board meeting minutes, as presented. The motion carried unanimously.

**Approval of Bills & Payroll:** Supervisor Searing moved to pay the claims list in the amount of \$12,926.63; Supervisor Millerbernd seconded. The Claims List for Approval included claims #35236 thru #35252. All ayes; the motion carried.

Supervisor Searing moved to pay the regular payroll for May 15, 2020. Supervisor Millerbernd seconded. All ayes; motion passed. (Clerk's note: The amount of the payroll was not available during the meeting. The amount of the May 15, 2020 payroll was \$12,139.50 including direct deposits #18399 through #18409 and EFTs #18410 to #18412.)

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:46 p.m.

Approved on June 9, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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### Broadband Public Hearing Minutes July 8, 2020

Board Members Present: Supervisors Mike Halliday, Ed Kramer, Bob Millerbernd, Carol Searing (virtually); Clerk Pam Olson

Board Members Absent: Supervisor Peterson

Others Present: Bob Ruppe, Township attorney; Jason Sachs, Midco representative; Todd Hagen, Ehlers & Associates representative (virtually); approximately 50 persons attended either in person or virtually

**Call to Order and Roll Call:** Chairman Halliday called the Broadband Public Hearing to order at 7:00 p.m. on Wednesday, July 8, 2020, and performed the roll call.

Supervisor Halliday explained that the purpose of the meeting was to consider the establishment of a Subordinate Service District pursuant to MN Statutes Chapter 365A to help facilitate the installation and financing of high-speed internet through Midco (who would ultimately own the broadband system and provide the service) for the properties within the Midco service area within the Township. Such persons as desire to be heard with reference to the proposed Subordinate Service District would be heard at this public hearing. The Town Board will also conduct a public hearing at the same time to consider the adoption of criteria for granting business subsidies by the Township and awarding of a business subsidy to Midco under MN Statutes §116J.993 through §116J.995.

Attorney Ruppe explained that the Township had received a valid petition signed by approximately 67% of the property owners within the proposed SSD. This number exceeded the 51% required under the statute. The attorney went on to explain what a subordinate service district (SSD) is, how it is formed, how the services are paid for, and what the Town Board's role is within the proposed SSD. Following the date of publication of a resolution by the Board establishing the SSD, property owners have 60 days to submit a valid petition calling for a reverse referendum, which would require signatures by at least 25% of the property owners in

the area to be served. The public was informed about the effect on land values and options the Board may choose for how the proposed assessments could be paid.

Jason Sachs, Midco representative, explained the scope and potential cost of the proposed SSD project. The 234 parcels within the general areas subject to the SSD for which Midco is proposing to provide service are: Ryan Lake, Fawn Lake Drive, 239<sup>th</sup> Avenue and Feller Avenue. Midco estimates that the cost to extend high-speed internet to these areas of the Township would be approximately \$695,000. Midco has agreed to pay \$457,000 towards installation costs. The remainder of \$238,000 plus the Township's costs to incur debt to finance the Township resident's share of the project would be paid by properties located within the proposed SSD. The total Township share for this project is estimated at \$258,000, which only pays for the installation of the fiber to the home. Midco will charge monthly internet service charges to subscribers, and may also charge them a connection or activation fee as well. Ordering services is not mandatory. Mr. Sachs stated that the project could start once Midco receives the aid to construction payment. Service to residents could begin to be deployed once the project is complete; which, weather permitting, would take 60-90 days to complete.

A handout with frequently asked questions regarding the broadband project was posted on the website and available to those attending at the town hall. Residents were provided time to state their opinion and ask questions.

Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; motion carried. The meeting adjourned at 8:05 p.m.

Approved on July 14, 2020

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Michael Halliday, Chairman

Attested:

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

June 9, 2020

Board Members Present Virtually: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer Carol Searing, and Tim Peterson; Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: none

Others Present: Darryl Ballman, Tony DeChaine, Sandy Lathrop, Carrie Luedtke, Andy Luedtke, Tom Searing, Todd and Tana Rutkus, Nancy Johnson, Chuck Perry, Sean Merritt, Jake Meulners,

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:04 p.m. via a virtual meeting, on Tuesday, June 9, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda as presented; seconded by Supervisor Searing. All ayes; motion passed.

**Virtual meeting options:** The Board was provided with options to accommodate holding virtual meetings with some participants present at the town hall. The most favorable option was the use of a 360° camera to capture video images of the in-person participants while broadcasting to the virtual attendees. Andy Luedtke will provide a sample unit for a trial run before purchasing a camera. Switching from the Teams platform to Zoom would allow for all participants to be on the screen at the same time. The other advantage is the ability for a telephone call-in number so any member of the public can call in even if they don't have an electronic device. A Zoom account will be set up so the upcoming public hearing can be more accessible to the public. Board consensus was to consider being more progressive and continue to broadcast the meetings in the future.

**Fire Department:** Fire Chief Darryl Ballman reported 13 medical and five fire/other incident responses in May 2020. There were also two mutual aid calls, one of which was cancelled en route. The Fire Association received a \$500.00 donation from the Carlisle family following a structure fire. All structure fires will be reported to Building Official Schreder to assure the remaining structure is sound.

Rescue boat Marine 1 was purchased and will be placed into service once graphics and emergency lights have been installed. The boat and trailer will be added to the insurance policy.

Live trainings are scheduled to resume on June 10<sup>th</sup> and a copy of the fire department's Covid19 guidelines will be on file in the township office.

**LFFD:** The Linwood Family Fun Day committee met and are planning a car parade and a movie in the park. The committee will talk with the Fire Association to coordinate with their planned activities for the day.

**Recycling:** Supervisor Kramer reported that the recycling coordinator Paul Death is very busy in the recycling center since its re-opening. Other time-consuming duties are answering phone calls and emails related to recycling. Paul's priority should be in the recycling center until the volume of residents decreases in the winter. Paul would still be responsible for major cleaning duties in the senior center and town hall, but the regular cleaning could be done by the senior coordinator. Supervisor Kramer moved to approve Paul Death to work up to 40 hours per week in the recycling center, when necessary; Supervisor Millerbernd seconded. The recycling center Covid19 plan to return to serving the public will need to be put in writing and kept on file in the township office.

**Zoning Admin hours:** Supervisor Halliday reported that he has been meeting with the interim zoning administrator and is impressed with the way that she and the building official have stepped up to make a smooth transition for the building department and handling current zoning issues. Processes that were developed in the past are now being implemented and efficiency in the office has noticeably increased. In order to accomplish all of the duties, Supervisor Halliday recommended increasing Zoning Administrator Sandy Lathrop's hours to 32-40 hours per week and be eligible for holiday, vacation, and sick pay. The full-time status would remain in effect for a year or until such time as the Board determines otherwise. Supervisor Peterson's motion to move Sandy Lathrop to full-time employment status and provide her with the proper benefits was seconded by Supervisor Kramer. All ayes; motion carried. Supervisor Searing moved to make Sandy's full-time status effective as of June 8, 2020; Supervisor Millerbernd seconded. All ayes; motion carried.

**Request to refund variance application fee:** The zoning administrator submitted a request for refunding the variance application fee after meeting with the applicant at 22529 Martin Lake Road NE, Stacy, MN, variance file #20-03-VAR, to discuss township ordinances and the building code. During the meeting, it was determined that the variance application was not viable and the applicant withdrew their application. The recommendation to refund the application fee was due to the fact that a pre-application meeting had not been held with staff and the applicant. Supervisor Searing moved to return the \$350.00 variance application fee to the Levertons (file #20-03-VAR); Supervisor Millerbernd seconded. All ayes; motion carried.

**Request to waive variance application fee:** The zoning administrator submitted a request to waive the variance application fee for file #20-06-VAR, 23015 West Martin Lake Drive NE, Stacy, MN, due to the fact that the variance application needs to be processed a second time, through no fault of the applicants. Following a public hearing in January 2020, it was determined at that time that no variance was needed for the applicants to proceed with the construction of an

accessory building on their property. Upon investigation, review and discussions with the current building inspector, it was determined that the building will not be permissible in the previously proposed location due to the proximity to the septic system. The applicants agreed to reapply for a variance. Supervisor Searing moved to waive the variance application fee for file #20-06-VAR; Supervisor Millerbernd seconded. All aye; motion carried.

**Enforcements:** Board discussion regarding how to process enforcements led to the recommendation that the supervisors review Ordinance #179 before the next meeting. Supervisor Searing will contact Attorney Ruppe to confirm that the town code has the proper language to enable the Township to enforce its ordinances.

**Road patching proposal:** With the public works employee gone for three days, it was approved that Mike Olson would come in to mow parks and take care of downed trees for those days. The Road and Bridge committee recommended that road patching for Martin Lake Road and South Linwood Drive be put out for quotes. Preliminary estimates for approximately 16-tons of bituminous patch material would cost about \$10,000.00 and come out of the crack sealing budget. The Board will consider this matter when the quotes are received. Supervisor Kramer reported that several roads are also in need of masting.

The Road and Bridge committee also recommended selling the John Deere tractor/loader and purchasing a new front-end loader. Supervisor Kramer will check on prices and budget numbers.

Supervisor Kramer expressed his desire to step back from overseeing public works employees, but still be the liaison for road and bridge concerns. Supervisor Millerbernd agreed to oversee the employees in the public works and recycling departments.

**Public works hiring:** The board held a discussion regarding the possibility of hiring seasonal employees for mowing the parks and snowplowing duties, rather than hiring a second full-time public works employee. Supervisors Halliday and Millerbernd will review the applications and conduct interviews and report back to the Board. Supervisor Millerbernd will prepare an ad for summer help in the parks. Possible candidates would be high school graduates over 18 years of age. The Board questioned, if the Township hired part-time plow drivers, would there be other duties for the position.

**Broadband update:** Treasurer Nekowitsch informed the Board that the Township has received petition signatures from over 50% of the property owners from the areas interested in Midco broadband expansion. Once the clerk has verified the signatures, the Town Board must schedule a public hearing for both the petition and a business subsidy agreement within 30 days. Attorney Ruppe provided a draft business subsidy agreement that will be reviewed by Midco and finally approved by a bond attorney. The Town Board chose 7:00 p.m. on Wednesday, July 8, 2020 for the public hearings, pending the availability of the town attorney and Midco representatives. The public hearing notice will be published and notifications sent to the affected individuals. The logistics of holding a virtual public hearing will be worked out and the public will be notified. Supervisor Halliday moved that, having received petitions from over 50% of the eligible property owners, the Board schedules a public hearing to discuss the

subordinate service district on July 8 at 7:00 p.m.; Supervisor Millerbernd seconded. All ayes; motion passed.

**Document drop box:** Supervisor Millerbernd provided specifications and pricing for a document drop box that goes through the wall into the office. It was questioned whether the box would be fireproof. The \$833.00 price tag was questioned in relation to the amount of use the box is needed for. Supervisor Millerbernd will check on a secure drop box that could be attached to the outside of the building and report back to the Board.

**Broadbent park fence options:** Split-rail and white vinyl options for replacing the barrier fence along the parking lot at Broadbent Park were provided by public works. Supervisor Millerbernd suggested that since the purpose of the fence is to prevent cars from driving on the fields, that concrete curb sections would be a better option. Supervisor Millerbernd will get prices and talk with public works about the project.

**Credit card options:** Treasurer Nekowitsch investigated several options for taking credit card payments and recommended switching from PayPal to Spot-On as a merchant for the cards. Spot-On offers, among other benefits, lower credit card fee percentages, free equipment that will print receipts and automatically batch on a daily basis, and with no contract agreement. The change will save staff time especially in light of taking more phone payments for building permits and not handling cash in the recycling department. Supervisor Peterson moved to discontinue using PayPal and switch to Spot-On for credit cards; Supervisor Millerbernd seconded. All ayes; motion passed.

**Office hours:** Due to reduced public facing services required in the building department, and the ability to provide services via phone and email, the Board chose to set the hours for the town hall doors to be open for the next two weeks as 1:00 p.m. to 5:00 p.m. on Monday through Thursday and 8:00 a.m. to noon on Fridays. Additionally, residents may schedule appointments for public facing services during the regular office hours. This will reduce the amount of time necessary for staff to perform the sanitizing procedures.

**233<sup>rd</sup> Avenue pay estimate #2:** Pay estimate #2 for the 2020 Street Maintenance Project was provided to the Board. Supervisor Peterson moved to pay \$92,167.19 for the 2020 Street Maintenance Project; Supervisor Searing seconded. All ayes; motion passed.

**Clerk's comments:** Since most employees are back to their regular hours, the Board will not require employees to submit their weekly duties reports to the supervisors. The clerk is preparing the office for the upcoming absentee voting and will be meeting with the head judges to discuss the necessary changes to the precincts due to social distancing and sanitizing concerns.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Kramer seconded, to approve the May 26, 2020 Town Board meeting minutes, as presented. The motion carried unanimously.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$108,530.95, including claims #35253-35279, Employee final pay and vacation pay direct deposits #18413-18414 and EFTs #18415-18417, and regular payroll dated 5/29/2020 with

direct deposits #18423-18428 and EFTs #18429-18431. Supervisor Peterson seconded the motion, which passed unanimously.

**Adjournment:** Supervisor Kramer moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 8:43 p.m.

Approved on June 23, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

June 23, 2020

Board Members Present Virtually: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer  
Carol Searing, and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Darryl Ballman, Sandy Lathrop, Carrie Luedtke, Andy  
Luedtke, Tom Searing, Rick & Jeanette Chessnoe,  
unidentified virtual attendees

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. via a virtual meeting, on Tuesday, June 23, 2020 and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda as presented; seconded by Supervisor Peterson. All ayes; motion passed.

**Variance application 20-06-VAR:** Richard & Jeanette Chessnoe applied for a variance to build a 22' x 30' detached garage on their property at 23015 West Martin Lake Drive NE, Stacy, MN. Due to the narrowness of the lot, the variance was requested for a side yard setback of less than 10' to the north property line and to be closer to the septic system than allowed by code. The staff report detailed the history of the variance request and subsequent conversations with the prior and current building officials. The Planning and Zoning Commission, as well as the zoning administrator, unanimously recommended approval of the variance. Supervisor Kramer moved to approve Resolution 2020-05 Accepting Findings of Fact and Approving Variance 20-06-VAR; Supervisor Searing seconded. The resolution contained the following conditions:

1. The Findings of Fact stated above are incorporated herein.
2. The building shall be 22 feet wide and 30 feet deep with no more than one-foot eave overhangs;
3. A setback of no less than 5 feet from the north side property line must be met;
4. A setback of no less than 7 feet from the septic tank must be met;
5. A setback of no less than 13 feet from the drain field must be met;
6. Utilize a full frost protected foundation of 42" or more in depth around the perimeter of the building in order to protect the integrity of the existing septic tanks.
7. All submittal and inspection requirements established by the Building Official must be met.

8. All work shall be in accordance with the plans and sketch submitted with the application and otherwise compliant with the Linwood Township ordinance.

The motion carried 5-0. (Full resolution on file.)

**Linwood lake lot clean-up:** A resident requested that the lakeshore adjacent to a township-owned parcel located on Linwood Lake be cleared of cattails or that residents be allowed to put a dock over the cattails to access the lake. The resident contacted the DNR and was informed that the permit application to clear the aquatic plants would need to come from the Township, as the property owner. The Anoka Conservation District recommends not removing the cattails as they are beneficial to the health of the lake. The property is not ideal for public use, but the Township will check with the DNR to see what would be allowed.

**Planning & Zoning Commission appointments:** The Planning and Zoning (P&Z) commission recommended the Town Board renew the terms of two of its members. Supervisor Peterson objected to reappointing the members stating that he may want to be on that committee and that he would like to check on the legality of having family members on the same committee. It was explained that supervisors only act as a liaison between the Board and the committee, but are not actually members of the committee. Supervisor Peterson moved to table reappointing the members. The motion died for lack of a second. Supervisor Kramer moved to renew Joe Dolphy, Jr. and Tom Searing's terms for 2020-2023; Supervisor Millerbernd seconded. Supervisors Kramer, Millerbernd and Halliday voted in favor; Supervisor Peterson voted against; Supervisor Searing abstained from reappointing Tom Searing due to a conflict of interest. The motion carried 4-1 for Joe Dolphy, and carried 3-1 and one abstention for re-appointing Tom Searing.

**Utility permit fees:** At the last Town Board meeting, the supervisors discussed who would be approving utilities permits and verifying the condition of the road right-of-way after the work. It was suggested that the clerk contact the Township's engineering firm to see if they would provide this service, as well as what the typical permit fee would be. The response from the engineer was that it takes about ½ hour and the typical permit fee is \$150-\$250 in other communities. The engineering firm will provide utilities permit services for Linwood. Following the P&Z commission's recommendation, the Board directed staff to draft a resolution to amend the ordinance to allow charging a utility permit fee and to set the utility permit fee at \$200.00. The resolution will come back to the Board for approval.

**Parks:** Supervisor Millerbernd voted to renew Laura Kearns and Christine Magler for three-year terms on the Parks Commission; Supervisor Kramer seconded. The terms will run from July 2020 through June 2023. When the other terms expire, those members will be renewed for three-year terms, as well.

Upon the recommendation of the Parks Commission, Supervisor Halliday moved to accept David Johnson as the Parks chairman and Laura Kearns as the vice-chair. Supervisor Millerbernd seconded the motion, which passed unanimously.

Upon the recommendation of the Parks Commission, Supervisor Kramer moved to appoint Carrie Luedtke to the Parks Commission for the term of 2020-2023; Supervisor Millerbernd seconded. All ayes; motion carried.

The Parks commission recommended replacing the decaying signs at Fairway Flyers and Alquist Park. They also asked that the portable toilet near the recycling gate be moved to be more accessible to the Four Seasons Park. The telephone pole barrier at Broadbent Park could be replaced with telephone poles that are back in the maintenance area. Supervisor Kramer will check on their condition.

**Temporary lawn maintenance position:** Supervisor Halliday reported that after reviewing the public works and recycling employees' timesheets, roughly 35 hours per week were spent maintaining the parks. By consensus, the Board determined that it would be more efficient to concentrate the efforts of two part-time workers to care for the parks, freeing up the public works employee to do more roads and building maintenance duties. Supervisor Peterson moved to hire two temporary part-time seasonal workers for 20 hours per week for lawn maintenance and work around the Township; Supervisor Kramer seconded. Offers of employment will go to Brian Johnson and Cort Baumgart. All ayes; motion passed.

Supervisor Searing moved to hire both workers at \$18.00 per hour; Supervisor Millerbernd seconded. All ayes; motion carried. The temporary workers will be supervised by Supervisors Millerbernd and Halliday. Their employment will begin the week of June 29<sup>th</sup>.

**Full-time public works position:** Supervisors Halliday and Millerbernd recommended just hiring seasonal snow plow drivers that would be on call for snow events. The position will remain open for now as the temporary worker may lead to full-time or the Town may decide to post for applications, depending on how the new arrangement progresses.

**Enforcements:** Attorney Ruppe was consulted regarding Ordinance 179 and concluded that the Town Code has the components to be enforced. Attorney Ruppe suggested that the Board may want to increase the administrative fines and institute progressive fines to encourage compliance and yet be consistent with surrounding community's fines. The next consideration was who to get to perform the enforcement duties, how to move forward as an employee or contracted position. The supervisors will review the fine schedules, attorney's recommendations and bring to the next town board meeting for discussion.

**Road patching quotes:** Four contractors were contacted to request quotes for road patching, but only one submitted a proposal. Supervisor Searing moved to accept the quote from SealTech for patching South Linwood Drive and Martin Lake Road; Supervisor Millerbernd seconded. The proposal total was \$6,120.00. All ayes; motion carried.

**Meeting technology:** The Meeting Owl was used for the Planning and Zoning meeting to check out the technology. The supervisors that joined the meeting weren't impressed with the quality of the technology. The clerk explained some of the ways that the component could have performed better. Discussion ensued whether it was the intention of the Board to broadcast the meetings to the public. It was the Board's consensus to get back to having in-person meetings, but explore options to add capabilities for streaming the meetings to the public in the future. Supervisors Kramer and Millerbernd both explored the possibility of getting the costs reimbursed through congress-created programs, but didn't receive a definitive answer. Future meetings will be held in the town hall, with social distancing and limited meeting room capacity.

**Park irrigation repair quote:** A quote for \$5,500.00 was received to fix the Boettcher Farms Park irrigation pump that may have been hit by lightning. Before repairs are done, an insurance claim will be filed.

An insurance adjuster inspected the warming house damaged by a tree falling on the roof. It is expected that the damage will be covered by the policy, but the adjuster advised that the two dead oaks near the skating rink need to be removed before they cause damage to township property. Discussion evolved from whether it would be better to get quotes to fix and maintain the damaged warming house or get prices to build a new multi-use building with a garage in a better location. No decision was made.

**Road & Bridge meeting time:** In an effort to better accommodate committee member schedules, the Road and Bridge committee recommended changing the meeting time. Supervisor Kramer moved to switch the Road and Bridge meeting time to 7:00 p.m.; Supervisor Millerbernd seconded. The meetings will remain on the first Tuesday of the month. All ayes; motion carried.

**Ditch mowing proposal:** Supervisor Kramer moved to accept Mowing Matters ditch mowing proposal with the same cut as last year; Supervisor Searing seconded. The proposed rate was \$100.00 per hour and included mowing grass from the roadsides and removing the obvious brush problems only and clearing blocked sight lines. All ayes; motion carried.

**Sr Center rental application refund request:** A resident sent a written request asking for a refund of their hall rental application fee. Due to the unprecedented circumstances of the pandemic, Supervisor Searing moved to refund all rental application fees to the applicants; Supervisor Peterson seconded. All ayes; motion carried.

**Senior van:** Supervisor Kramer reported that Mike Spence, the main driver for the transportation program, would like to keep the senior Town and Country van at his home so it's more convenient for accommodating the ride requests. Each supervisor was in agreement. Mr. Spence volunteers his time and has taken on the responsibilities of fueling and washing the van, as well as scheduling the maintenance appointments.

**Senior Coordinator duties:** Following a discussion with Supervisor Kramer regarding taking over all the janitorial duties for the senior center and the town hall, Senior Coordinator Pamela Hoppe submitted a proposal for expanding her hours and becoming a full-time employee. Supervisor Halliday reviewed the timesheets and reported that an average of 2 ¾ hours per week were spent cleaning the town hall and senior center. It was determined that, since mowing township properties had been removed from the public works responsibilities, performing the cleaning duties for the township complex would revert back to the public works employee.

Discussion ensued regarding the senior coordinator being a facilitator to scheduling events in the senior/community center, but not having to be present while the event or class is going on. Opening and closing the building for planned events/classes would be the responsibility of the instructor; just as hall rentals applicants are responsible for the building during their rental time. Organized activities in the senior center will not resume until the Board has approved a Covid-19 preparedness plan to warrant a safe return for the staff and public.

Supervisor Millerbernd reminded the Board that they have not received a Covid-19 preparedness plan from the Recycling Center.

**Elections equipment approval:** Since the election ballot marking devices currently in use are at the end of their useful life and must be replaced, Anoka County is requesting Linwood Township's support for purchasing and maintaining new equipment. Supervisor Kramer moved to approve the purchase and support of replacement ballot marking devices; Supervisor Millerbernd seconded. All ayes; motion passed. The County has a grant to pay a portion, and the Township's portion of the cost of new devices will be delayed until 2022, at which time the cost will not fluctuate much from the rate that the Township is paying for the existing devices.

**Repeal notice of telephone meetings:** The Town Board deemed that it would be reasonable to begin having board and committee meetings in person. The meetings will be open to the public, subject to limited room capacity to maintain social distancing practices. Supervisor Halliday moved to repeal the Notice of Telephone Meetings Due to the Covid-19 Pandemic; Supervisor Millerbernd seconded. All ayes; motion carried.

**Clerk's comments:** The Board approved the clerk's request for filing for an extension on the audit and to submit the financial reports to the State.

The clerk informed the Board that postcards were sent to residents to inform them of the broadband public hearing scheduled for July 8<sup>th</sup>. Discussion ensued regarding the logistics of holding a public hearing while complying with the social distancing limitations. The option of holding the hearing outdoors was discussed, as well as how to broadcast the meeting to include the public virtually.

Supervisor Halliday moved to set the new credit card convenience fee at 3% to cover the administrative costs of taking credit cards; Supervisor Searing seconded. All ayes; motion passed.

The office hours will remain as they have been and will be reevaluated at the next meeting.

Supervisor Halliday informed the Board that the attorney responded to two residents who have taken issue with actions by, and conversations with, the former building official. They were notified of the Township's legal stance and that the former employee didn't have the qualifications or authority to provide certain judgements on behalf of the Township.

**Approval of Minutes:** Supervisor Peterson moved, and Supervisor Kramer seconded, to approve the June 9, 2020 Town Board meeting minutes, as presented. Supervisors Peterson, Kramer, Halliday and Millerbernd voted aye; Supervisor Searing abstained. The motion carried 4-0 with one abstention.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$34,284.19, including claims #35280-35314; Supervisor Searing seconded. All ayes; motion carried.

Supervisor Halliday moved to pay the regular payroll dated 6/12/2020 in the amount of \$12,757.38, with direct deposits #18436-18446 and EFTs #18447-18449; Supervisor Searing seconded. All ayes; motion passed.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Kramer seconded. All voted in favor; the motion carried. The meeting adjourned at 7:52 p.m.

Approved on July 14, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

July 14, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer  
Carol Searing (by phone); Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Darryl Ballman, Mike Christian, Amanda Anderson, Jim  
Stockinger, Tony DeChaine, Sandy Lathrop, Tim Smentek,  
Nancy Kramer, Sam Kramer

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, July 14, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda as amended; seconded by Supervisor Millerbernd. The amendments were to remove the topics of fine schedules and zoning code enforcements, and add Class 5 to the agenda. All ayes; motion passed 4-0.

**Resolution 2020-06 Establishing SSD:** A petition was received by the Township for more than 50% of the property owners in the proposed district for adding high speed internet. After having heard public comment at the July 8<sup>th</sup> Subordinate Service District and Business Subsidy Criteria public hearing, and having met all the statutory requirements, the Town Board determined that the creation of the proposed Subordinate Service District for the high-speed internet would be in the best interests for the landowners of the subject area identified in the resolution. Supervisor Kramer moved to approve Resolution 2020-06 to Create a High-Speed Internet Subordinate Service District; Supervisor Millerbernd seconded. The motion carried 4-0. (Full resolution on file.)

**Resolution 2020-07 Adopting Criteria for Granting Business Subsidy:** Supervisor Millerbernd moved to adopt Resolution 2020-07 Business Subsidy Criteria; Supervisor Kramer seconded. The purpose of the document was to establish criteria for granting business subsidies for private development. The criteria will be used as a guide in processing and reviewing applications requesting business subsidies. All ayes; motion passed 4-0. (Full resolution on file.)

**Pre-payment:** Supervisor Halliday moved to allow residents in the subordinate service district to prepay their portion of the cost until to 5:00 p.m. on September 17, 2020; Supervisor Kramer seconded. All ayes; motion carried 4-0.

In order to cover the Township expenses associated with the broadband internet project, \$12,000.00 will be added to the cost that will be reimbursed by the residents in the district.

**Request to amend accessory building ordinance:** Resident Mike Christian appealed to the Board to consider amending the accessory building ordinance for parcels over six acres in the R1 zones. Mr. Christian suggested to either remove the one accessory building limit or to increase the number of accessory buildings allowed from one to three. The zoning administrator's research of the properties that Mr. Christian cited as examples of other properties that were allowed more than one accessory building in R1, revealed that each situation was either errors by the building official or because a variance was granted in error. It was determined that the Planning and Zoning commission would not be addressing changes to the accessory building ordinance until other zoning issues were dealt with.

**Linwood Lake lot clean-up:** The Board received a request from Amanda Anderson, resident in the neighborhood of South Linwood Drive and Cranberry Drive, to have the Township complete an Aquatic Plant Management permit through the DNR to allow the residents to remove the aquatic plants from the lake adjacent to the Township-owned property between 6123 and 6127 South Linwood Drive. The land was dedicated to the township for road purposes. The Township has not traditionally done maintenance on such road dedicated parcels. Ms. Anderson requested that 'No Parking' signs be placed on the property and that the property be for the exclusive use of the neighborhood residents. The Board was not agreeable to installing the signs and stated that the property will remain open for all public use. It was suggested that a petition, signed by all the residents in the area, showing their support of clearing the lake of aquatic plants be brought to the Board for consideration.

**Fire Department:** Fire Chief Darryl Ballman reported 11 medical and nine fire/other incident responses in June 2020. The department also received mutual aid from East Bethel, StacyLent and Wyoming fire departments.

Jim Stockinger reported that due to a decrease in the PERA pension investments, a contribution of \$1,721.00 from the Township will be due for 2020. Scholarships were awarded by the Forest Lake Scholarship Foundation to two Linwood Township high school graduates. The scholarship recipients each received \$1,000.00 toward their college education. The recipients were Allyson Thompson and Hannah Jensen. The Linwood Fire Association donates to the scholarship foundation each year.

Supervisor Millerbernd moved to extend firefighter Brian Meyer's leave of absence until January 1, 2021; Supervisor Kramer seconded. All ayes; motion carried 4-0.

Supervisor Millerbernd moved to allow the Fire Association to use the fire station on September 12<sup>th</sup> for Booya, Bags & Bingo; Supervisor Kramer seconded. The association will need to submit their Covid-19 preparedness plan prior to the event. All ayes; motion passed 4-0.

Chief Ballman informed the Board that the fire department budget is on track for the year; the return of the firefighters to the station is going well, with temperature checks and pre-scan questionnaire before firefighters are allowed into the station; the rescue boat is in service; yearly hose testing is complete; a fire extinguishing bomb was purchased; and the firefighters will be painting the station's exterior doors.

**LFFD:** Linwood Family Fun Day committee chair, Nancy Kramer, informed the Board that plans are underway for a car parade and a movie in the park. The committee will be spending funds for portable toilets and signage to recruit volunteers for the sesquicentennial.

**Road & Bridge:** Supervisor Millerbernd moved to install 'No Through Truck Traffic' signs on both ends of Martin Lake Road; Supervisor Kramer seconded. Signs used to be on that road and were intended to reduce the heavy traffic on the neighborhood road. All ayes; motion carried 4-0.

Residents on 213<sup>th</sup> Lane requested a 'No Public Access' sign be placed on North Linwood Drive off of Viking Blvd to discourage travelers from driving down 213<sup>th</sup> Lane to find a way onto the lake and turning around on private property. The topic was tabled to see if there is access to the lake via Township property on 213<sup>th</sup> Lane.

Supervisor Millerbernd moved to spent up to \$44,000.00 on Class 5 for gravel roads; Supervisor Searing seconded. All ayes; motion passed 4-0.

Prices for hiring shouldering along 232<sup>nd</sup> Avenue and MacKenzie Street will be brought back to the Board.

**Senior Center opening:** Due to the Governor's orders, the senior center events will not be able to happen yet. The senior coordinator will come back to work for approximately 6 hours per week, days to include Monday, Thursday and Friday. The duties will include resuming responsibility for monitoring the food deliveries, sanitizing the senior center lobby, rentals, answering phones and emails, and coordinating transportation. Other projects and starting to organize events may add additional hours.

**Tables & chair purchase:** Quotes for purchasing new tables and chairs were considered. Supervisor Searing moved to approve up to \$6,500.00 to purchase new tables, chairs and storage carts; Supervisor Millerbernd seconded. The new tables and chairs will only be used in the senior center and not as rentals. The old chairs and tables will be moved out to storage and may be used for rentals. All ayes; motion passed 4-0.

**Repairs to warming house:** Estimates will be requested for a local contractor to repair the roof and soffit, as well as replace the siding, on the warming house that was damage by a falling tree.

**Irrigation pump:** The damaged irrigation pump isn't covered by insurance because it's below ground. Supervisor Millerbernd moved to spend up to \$6,000.00 to replace the irrigation pump at Boettcher Park; Supervisor Kramer seconded. After the pump is replaced, it will be determined whether the irrigation controller was also damaged by the lightning storm. All ayes; motion carried 4-0. Supervisor Halliday will get prices for adding an insurance rider to cover the irrigation systems and pump.

**Meeting technology:** The Board has experimented with different methods of holding virtual meetings and none of them was totally successful. The consensus was that the Township should get technology in place to be able to hold remote meetings. Supervisors Searing and Halliday will explore options from companies that specialize in installing technology systems.

**Martin Lake Shores riprap:** Supervisors Searing, Millerbernd and Kramer may attend the virtual SRWMO meeting on July 16<sup>th</sup> for the awarding of the contract for the construction of the stormwater ponds on Martin Lakeshore at 228<sup>th</sup> Place and 230<sup>th</sup> Avenue. Alternate A, to rip rap the 230<sup>th</sup> Avenue basin's outlet to the lakeshore may not be necessary as the channel has little erosion.

**Pay estimate #3:** Supervisor Millerbernd moved to approve payment of Pay Estimate #3 in the amount of \$277,555.20 to North Valley; Supervisor Kramer seconded. All ayes; motion passed 4-0.

**Public Works Lead:** Employee Tony DeChaine requested his position be changed to Lead for public works. Supervisor Halliday stated that Tony should submit documentation showing how his roles, duties and responsibilities have changed. HR will determine if a mid-year review is warranted.

**2021 Police contract:** The Board determined that Anoka County Sheriff's Lt. Douglas is welcome to come to the September board meeting, but it wouldn't be necessary for him to attend to discuss the 2021 police contract.

**CARES Act funding:** The Township is entitled to receive \$413,091.00 in CARES Act funding to be used to cover Township and business expenses related to the Covid-19 pandemic. Supervisor Kramer moved to accept the CARES Act funding; Supervisor Millerbernd seconded. The intention would be to use the funds to upgrade Township technology and assist businesses within the township that have been adversely affected by the pandemic. All ayes; motion carried 4-0. Staff will get quotes for laptops, a conference phone, and see if TR Computers can help with meeting technology.

**Resolution 2020-08 Appointing Election Judges:** Supervisor Searing moved to adopt Resolution 2020-08 Appointing Election Judges; Supervisor Millerbernd seconded. The motion carried unanimously 4-0. (Full resolution on file.)

**Precinct sanitizers:** Supervisor Halliday moved to hire four precinct sanitizers at \$10.00 per hour; Supervisor Kramer seconded. The workers will be responsible for sanitizing touch surfaces in each of the precincts. There will be two sanitizing workers at each precinct at all times. All ayes; motion carried 4-0.

**Clerk's comments:** The office hours will remain as they are through the election. The Board would like to move forward with getting a septic point of sale ordinance written and implemented. Local Board of Appeals training is now available online through the State.

**Approval of Minutes:** Supervisor Kramer moved, and Supervisor Millerbernd seconded, to approve the June 23, 2020 Town Board meeting minutes, as presented. The motion carried unanimously.

Supervisor Kramer moved to approve the July 8, 2020 Broadband Public Hearing minutes; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$368,734.31, including claims #35315-35349; Supervisor Millerbernd seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay claim #35350 for \$106.55; Supervisor Searing seconded. Supervisors Halliday, Searing and Millerbernd voted aye; Supervisor Kramer abstained. The motion carried 3-0 and one abstention.

Supervisor Halliday moved to pay the regular payroll for 6/26/2020 in the amount of \$11,495.76; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to pay the regular payroll for 7/10/2020 in the amount of \$13,735.56; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

The Parks committee recommended using cement barriers instead of telephone poles along the edge of the parking lot at Broadbent Park, but the parking lot needs to be seal coated first. Supervisor Halliday will get quotes for the seal coating.

**Adjournment:** Supervisor Kramer moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 8:24 p.m.

Approved on July 28, 2020

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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### Town Board Meeting Minutes

July 28, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer  
Carol Searing (by phone); Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Emily Raml, Don Sivigny, Darryl Ballman, Justin Hansen,  
Judy Hanna, Hank Senger, Tony DeChaine, Sandy Lathrop,  
Jim Windingstad, Leonetta Rence, unidentified person

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:07 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, July 28, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed 4-0.

**Resolution 2020-09 Stacy Lions Liquor License:** Supervisor Kramer moved to adopt Resolution 2020-09 Allowing Stacy Lions Club to Sell Non-Intoxicating Malt Liquor during Linwood Fire Association's Annual Event; Supervisor Millerbernd seconded. The annual fundraising event will be held on September 12, 2020. All ayes; motion carried 4-0. (Full resolution on file.)

**Ordinance #184 Adding utility permit fees:** Supervisor Searing moved to adopt Ordinance #184 Amending Chapter 5, Part 8, Sections 1 and 2 of the Town Code Regarding Regulating Use of Public Grounds; and Adding Fee to Chapter 11; Supervisor Millerbernd seconded. The ordinance incorporates adding a \$200.00 permit fee for utilities permits in the road right-of-way. All ayes; motion passed 4-0.

**Encroachment on township property:** Leonetta Rence, Vice President of the Union Bank, was present to represent the family owning the property at 23131 W. Martin Lake Drive NE, Stacy. The fence, sidewalk, deck and part of the house are presumed to be on the north edge of the Township easement. The family is planning to sell the property, but is concerned about the encroachment onto Township property. The Township easement was donated and dedicated to public use forever, so selling the property to the owners was not an option. Discussion was held regarding the possibility of vacating the Township easement in exchange for gaining a

public easement on the lot, also owned by the family trust, south of the Township's easement. Ms. Rence was instructed to submit the land survey when it has been completed.

**Zoning enforcement proposal:** Don Sivigny presented a proposal for zoning code enforcement services as an independent contractor. Mr. Sivigny recommended being hired as an employee instead of by contract. According to Supervisor Searing the attorney recommended contracting on an hourly basis and not as a set annual price, as proposed. No action was taken pending determining what the attorney's qualms were with taking on an employee at this time and with the proposed contract to perform enforcement duties.

**Warming house repairs:** The Board received two options for fixing the damaged warming house. Supervisor Kramer moved to have only the warming house damage fixed by Senger Siding for \$500.00; Supervisor Millerbernd seconded. The siding will not be replaced at this time. All ayes; motion carried 4-0.

**Park seal coating:** Supervisor Halliday will check the quotes for seal coating the Broadbent Park parking lot and path, and the Olympic Green basketball court.

Supervisor Millerbernd moved to spend up to \$2,500.00 for new mulch for Playful Shadows Park; Supervisor Kramer seconded. All ayes; motion passed 4-0. The weeds will be sprayed prior to putting the new mulch over the existing mulch.

The suggestion to install a street light on Japura Street at Playful Shadows Park may be considered at a later time.

Supervisor Millerbernd moved to renew Craig Cold's term on the Parks Committee; Supervisor Halliday seconded. All ayes; motion carried 4-0.

**CARES Act funding technology:** The Board discussed quotes for purchasing laptops, TV screens and Ipads for Township and fire department needs. The pandemic has made it very apparent that upgrading the technology is vital to communication and being able to conduct the necessary township functions. Supervisor Halliday moved to approve the expenditure of CARES Act money up to \$50,000.00 to purchase laptops, Ipads and TV screens; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. This expenditure meets all the requirements of the CARES Act fund guidelines. A company will be consulted to install the necessary board room technology, enabling the audience present, and those attending virtually, to view the board and committee meetings.

**CARES Act funding broadband:** The broadband internet petition received by the Town Board triggered the Board to move toward setting up a subordinate service district (SSD) and bonding options to try to help the neighborhoods get internet access. With the opportunity to spend CARES Act funding to finance the broadband expansion project instead, it would be a huge benefit for many of the citizens who are struggling with being unserved or underserved for internet. The Board members each voiced their approval of using the CARES Act money for the currently identified areas, if the project meets all the criteria. The CARES Act funds would only be used for the Township contribution, with Midco paying the rest of the costs. Other potential business properties in Linwood will be identified to see if they currently have viable internet, or if they could be included in the expansion project.

According to the Anoka County EDA, the few businesses in Linwood were minimally impacted by the pandemic and will be eligible to apply for assistance through the Anoka County program.

**SRWMO stormwater system maintenance:** Supervisor Kramer moved to maintain the stormwater ponds per the agreement; Supervisor Millerbernd seconded. The SRWMO Partnership Agreement for the Construction, Operation and Maintenance of Stormwater, Erosion Control and Landscaping Features defines each entity's responsibility. The initial construction, as well as the planning, design and coordination of the project, ensuring that it is initially functioning will be done by the SRWMO. Linwood Township agrees, at their expense, to regularly maintain the integrity and viability of the project over the next 25 years. The project will place stormwater ponds between West Martin Lake Drive and the west side of Martin Lake Drive near 230<sup>th</sup> Avenue and at 228<sup>th</sup> Avenue. The agreement outlines the maintenance guidelines. The motion carried unanimously 4-0.

**Signs on N. Linwood Drive:** Due to residents' complaints of people having to turn around in their yards when they discover there is no public boat launch on 213<sup>th</sup> Avenue, Supervisor Kramer moved to install "No Boat Access" signs on North Linwood Drive and Regulus Street; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Front-end loader quotes:** Supervisor Kramer provided quotes for purchasing two models of Caterpillar front end loaders and financing options. A trade-in price was included with the quote, but the old John Deere tractor but be offered to the public for sale, with the thoughts that it more bring in more than the trade-in offer. Supervisor Kramer moved to purchase the Cat 920 Compact wheel loader for approximately \$138,000; Supervisor Millerbernd seconded. All ayes; motion passed 4-0. The loader will arrive by September 1<sup>st</sup> and the old tractor will be sold to the highest bidder with the right to reject all bids.

**SRWMO representative:** Paul Enestvedt submitted his letter of resignation as the Township representative to the SRWMO. Paul is moving out of the area. Letters of interest will be accepted for replacing the departing representative.

**Preparedness plans:** The office preparedness plan was updated to reflect the changes made necessary due to the mask mandate. Supervisor Searing moved to accept the recycling center preparedness plan; Supervisor Kramer seconded. All ayes; motion carried 4-0. Supervisor Kramer moved to accept the Bingo, Bags and Booya plan; Supervisor Searing seconded. This plan is for the Linwood Fire Association's fund raising events in September. All ayes; motion carried 4-0.

Zoning Administrator Sandy Lathrop reported that the Town Code will need to be amended because it requires that building permits expire at one year. However, the State Building Code allows them to be extended, at the discretion of the building inspector for 180 days each time, if significant progress is being made on the project. The Township will require that the exterior of the structure must be finished within a year from the date of the original permit.

**Job descriptions:** Supervisor Millerbernd reported having received many compliments on the looks of the parks. Supervisor Millerbernd moved to accept the temporary lawn maintenance worker job description; Supervisor Searing seconded. All ayes; motion carried 4-0.

**Clerk's comments:** The clerk reported that the candidate filing period for town supervisors is open from July 28 through 5:00 p.m. on August 11, 2020.

The community sign that was damaged on Viking Blvd will be replaced by the school district and the township will have an opportunity to be a joint owner.

**Approval of Minutes:** Supervisor Kramer moved, and Supervisor Millerbernd seconded, to approve the July 14, 2020 Town Board meeting minutes, as presented. The motion carried unanimously.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$17,598.08, including claims #35351-35367; Supervisor Millerbernd seconded the motion, which passed unanimously.

**Adjournment:** Supervisor Kramer moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 8:46 p.m.

Approved on August 12, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Special Town Board Meeting Minutes

**August 12, 2020**

Board Members Present: Supervisors Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing (virtual); Clerk Pam Olson

Board Members Absent: Supervisor Mike Halliday

Others Present: Darryl Ballman, Jim Stockinger, Mike Raml (virtual), Tony DeChaine

**Call to Order and Approval of the Agenda:** Vice Chair Millerbernd called the special Town Board meeting to order at 5:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, August 12, 2020 and the clerk performed the roll call. The purpose of the meeting was to discuss the fire department needs during this pandemic.

Fire Chief Ballman provided the Board with a packet detailing items that the fire department would like the Town Board to consider using the CARES Act funds to purchase. It was the opinion of the fire officers present that the CARES Act money should be spent on public safety.

The list included firefighter turnout gear, washer extractor, emergency operation center equipment, mobile dispatch computers, two medical response vehicles, 2020 primary and general election expenses, natural gas generator, and firefighter payroll.

Discussion was held regarding whether the recommendations fit the criteria for spending the CARES Act funds, how the items related to the current pandemic, and alternatives to some of the proposed requests. No decisions were made.

**Adjournment:** Supervisor Kramer moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried 4-0. The meeting adjourned at 5:53 p.m.

Approved on August 25, 2020

Attested:

\_\_\_\_\_  
Robert Millerbernd, Vice Chairman

\_\_\_\_\_  
Pamela Olson, Clerk



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### Town Board Meeting Minutes

**August 12, 2020**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing (virtual); Clerk Pam Olson

Board Members Absent: None

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, August 12, 2020 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as amended; seconded by Supervisor Millerbernd. The amendment was to add the Martin Lakers to the agenda. All ayes; motion passed.

**Martin Lakers:** John Madlow, Vice President of the Martin Lakers Association, on behalf of the residents of Martin Lake and Typo Lake, presented the Township with the Martin Lakers award for their help in improving the water quality in the lakes. The Township has supported the efforts by maintaining the carp barriers, assisting with transporting the carp, and being part of the Sunrise River WMO.

**Broadband project:** Resident Frank Bauer presented his concerns that some residents may not be able to afford the cost that property owners would be required to pay for their portion of the broadband internet project. Because internet is not regulated as a public utility, there are limits on the involvement allowed by government entities. Supervisor Halliday explained the legal steps that occurred when the Township received a petition with signatures from almost 70% of the residents in the districts requesting that the Board move forward with the project to provide internet access. The required public hearings have been held and given residents the opportunity to voice their opinions. The residents were encouraged to proceed with their efforts to enact the reverse referendum, as is their right to oppose the subordinate service district. Supervisor Halliday explained that the Board is supportive of using the CARES Act funds for funding bringing internet service to the households in the proposed districts. The public hearing for the Broadband Development Agreement has been scheduled for August 25, 2020.

**Fire Department:** Fire Chief Darryl Ballman reported 19 medical and three fire/other incident incidents in July 2020. The department also received mutual aid from the StacyLent fire department.

The FEMA AFG grant to purchase SCBA packs and bottles was declined, but there is a second FEMA AFG grant available for CoVid-19 supplemental needs. The fire department has received more PPE from Anoka County emergency management. The LifeLink III now has a 24-hour base in Rush City for air medical transport.

Supervisor Millerbernd moved to approve a leave of absence for Dan Ragen effective August 1, 2020, with an end date to be determined; Supervisor Kramer seconded. All ayes; motion carried.

Supervisor Peterson moved to purchase a hard-shell case for the LUCAS machine, and patches and batteries for the CPR machine. The cost was estimated not to exceed \$1,300.00. Supervisor Millerbernd seconded the motion which passed unanimously.

Captain Mike Zacher provided an explanation of the damage that is occurring on the inside walls of the station due to the water entering between the roof flashing and blocks. Supervisor Millerbernd will meet with the fire station building committee to develop a phased plan for the many necessary repairs to the building.

The Night to Unite has changed to Tuesday, October 6, 2020.

Supervisor Peterson approved the department to use a fire truck on Saturday (for the Stomp Out Suicide virtual walk); Supervisor Millerbernd seconded. All ayes; motion passed.

**LFFD:** The purchase of two banners for recruiting volunteers for the sesquicentennial was approved by Supervisors Millerbernd and Kramer. The car cruise map is on the website. The LFFD committee is working with the Anoka County Historical Society and Supervisor has gotten permission for using the Grange Hall for the sesquicentennial activities.

**Road & Bridge:** The Road and Bridge committee will have a joint meeting with the Town Board to discuss the condition of the paved town roads. August 26<sup>th</sup> was the proposed date, but the actual date will be confirmed with the R&B committee members.

**Recycling:** Supervisor Kramer moved to spend up to \$800.00 to replace a door at the recycling center; Supervisor Peterson seconded. The existing rear door of the recycling storage building will be replaced with a door that is 12' wide by 10' high. All ayes; motion carried.

**Parks:** Supervisor Peterson moved to spend \$3,711.50 to reseal the parking lot and path. (The motion refers to the quote for the Broadbent Park parking lot and path up the hill to the playground and courts, as well as the basketball court at the Olympic Green Park.) Since part of the cell tower rental agreement is to maintain the Broadbent Park parking lot, some of the cost of the paving project will come from the communications funds. Supervisor Millerbernd seconded the motion which passed with all ayes.

**233<sup>rd</sup> Avenue pay estimate #4:** Supervisor Kramer moved to pay \$6,425.90 to North Valley for the 233<sup>rd</sup> Avenue road project; Supervisor Peterson seconded. This amount leaves only the 5% retainage for the road project. All ayes; motion carried.

**Temporary Code Enforcer:** Supervisor Searing submitted several lists of property complaints and moved to hire Don Sivigny as the temporary code enforcer until the end of November at

\$30.00 per hour for approximately ten hours per week; Supervisor Millerbernd seconded. All ayes; motion carried.

**SRWMO representative:** Candice Kantor submitted a letter of interest for the Township representative to the SRWMO. Ms. Kantor introduced herself to the Board and informed them that she has worked as a water resources engineer, consultant for stormwater management, and has experience in identifying grant opportunities to fund water management projects. Supervisor Halliday moved to appoint Candice Kantor as the Linwood SRWMO representative; Supervisor Peterson seconded. All ayes; motion passed.

**Senior Center preparedness plan:** Supervisor Kramer moved to accept the senior center reopening plan; Supervisor Peterson seconded. All ayes; motion carried.

**ATV Club to use ice rink:** Supervisor Millerbernd moved to allow the ATV Club to use the ice rink for ATV testing on August 29, from 7:00 a.m. to 3:00 p.m. The motion was seconded by Supervisor Kramer and passed unanimously.

**Clerk's comments:** The clerk reported that the elections went well despite the required changes in processes due to CoVid-19 restrictions. Between the two precincts, 385 voters voted in person on Election Day, 25 voted by absentee ballot at the town hall, and 154 voted absentee through the county. Plans are being made to accommodate curbside voters for the November election and more judges will be recruited. The hired precinct cleaners were invaluable for keeping the precincts sanitized on Election Day.

The Board determined that the identity of any voters who chose not to wear a face mask in the polling place, according to the governor's order, be kept on file for the purpose of a CoVid-19 outbreak tracing, if necessary.

The clerk met with a representative of Tierney Brothers to assess technology needed to enable broadcasting township meetings out to the public, in lieu of residents being able to attend in person. A quote will be provided for the Board to consider.

**Approval of Minutes:** Supervisor Kramer moved, and Supervisor Millerbernd seconded, to approve the July 28, 2020 Town Board meeting minutes, as presented. The motion carried unanimously.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$56,228.96 including claims #35351-35367; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the SealTech payment for claim #35378 for \$6,160.00; Supervisor Kramer seconded. The invoice was \$40.00 more than had been approved by the Board because it was necessary to use more tack on the road patching project. All ayes; motion carried.

Supervisor Halliday moved to pay the regular payroll for 8/7/2020 in the amount of \$14,128.68, including direct deposits #18529 to #18541 and EFTs #18542 to #18544; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Millerbernd recommended temporarily using the building official's vehicle for a fire department rescue/response vehicle if it were required to transport only two responders in a vehicle due to the pandemic. Lights, sirens and fire department insignia would need to be added to the vehicle before it could be placed into service for response. Supervisor Searing will verify if the vehicle will be used by the code enforcer.

Affidavits of Filing for the three township supervisor seats to be on the General Election ballot were filed by Mike Parker, Carol Searing and Tim Peterson.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried. The meeting adjourned at 7:33 p.m.

Approved on August 25, 2020

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

August 25, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing (by Skype); Clerk Pam Olson

Board Members Absent: none

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, August 25, 2020 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. All ayes; motion passed.

**PUBLIC HEARING:** Supervisor Halliday opened the public hearing at 6:05 p.m. and gave a brief overview of the timeline of the process of broadband internet project and explained that the public hearing was to hear public input on the proposed developer's agreement between MidCo and Linwood Township. The developer's agreement defines, among other details, providing \$238,000.00 of CARES Act funds as the Township's portion of financing the project. Supervisor Halliday explained that since the Town Board was approached by a majority of the households in the proposed areas expressing their need for internet service for remote learning and working from home as necessitated by the pandemic, and the project meets the qualifications for using CARES Act funds, the Board is supportive of approving the agreement.

Public comments included how much the residents would be required to pay; questioning whether the houses will be able to receive services by the end of the year; will letters go out to inform residents of the change in funding; and appreciation from the elementary principal for the Board's actions.

Supervisor Millerbernd moved to close the public hearing at 6:22 p.m.; Supervisor Peterson seconded. The motion carried unanimously.

**Resolution #2020-10 - Accept CARES Act Funds:** Supervisor Peterson moved to adopt Resolution #2020-10 Accepting CARES Act Grant Funding; Supervisor Millerbernd seconded. The resolution allows the Township to accept Linwood's share of funds from the Anoka County CARES Act funds. (The Township's portion was \$413,091.00) The Town Board confirms funds will be used to cover reasonable expenses that are in the judgement of the Town Board

necessary expenditures incurred due to the public health emergency with respect to Covid-19, were not accounted for in the budget, and were incurred from March 1, 2020 through December 30, 2020. All ayes; motion passed. (Full resolution on file.)

**Broadband Developers Agreement:** The Broadband Development Agreement is between Linwood Township and Midcontinent Communications (Midco). The agreement defines the terms and conditions for Midco to construct and install broadband communications network and related facilities (the Project) in defined areas of Linwood Township, using \$238,000.00 CARES Act funding for the Town portion of the cost of the Project. The Board has determined that expanding rural broadband capacity within the Township is necessary to promote distance learning and telework in an attempt to combat, eradicate or slow the spread of Covid-19 in the town. The Project will be substantially completed by December 30, 2020. Supervisor Searing moved to enter into the Broadband Developer's Agreement; Supervisor Millerbernd seconded. All ayes; motion carried.

**Website upgrade:** Webmaster Natalie Zabrzinski presented the Board with a proposal from CivicPlus, Inc. to upgrade the Township website. The upgrade will enable the Township to host live streaming of board and committee meetings for those residents who are unable to attend meetings in person. This expenditure was budgeted for 2020, thus making it ineligible for CARES Act funding. CivicPlus websites are ADA compliant, and will look and work the same whether using a phone, tablet or PC. The website is not template based; the design is collectively decided as to what it does, how it works, and will have a responsive design. The Board and staff were asked to submit information to Natalie on what they liked and disliked about other websites, in an effort to help design the new website. The topic was tabled until the next meeting.

**Ordinance #185 - Expiration of Building Permits:** Pursuant to discussions between the building official and the zoning administrator, staff researched whether the Township could vary from the state building code in regards to expiring building permits. A public hearing was held on August 16, 2020 for amending the Town Code, and the Planning and Zoning Commission (P&Z) recommended that the Town Board adopt Ordinance #185 to repeal Section 801.02, Subd. 10 Expiration of Permits. The zoning administrator's recommendation to the Board was to remove language from the code that the building permit would expire in one year, but leave the section stating that all fees shall be forfeited and no additional work shall be done until a new permit is applied for and issued. The town attorney questioned whether there was a conflict with the state building code for the Township to expire permits at one year and whether the language should be removed. The zoning administrator explained that it is at the building officials' discretion to extend permits and the work would need to meet the building code in effect at the time of original application and not as the current code may have been amended to. The Town Board was in favor of leaving the expiration of permits so applicants would be more motivated to finish their project in a timely manner. By expiring permits at one year, the new permit would be issued under the current building code. Currently, the fee for the new permit is based on a percentage of the amount of inspections remaining. It was stated that it isn't the Township's responsibility to pursue applicants to remind them that their permit was about to expire or that they need final inspections. No action was taken on Ordinance #185 Amending Expiration of Building Permits.

**Ordinance #186 – Septic Compliance Inspections:** To address instances when a septic compliance inspection would be required and to attain the end goal of implementing septic point of sale inspections, after holding a public hearing on the topic, P&Z recommended amending the code to incorporate several changes, as outlined in the proposed Ordinance 186. Supervisor Kramer moved to adopt Ordinance #186 Amending Septic Compliance Inspections; Supervisor Millerbernd seconded. The amendments are as follows:

Chapter 4, Part 1, Section 2, Subdivision 8 of the Town Code is hereby amended as follows:  
Item (a) Amend "An SSTS compliance inspection is required:" to read: " An SSTS compliance inspection, as defined by Minnesota Administrative Rules 7080- 7083, is required:"

Item (a) Subitem (iv) After "Whenever a permit or variance of any type is required for any improvement on, or use of, shoreland property." Add the following "If the system is found to be substandard, the property owner must upgrade the treatment system before a building permit or variance will be issued."

Add Item (a) Subitem (v) "Upon construction of a public or church accessory building, commercial building or building additions over 240 square feet."

Add Item (a) Subitem (vi) "Prior to the sale or transfer of ownership of any property that contains a septic system."

B. Chapter 4, Part 1, Section 3, Subdivision 2 "Rules Amended The rules, adopted in Section are amended as follows" shall be replaced with "Rules Amended The rules, adopted in Section 401. 03 are amended as follows:"

Supervisors Kramer, Millerbernd, Halliday and Searing voted in favor; Supervisor Peterson voted against. The motion carried 4-1.

The topic of implementing escrows to ensure non-compliant systems are brought into compliance may be revisited, if necessary.

**Self-storage as business use:** Zoning Administrator Sandy Lathrop informed the Board that self-storage facilities are not considered an allowable use in the town code. The Board requested staff to study other code ordinances regarding self-storage as a conditional use or interim use and present the findings to the P&Z commission for input and recommendation.

The P&Z chairman submitted a letter informing the Board that, according to the town code, three months prior to the end of the year, each committee and department will report their proposed activities/projects for the upcoming year to P&Z.

A sketch plan for a nine-parcel subdivision has been submitted and a wetland delineation survey is being conducted.

The Township sent letters to owners of properties that the Township hasn't received septic pumping reports on in the last three years. Of the township properties that have septic systems, 60% of them are current with their septic maintenance.

The building official contacted the zoning administrator regarding invoicing building permit applicants that incur costs (plan review fees) but then don't purchase the building permit. The zoning administrator was advised to work with the building official to discuss a fair and workable solution.

**Parks:** Supervisor Millerbernd moved to set the parks committee meeting start time at 6:00 p.m.; Supervisor Peterson seconded. All ayes; motion carried.

**Fire Department:** Fire Chief Darryl Ballman reported that the Linwood First Responders were approved to administer NARCAN at medical scenes. Their SOP's will be updated to reflect the change.

Supervisor Peterson moved to approve a leave of absence status for Dennis Young and Stevie Young starting September 1, 2020, up to one year; Supervisor Millerbernd seconded. All ayes; motion carried. Four fire

Chief Ballman reiterated his request that CARES Act money be allocated to a generator, second set of turn out gear, and possibly replacing the response vehicle. Supervisor Halliday asked that fire officers prioritize a list of needs based on incremental amounts of CARES Act funds that may be unallocated, and the Board will verify that the requested items meet the qualifications of CARES Act funding.

**2021 Police Contract:** Supervisor Peterson moved to accept the 2021 police contract with Anoka County; Supervisor Millerbernd seconded. The contract allows for eight hours per day of daily patrol service. Assigned patrol cars will be supplied, equipped and maintained by the County and staffed by the sheriff's deputies. The County will provide additional law enforcement services and emergency assistance, as the demand arises and resources allow, at no additional cost to the Township. The motion carried with a unanimous vote.

**Resolution 2020-11 - Election CARES Act Funds:** Due to the fact that it has insufficient resources to respond to the coronavirus for the 2020 election cycle, Anoka County was awarded a CARES Act grant. Anoka County allocated \$3,056.24 of their CARES Act funding towards Linwood Township's election expenses. This is a matching grant wherein the Township's portion is 20%. Supervisor Peterson moved to adopt Resolution #2020-11 Accepting CARES Act Grant Funding for Elections; Supervisor Millerbernd seconded. (Full resolution on file.)

**Clerk's comments:** The new laptops for township meetings arrived and have been placed in service. Three sets of headphones and computer cameras with microphones will be ordered to enable staff to attend virtual meetings, due to pandemic concerns.

With Board approval of using the CARES Act funds to expand broadband connections, Supervisor Halliday will approve the letter that will be sent to the affected residents to inform them that there will be no SSD or property owner payment due.

One of the two computers in the public works office has a failing hard drive. The clerk received a quote from T.R. Computer Sales to replace the failing computer. Supervisor Halliday moved to spend up to \$1,500.00 to purchase the quoted computer and software; Supervisor Millerbernd seconded. All ayes; motion carried.

**Approval of Minutes:** Supervisor Millerbernd moved, and Supervisor Peterson seconded, to approve the minutes from the Special Town Board meeting on August 12, 2020, as presented. Supervisors Millerbernd, Peterson, Searing and Kramer voted aye; Supervisor Halliday abstained due to absence from said meeting. The motion carried 4-0 with one abstention.

Supervisor Millerbernd moved, and Supervisor Peterson seconded, to approve the August 12, 2020 regular Town Board meeting minutes, as presented. The motion carried unanimously.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$69,945.66, including claims #35401-35430; Supervisor Millerbernd seconded the motion, which passed unanimously.

Supervisor Halliday moved to approve the regular payroll for 8/21/2020 in the amount of \$14,128.68, including direct deposits #18553-18561 and EFTs #18562-18564; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Halliday moved to pay EMT training payroll dated 8/24/20 in the amount of \$1,256.04, with direct deposits #18566-18567 and EFT #18568; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Halliday moved to pay the Primary Election payroll in the amount of \$6,258.14, checks #39022-39060; Supervisor Millerbernd seconded. All ayes; motion carried.

The Town Board was asked to attend the September 1<sup>st</sup> Road and Bridge meeting to discuss the condition of township bituminous roads and begin to plan for repairs and maintenance. The Planning and Zoning commission and town board candidate Mike Parker will also be asked to attend this joint meeting.

**Adjournment:** Supervisor Kramer moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:59 p.m.

Approved on September 8, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes September 8, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing (via Skype); Clerk Pam Olson

Board Members Absent: None

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, September, 2020 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as amended; seconded by Supervisor Millerbernd. The amendment was to add the fire station roof to the agenda. All ayes; motion passed.

**Code Enforcements:** Don Sivigny reported on various code enforcements that he is working on. Among them, the mobile home that needs to be removed from a property on 239<sup>th</sup> Lane, and violations of several codes and public health issues for the property at 5431 Fawn Lake Drive will follow the procedures as recommended by the town attorney. Mr. Sivigny sent letters of violation to several other property owners instructing them that they have a 30-day timeline to correct their violations. Residents will be reminded to remove road right-of-way obstructions via the next township newsletter.

**Fire Department:** Fire Chief Darryl Ballman reported 14 medical and five fire/other incident incidents in August 2020. The department also provided mutual aid to the East Bethel fire department.

Supervisor Millerbernd moved to spend up to \$1,000.00 for up to six officers to attend the Company Officer Academy; Supervisor Peterson seconded. The training will be held on October 27-30, 2020. All ayes; motion carried.

Supervisor Millerbernd moved to spend up to \$2,000.00 to send up to six firefighters to Emergency Vehicle Operations Course (EVOC); Supervisor Peterson seconded. All ayes; motion carried.

The St. Croix Valley Region 7 firefighter training will be held at the StacyLent Fire Department on September 26<sup>th</sup>.

Supervisor Kramer moved to approve Dr. Nik Vuljaj as the fire department medical director; Supervisor Peterson seconded. All ayes; motion passed.

Supervisor Millerbernd will work with Lt. Zacher to get firm prices for the necessary maintenance to the fire station roof, with the possibility of having the repairs done this year.

**Road & Bridge:** The Board received a petition from residents on 205<sup>th</sup> Avenue and Hornsby Street, “to let Linwood Township know that we want our tax dollars to be spent on fixing or maintaining our roads better!” Due to the negative impact of calcium chloride to vehicles and surface waters, an alternate option of recycled shingles will be tried on certain sections of the roads.

Several Town Board and Planning & Zoning members attended the Road and Bridge committee meeting on September 1<sup>st</sup> to hear suggested plans to maintain the blacktop roads and discuss the R&B committee’s budget plans.

**Recycling:** A quote for purchasing and installing security cameras was presented to the Board. Pricing and features of an alternate camera system being used by the fire department will be explored prior to making a decision.

**Website upgrade:** Webmaster Natalie Zabrzinski explained several of the benefits of upgrading to a CivicPlus website, including being more mobile friendly, easier to maintain with less duplication, and features to create fillable forms and collect fees. Supervisor Searing moved to spend up to \$12,000.00 to upgrade the website with CivicPlus; Supervisor Millerbernd seconded. All ayes; motion carried.

**Document drop box:** Supervisor Millerbernd moved to purchase and install Perma-Vault 903M for up to \$1,200.00; Supervisor Kramer seconded. (The through-the-wall document depository will be used for election ballots and no-contact document drop-offs during the pandemic.) All ayes; motion passed.

**Resolution #2020-12 Constitution Week:** Supervisor Peterson moved to adopt Resolution #2020-12 Proclaiming Constitution Week; Supervisor Millerbernd seconded. September 17 through September 23 are proclaimed Constitution Week as recognition of the two hundred and thirty-third anniversary of the drafting of the Constitution of the United States. All ayes; motion passed. (Full resolution on file.)

**Resolution #2020-13 Domestic Violence Awareness Week:** Supervisor Peterson moved to adopt Resolution #2020-13 Proclaiming October 2020 as Domestic Violence Awareness Month; Supervisor Millerbernd seconded. During national Domestic Violence Awareness Month, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what the community can do to eliminate its existence. All ayes; motion passed. (Full resolution on file.)

**Alexandra House request:** Pending a request for funding from the Alexandra House, the clerk was directed to develop a contract for services for Alexandra House to provide support services for Linwood residents who are victims or survivors of domestic violence.

**Audit management representation letter:** Supervisor Kramer moved to have Chairman Halliday sign the financial audit Management Representation letter; Supervisor Peterson seconded. All ayes; motion carried.

**Clerk's comments:** The Board of Canvas will meet at 6:00 p.m. on Thursday, November 12, 2020 to canvas the results of the town board election.

The clerk will check on prices to replace the circuit boards to upgrade the warning sirens.

Surplus medical apparatus that has been donated to be used by residents and other surplus supplies will be identified and offered for sale to the public.

**Approval of Minutes:** Supervisor Peterson moved, and Supervisor Millerbernd seconded, to approve the August 25, 2020 Town Board meeting minutes, as presented. The motion carried unanimously.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$17,216.30 including claims #35445-35463; Supervisor Millerbernd seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the NearMe Auto payment for claim #35464 for \$544.86; Supervisor Millerbernd seconded. Supervisors Halliday, Millerbernd, Searing and Peterson voted aye; Supervisor Kramer abstained due to a potential conflict of interest. The motion carried 4-0 and one abstention.

Supervisor Halliday moved to pay the regular payroll for 9/4/2020 in the amount of \$14,166.68, including direct deposits #18559 to #18583 and EFTs #18584 to #18586; Supervisor Millerbernd seconded. All ayes; motion passed.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:42 p.m.

Approved on September 22, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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### Town Board Meeting Minutes September 22, 2020

Board Members Present: Supervisors Mike Halliday, Ed Kramer, Tim Peterson;  
Supervisors Carol Searing and Bob Millerbernd (via Skype);  
Clerk Pam Olson

Board Members Absent: None

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, September 22, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda as amended; seconded by Supervisor Peterson. The amendment was to add maintenance help to the agenda. All ayes; motion passed.

**Fire station roof:** Fire Lt. Zacher presented two quotes for replacing the roof on the fire station and explained the warranties and benefits of each style of roofing. The Central Roofing quote provided a 20-year warranty for a rubber membrane roofing system. The Kohl's Foam Systems quote provided a 15-year warranty for spray foam with silicone coating system. The Board considered the insulating factors, the quoted prices, the necessary sheet metal replacement, and the option to have the project done this year. Supervisor Kramer moved to hire Central Roofing with the extended warranty to replace the roof on the fire station, pending the funding being available in the Building Fund; Supervisor Peterson seconded. All ayes; motion carried 5-0.

**Fire Department:** Fire Chief Darryl Ballman reported that several firefighters have successfully completed their probationary period and the required training. Supervisor Peterson moved to advance the firefighter status of Andrew Kremers, Matthew Kohout, Mark Sullivan and Jason Theis to active firefighter; Supervisor Millerbernd seconded. The payroll status will be retroactive to July 1, 2020. All ayes; motion carried 5-0.

The fire department submitted a grant application to the MN Department of Natural Resources (MNDNR) for assistance in purchasing portable radios in an effort to maintain a current inventory and improve communications with MNDNR agents on incidents with a unified command. The fire department was awarded an amount not to exceed \$1,250.00. Supervisor Peterson moved to spend up to \$1,250.00 to purchase two new radios and sign the grant

contract with the State of Minnesota; Supervisor Kramer seconded. All ayes; motion carried 5-0.

Chief Ballman informed the Board that a grant opportunity recently opened for applications. Following the purchase of a washer extractor for cleaning the firefighters' turn out gear, the costs would be reimbursed by the 90%-10% grant. Supervisor Halliday moved to spend up to \$18,000.00 for a washer extractor; Supervisor Kramer seconded. All ayes; motion carried 5-0. The purchase of the extractor is pending approval of the grant.

Supervisor Millerbernd left the meeting at 6:35 p.m.

**231<sup>st</sup> Lane vacation request:** Leonetta Rence, representative of the estate owning the property at 23131 W. Martin Lake Drive NE, provided the Board with a survey of the property on 231<sup>st</sup> Lane NE, and proposed that the Township vacate the property formerly known as Glenwood Avenue as platted between Blocks 2 and 3, King's Oakdale Park. Upon review of the survey, the Board recommended that the owners remove the fence, timber planter and flag pole that were encroaching on the Township's public property, but the sidewalk, being more difficult to remove, could remain. As made evident by the property survey, the existing house does not meet the side yard setback. The Town Board acknowledged the house to be a non-conforming building which may continue to remain as long as the use is not expanded or extended to increase the non-conformity.

**Technology upgrade quotes:** Because of the pandemic, the Board determined the necessity of being able to conduct public meetings remotely and broadcast the meetings to the public. In considering the proposal provided by Tierney Brothers for upgrading the current audio-visual capabilities in the board room for enhanced meetings and streaming. The quote included labor, materials, programming and design costs in the amount of \$42,484.77. Supervisor Peterson requested that the Board postpone voting on the proposal pending acquiring an additional quote, but other supervisors expressed their concerns regarding the time constraints of the CARES Act funding. Supervisor Searing moved to accept the proposal from Tierney Brothers Quote #190182; Supervisor Kramer seconded. Supervisors Searing, Kramer and Halliday voted aye; Supervisor Peterson voted nay. The motion carried by a majority vote of 3-1.

Supervisor Halliday moved to approve Tierney Brothers quote #190247 for the non-state contract items; Supervisor Searing seconded. The quote was for \$351.44. Supervisors Halliday, Searing and Kramer voted in favor; Supervisor Peterson voted against. . The motion carried by a majority vote of 3-1.

Supervisor Halliday moved to approve up to \$1,000.00 for a computer in the board room; Supervisor Searing seconded. The computer is a necessary component of the audio-visual upgrade. All ayes; motion carried 4-0.

**Senior Center:** Supervisor Kramer would like to have the senior coordinator's regular hours reinstated to the hours she was originally hired to work. Supervisor Kramer moved to have the senior coordinator work up to 25 hours per week, as needed; Supervisor Peterson seconded. All ayes; motion carried 4-0.

By consensus of the Board, the soap dispensers in the senior center, town hall and fire station will be replaced with touchless soap dispensers. The cost per unit was quoted at less than \$50.00 each. The expense is eligible for the CARES Act funding.

**Resolution #2020-14 Certifying 2021 Levy:** Supervisor Peterson moved to adopt Resolution #2020-14 Certifying 2021 Final Levy at \$1,700,000.00; Supervisor Kramer seconded. All ayes; motion carried 4-0. (Full resolution on file.)

**Resolution #2020-15 Approving General Election Judges:** Supervisor Searing moved to accept Resolution #2020-15 Appointing Election Judges for 2020 General Election; Supervisor Peterson seconded. All ayes; motion carried 4-0. (Full resolution on file.)

**Alexandra House Contract for Services:** Supervisor Kramer moved to approve the Alexandra House Contract for Services; Supervisor Peterson seconded. The contract for a payment of \$231.00 is for Alexandra House to provide support and services to Linwood residents through their community programs to assist victims/survivors of domestic and sexual violence. All ayes; motion carried 4-0.

**205<sup>th</sup> Avenue road grading issues:** Rick Keller, Keller Excavating, was present to apologize to the Board regarding a conflict with a resident about road grading on 205<sup>th</sup> Avenue NE. Keller reported that residents were back-blading the driving surface of 205<sup>th</sup> Avenue, had created a ridge along the road, and had pushed approximately 2" of gravel into the ditch. In consideration of the township's responsibility and liability for the road, the residents will be notified that it is a misdemeanor to alter the road right-of-way. At this time, the Board is not considering recovering the damages for the road materials that were removed and are largely not recoverable. Keller presented several options for better maintenance of the problem areas of 205<sup>th</sup> Avenue, the most effective method recommended was the application of calcium chloride over the gravel, which may be incorporated next spring. The DNR will be contacted regarding cost sharing due to the heavy road usage leading into Carlos Avery.

**217<sup>th</sup> Avenue maintenance & ownership:** Because no definitive documentation declaring 217<sup>th</sup> Avenue as a Township-maintained road was found in the township records, the clerk will prepare documentation and return to the Board for approval.

**Maintenance help:** Supervisor Kramer received an application for a public works position and will be interviewing the applicant. Previously, the Board had considered using seasonal workers for maintaining the parks and snow plowing. This topic was tabled until Supervisor Millerbernd can be present.

**Clerk's comments:** Upgrading the warning siren control center at Anoka County has been in a holding pattern due to Covid-19. It's uncertain when the county will begin identifying vendors for the update. No changes will be made to the Township's warning sirens at this time.

The Night to Unite will be held on October 6<sup>th</sup> and one party will be held in Linwood Township.

Supervisor Searing moved to approve signing the website contract with CivicPlus; Supervisor Kramer seconded. All ayes; motion passed 4-0. This expenditure was approved at the September 8, 2020 Town Board meeting.

An interim CARES Act grant funds report was presented to the Board. The current uncommitted balance is approximately \$80,000.

**Approval of Minutes:** Supervisor Peterson moved, and Supervisor Kramer seconded, to approve the September 8, 2020 Town Board meeting minutes, as presented. The motion carried unanimously 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$72,813.67 including claims #35465-35493; Supervisor Searing seconded the motion, which passed unanimously 4-0.

Supervisor Halliday moved to pay the regular payroll for 9/18/2020 in the amount of \$14,658.92, including direct deposits #18596 to #18605 and EFTs #18606 to #18608; Supervisor Peterson seconded. All ayes; motion passed 4-0.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Kramer seconded. All voted in favor; the motion carried. The meeting adjourned at 8:08 p.m.

Approved on October 13, 2020

Attested:

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Robert Millerbernd, Vice Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

**October 13, 2020**

Board Members Present: Supervisors Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing (via Skype); Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: Supervisor Mike Halliday

**Call to Order and Approval of the Agenda:** Vice Chair Millerbernd called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, October 13, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda; seconded by Supervisor Peterson. All ayes; motion passed 4-0.

**Treasurer's report:** Treasurer Andrea Nekowitsch presented a budget overview showing that the budget balance as of October 13<sup>th</sup> stands at approximately \$781,496.

**Senior Center acoustics:** Senior Coordinator Pam Hoppe presented several quotes and requested that sound absorbing ceiling tiles be installed in the senior center to improve the sound. After viewing the samples, Supervisor Peterson moved to hire Minnesota Acoustics to furnish and install F-Sord panels for \$11,300.00; Supervisor Kramer seconded. All ayes; motion passed 4-0.

**Vacuum cleaner:** Supervisor Peterson moved to spend up to \$460.00 to purchase a new vacuum from Dewey's Vacuums; Supervisor Searing seconded. All ayes; motion carried 4-0.

The new tables and chairs purchased for the senior center have arrived and the old tables and chairs have been moved to the garage. Those that are in good shape will be available for renting to residents and the rest will be eliminated. The 5' and 6' round tables will be kept for use in the senior center or may be used for rentals.

**Volunteer recognition:** Supervisor Kramer moved to give \$50.00 gift cards for the volunteer drivers; Supervisor Searing seconded. Three residents volunteer their time and mileage to pick up bakery goods each week and deliver them to the senior center for townships residents. Another driver donates many hours to transport residents to their medical appointments and other necessary outings. The motion carried 4-0.

The van driver will be reimbursed for purchasing a car wash card to cover the cost of keeping the van clean.

**LFFD banners:** Banners will be hung on the tennis courts and in the recycling center to promote recruiting volunteers to plan and organize the sesquicentennial celebration.

**Road & Bridge:** Due to the recent incident between the grader operator and a resident, the Road and Bridge committee recommends not renewing the grading contract with Keller Excavating next year. At a previous meeting, the chairman noted that he hears from residents that the grading service has been good. The committee members felt that a contractor's actions reflect on the township, and that bad behavior and language are not acceptable. By consensus, the Board decided to put the grading contract out for bids for 2021.

The Road & Bridge committee recommends that the Board hire a second public works employee. The Board was informed by the current public works employee that he would not be helping to train a new employee, as he is not paid to be a teacher, and that he's doing two jobs now. During the discussion regarding what an additional employee would do when not needed for snow plowing, the topic of flooding the skating rinks was brought up. The summer temporary help expressed that they are not interested in flooding the rinks. The full-time public works position will be advertised for two weeks with interviews being scheduled during the first week of November. The pay range will be \$20.00 to \$25.00 per hour depending on qualifications. Plow drivers are needed now.

Raml Tree Service will be hired to remove branches that are overhanging the roads.

**Fire Department:** Fire Captain Mike Raml reported 11 medical and eight fire/other incident incidents in September 2020. Six firefighters attended the Emergency Vehicle Operations Course training recently. The Board requested that one of the attendees report back to the town board regarding the training.

The Linwood Fire Department was awarded a \$3,000.00 Compeer grant towards the purchase of a portable gear dryer. Supervisor Peterson moved to approve up to \$6,000.00 for a PS5 gear dryer; Supervisor Kramer seconded. The gear dryer is designed to dry five sets of turnout gear at a time. The amount not covered by the grant would be paid out of the fire department equipment budget. All ayes; motion passed 4-0.

**Fire station roof:** Due to the lack of available funds in the Building Fund, the repair to the fire station roof will be postponed until next year.

**CARES Act funds:** The current report of the CARES Act funds shows an uncommitted balance of approximately \$76,000. Captain Raml requested that a second set of turnout gear be purchased for each fire fighter. Each set costs \$2,692.19, and with 28 sets purchased, the total cost would be \$75,381.32. Captain Raml stated that the department firefighters respond to medical calls in their turnout gear. The gear must be cleaned and dried before it can be used again, which presents a problem when there are back to back calls. It was explained to the Board that the purchase meets the CARES Act guidelines because every patient contact will be treated as a CoVid19 exposure. Supervisor Kramer moved to purchase 28 sets of turnout gear to be funded by the CARES Act funding; Supervisor Peterson seconded. All ayes; motion carried. 4-0. Supervisor Millerbernd requested that a copy of the fire department's SOP showing that standard procedures dictate the use of turnout gear for medical calls be provided to the clerk for distribution to the board members.

**Amendment to motion:** To correct a motion from the September 22<sup>nd</sup> Town Board meeting, Supervisor Millerbernd moved to purchase two Motorola digital portable radios, not to exceed \$7,570.00; Supervisor Peterson seconded. All ayes; motion passed 4-0. The MNDNR grant of \$1,250.00 will cover a portion of the cost.

**Property complaints:** It was determined that written complaints will continue to be required in order to initiate enforcement action, unless staff is directed by a supervisor to follow up on, or a township employee reports, a safety, building or zoning code violation.

**Renew group health insurance:** Supervisor Searing moved to increase the township contribution towards the employees' group health insurance premiums to \$550.00 per month. The motion died for lack of a second.

Supervisor Kramer moved to renew the PEIP group health insurance plan; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**AB election judges:** The office staff has been overwhelmed by absentee voter turnout. Supervisor Kramer moved to hire two election judges for up to 20 hours per week each, as needed. Supervisor Peterson seconded the motion, which carried 4-0.

Supervisor Searing moved to pay the part-time election judges \$15.00 per hour, now to election time; Supervisor Kramer seconded. All ayes; motion passed 4-0.

**Clerk's comments:** The clerk reported that the touchless hand sanitizers and document drop box were purchased and have been installed. The board room AV upgrades will be installed the last week of October.

The use of pop-up tents will be used for curbside voting on Election Day.

**Approval of Minutes:** Supervisor Peterson moved, and Supervisor Searing seconded, to approve the September 22, 2020 Town Board meeting minutes, as presented. Supervisors Peterson, Searing and Kramer voted aye; Supervisor Millerbernd abstained due to not being in attendance for the entire meeting. The motion carried 3-0 and one abstention.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$28,154.95 including claims #35494-35527. Supervisor Kramer seconded the motion, which passed unanimously.

Supervisor Kramer moved to pay the regular payroll for 10/2/2020 in the amount of \$11,987.99, including direct deposits #18613 to #18621 and EFTs #18622 to #18624; Supervisor Peterson seconded. All ayes; motion passed 4-0.

**Adjournment:** Supervisor Kramer moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried 4-0. The meeting adjourned at 7:38 p.m.

Approved on October 27, 2020

Attested:

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Robert Millerbernd, Vice Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

**October 27, 2020**

Board Members Present: Supervisors Bob Millerbernd and Ed Kramer; Supervisor Carol Searing (via Skype); Mike Halliday (6:10 arrival); Clerk Pam Olson

Board Members Absent: Tim Peterson

Others Present: Chief Darryl Ballman, Zoning Administrator Sandy Lathrop; Tony DeChaine; Anne Meyer

**Call to Order and Approval of the Agenda:** Chairman Millerbernd called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, October 27, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda; seconded by Supervisor Searing. The motion passed 3-0.

**Variance 20-10-VAR:** Zoning Administrator Sandy Lathrop presented the staff report for variance application 20-10-VAR, for a septic system setback from the ordinary high water line from Fawn Lake, septic system setback from road right-of-way, and an after the fact variance for garage encroachment in the road right-of-way. The property located at 24126 Fawn Court NE, Stacy, MN is owned by Jesse and Anne Meyer. A public hearing was held virtually on October 20, 2020 by the Linwood Township Planning and Zoning (P&Z) Commission. The P&Z's recommendation was to grant the variance request with conditions as outlined in the staff report. Supervisor Kramer moved to accept application 20-10-VAR; Supervisor Searing seconded. The motion and second were rescinded. Supervisor Kramer moved to adopt Resolution 2020-16 Accepting Final Findings of Fact and Approving Variances; Supervisor Searing seconded. The motion carried unanimously 4-0. (Full resolution on file.)

**Ordinance 186:** Following up on the August 25, 2020 Town Board meeting directive to work with P&Z to develop an amendment to the Town Code, the zoning administrator outlined the ordinance amendment to add self-storage facilities as a conditional use in the General Business District. At the October 20, 2020 P&Z meeting, the Commission voted to recommend the Town Board approves the ordinance amendment. Supervisor Kramer moved to adopt Ordinance #186 Adding Self-Service Storage as a Conditional Use in the General Business District; Supervisor Halliday seconded. All ayes; motion passed 4-0. (Complete ordinance on file.)

**Define 2-story accessory building:** The zoning administrator posed a question to the Board as to what constitutes a two-story accessory building. The current ordinance defines a one-story as having a maximum side-wall height of 14', measured from the top of the concrete floor to the bottom of the ceiling. For a two-story accessory building, the ceiling height on the lower level not to exceed nine feet and upper level not to exceed eight feet. It was considered whether having a small loft would constitute a second story. The Board determined that the intention of the ordinance regarding a two-story accessory building would be that there would be a complete floor in the second story. The Board directed staff to work with P&Z to develop a definition for a two-story accessory building that better describes the intention.

Several members adamantly proposed amending the accessory building ordinance to allow taller buildings. The Board directive was that P&Z would need to propose the specific changes and it wouldn't be up to the staff to research and write the proposed changes.

**Zoning enforcements:** Zoning enforcement officer Don Sivigny was not present to provide an update on the enforcements. Due to his continued absence from the Town Board meetings, Supervisor Millerbernd will call Sivigny to discuss the situation.

**Parks:** Supervisor Halliday moved to accept Kris Millerbernd's letter of resignation from the parks commission; Supervisor Kramer seconded. The PARCs is looking to recruit two new members.

Supervisor Millerbernd reported that the two part-time summer parks maintenance workers are not interested in flooding and maintaining the ice skating rinks this winter. It will be advertised for volunteers to help with the rinks maintenance this year, unless a second public works employee is hired to take on the duties.

**Recycling security:** Supervisor Kramer moved to spend up to \$1,500.00 to put in security cameras in the recycling center; Supervisor Searing seconded. All ayes; motion carried 4-0.

**217<sup>th</sup> Avenue maintenance:** In Resolution 2018-08, Establishing a Public Road Pursuant to MN §160.05, Subd. 1, the Township declared that the section of 217<sup>th</sup> Avenue east of Sunrise Road was a public road in light of having maintained it continuously for over six years. Let the record also state that the total road right-of-way being maintained is a maximum width of 50 feet, with a driving surface width of 24 feet.

**CARES Act funds:** All CARES Act eligible expenses must be paid out no later than November 15, 2020. Invoices for expenditures will be presented at the next meeting.

**Clerk's comments:** Supervisor Millerbernd confirmed that Brian Johnson will help with transporting election equipment on Monday and Wednesday. The Board was reminded that the Board of Appeals and Equalization training is available online and that the Township will need to have at least one member trained by the April Board of Appeals meeting. The clerk was given permission to virtually attend breakout sessions at the November 20<sup>th</sup> MAT Conference. The clerk reminded the Board that employee reviews are to be done in November, and renewal of contracts will be presented in November instead of waiting until January.

Supervisor Kramer reported that he intends to explore a DNR grant to pave 205<sup>th</sup> Avenue due to the wear on the road from the volume of traffic accessing the Carlos Avery Wildlife Management Area.

**Approval of Minutes:** Supervisor Kramer moved, and Supervisor Searing seconded, to approve the October 13, 2020 Town Board meeting minutes, as presented. The motion carried 3-0, with Supervisors Kramer, Searing and Millerbernd voting aye, and Supervisor Halliday abstaining due to absence.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$163,349.22 including claims #35528 through #35545; Supervisor Kramer seconded the motion, which passed unanimously 4-0.

Supervisor Halliday moved to pay claim #35546 to Near Me Auto in the amount of \$498.25; Supervisor Searing seconded the motion, which passed with Supervisors Halliday, Searing and Millerbernd voting in favor, and Supervisor Kramer abstaining due to possible conflict of interest.

Supervisor Halliday moved to pay the regular payroll for 10/16/2020 in the amount of \$19,076.42, including direct deposits #18632 to #18646 and EFTs #18647 to #18649; Supervisor Searing seconded. All ayes; motion passed 4-0.

**Adjournment:** Supervisor Halliday moved to adjourn; Supervisor Kramer seconded. All voted in favor; the motion carried. The meeting adjourned at 7:36 p.m.

Approved on November 10, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes November 10, 2020

Board Members Present: Supervisors Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing (via electronic means); Clerk Pam Olson; Supervisor Mike Halliday arrived at 6:09 p.m.

Board Members Absent: none

**Call to Order and Approval of the Agenda:** Vice Chair Millerbernd called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, November 10, 2020 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda; seconded by Supervisor Kramer. All ayes; motion passed 4-0.

**Zoning enforcements update:** Employee Don Sivigny gave a brief overview of the existing enforcement efforts and relayed that a majority of the properties are cleaning up.

- 23831 Leo Street - no cats visible during three drive-bys
- 23760 Thames Street - heavy equipment noise complaint at equipment start-up in morning; may not be against ordinances; Carol will send issue to lawyer
- Wild Life Science Center – complaint of dogs barking; no dogs visible; spoke with staff; saw no animals other than wolves; letter was sent
- 7554 237<sup>th</sup> Avenue – debris is in dumpster; permit is pulled for septic system
- 5431 Fawn Lake Drive - met with property owners & building official; hunting shack adapted to living space; septic system installed by owner will need a septic compliance inspection and other construction inspections
- 22127 Linwood Drive – majority of debris has been removed; will revisit in the spring
- 22750 E. Martin Lake Drive – mattresses & propane tanks to be removed; have hauled to recycling; will revisit in the spring
- 22552 Martin Lake Road – wood pile in yard, relatively neatly stacked; owners did comply with getting front yard cleaned up
- 8507 240<sup>th</sup> Avenue – large pile of debris/brush has been cleaned up

- 227<sup>th</sup> & 226<sup>th</sup> Avenues - four enforcement abatement agreements were prepared collaboratively with attorney; specific items were not listed; will meet with owners to have them sign agreements to remove debris from their properties over the next year with benchmarks
- 22776 E. Martin Lake Drive – had vehicles; got licenses for vehicles and is building a fence over six-feet tall; will remove rest of debris; will need to check in spring
- Feather Street – front yard is cleaned up; back yard needs to continue to be cleaned and organized
- 8642 240<sup>th</sup> Avenue – lots of junk & debris; concerned on degraded condition of house; will contact building official to inspect; may need attorney assistance
- 239<sup>th</sup> Avenue - trailer home illegally placed on lot; will need to access property to see if structures are livable; attorney was instructed by Supervisor Searing to stop proceedings to remove home. Supervisor Searing denies instruction and will call the attorney
- Photos of most properties were taken by Don on October 31<sup>st</sup>

Supervisor Searing moved to approve the four abatement agreements; Supervisor Halliday seconded. All ayes; motion carried.

**Road & Bridge:** The Road & Bridge committee plans to pave the last gravel segment of Ryan Lake Drive in 2020, and resurface South Linwood Drive in 2021. A rough draft copy of a paving petition policy procedure instructing residents how to petition the Town Board to have their road blacktopped or resurfaced as a special assessment project was recommended by the Road and Bridge committee. The proposal also included a sample assessment policy and preliminary estimated costs for the South Linwood Drive resurfacing project. The Board questioned petitioning and assessing vs. scheduling township road maintenance projects. It will need to be determined whether the property values would increase due to road maintenance. Supervisor Peterson moved to table the topic for a few weeks; Supervisor Kramer seconded. All ayes; motion carried. Paper copies will be provided to Board members for their review of the draft copy.

**Fire Department:** Fire Chief Darryl Ballman reported October 2020 activity included 18 medical, nine fire/other incident incidents, and three mutual aid calls that were cancelled in route. Captain Luedtke reported that one application was received for firefighter positions. Supervisor Peterson moved to allow the fire department hiring committee to move forward with the hiring process; Supervisor Kramer seconded. All ayes; motion carried.

Department technology will be upgraded and installed in the apparatus bay. The training room is too small to accommodate the social distancing requirements mandated by the governor's orders.

Captain Hansen informed the Board that Santa's visit will be modified to a drive-through event instead of hosting the traditional Breakfast with Santa. The event will take place in the town hall parking lot on December 5<sup>th</sup> from 5:00-7:00 p.m. Supervisor Kramer moved to approve the Fire Association to use Engine 1 for the Santa event in front of the town hall; Supervisor Peterson seconded. All ayes; motion carried.

**PARCs:** Park and Recreation committee member Carrie Luedtke was present to request the Board's support of dedicating resources to preparing and maintaining the ice hockey and pleasure rinks. Due to the pandemic, the committee recommends not opening the warming house. Supervisor Halliday will coordinate the volunteers to help maintain the rinks. In the event volunteers can't be recruited, Supervisor Halliday moved to approve hiring a part-time rink attendant; Supervisor Kramer seconded. All ayes; motion carried.

Supervisor Kramer moved to allow PARCs to start a Facebook page for parks activities; Supervisor Halliday seconded. The page will highlight the many parks and inform residents of various activities. The page will be for information only; the public will not be allowed to post comments. The motion carried unanimously.

**2021 Residential recycling agreement:** Supervisor Halliday moved to approve the 2021 Agreement for Residential Recycling Program Agreement; Supervisor Peterson seconded. All ayes; motion carried.

**All-hazards mitigation plan:** Supervisor Halliday moved to adopt Resolution #2020-17 Adopting the Anoka County 2019 Multi-Jurisdictional All-Hazard Mitigation Plan; Supervisor Peterson seconded. All ayes; motion passed. Updates to the plan are underway.

**Warning siren maintenance agreement:** Supervisor Halliday moved to renew the annual Embedded Systems contract at \$46.12 per siren per month; Supervisor Peterson seconded. The agreement is a monthly warning siren maintenance program. All ayes; motion carried.

**Elections:** There were 1,804 voters on Election Day and just under 1,700 early voters. 88% of registered voters in Linwood voted, and there were 288 new registrations.

The preliminary Township election results:

- Supervisor Seat B – Michael Parker
- Supervisor Seat D – Carol Searing
- Supervisor Seat E – Tim Peterson

The Town Board of Canvass meeting will be held on November 12, 2020 at 6:00 p.m.

**Clerk's comments:** For security purposes, and due to shortage of staffing at certain times, the town hall will be closed to public facing services, except by appointment.

Exercise and coffee events will continue at the senior center with participants limited to ten, masks and temperature check-ins required. Firefighter training will continue, as it is an essential service and not a social gathering.

Resident Andy Luedtke requested to be put on the next agenda to discuss the town code ordinance regulating building permit expirations.

Once all technology is in place, Township meetings will be streamed live with a link from the Township website. Due to data storage constraints, the video meetings will not be retained. This policy may be re-evaluated after all the systems are operational.

**Approval of Minutes:** Supervisor Halliday moved, and Supervisor Kramer seconded, to approve the October 27, 2020 Town Board meeting minutes, as presented. All ayes; motion carried 5-0.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list in the amount of \$380,405.16 including claims #35547-35577. Supervisor Halliday seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the second claims list in the amount of \$5,593.79 including claims #35578-35584. Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 10/30/2020 in the amount of \$13,926.84, including direct deposits #18653 to #18663 and EFTs #18664 to #18666; Supervisor Kramer seconded. All ayes; motion passed 5-0.

Supervisor Peterson moved to pay the election workers' payroll in the amount of \$7,234.46, including checks #39164-39204; Supervisor Halliday seconded. All ayes; motion passed 5-0.

**Adjournment:** Supervisor Halliday moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried 5-0. The meeting adjourned at 7:59 p.m.

Approved on November 24, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



# LINWOOD TOWNSHIP

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## Board of Canvass Meeting Minutes November 12, 2020

Board Members Present: Supervisors Bob Millerbernd, Ed Kramer, Tim Peterson, Carol Searing (via telephone); Supervisor Mike Halliday arrived at 6:10 pm

Board Members Absent: Clerk Pam Olson

**Call to Order:** Vice Chair Millerbernd called the Linwood Township Board of Canvass meeting to order at 6:06 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Thursday, November 12, 2020.

The Board members reviewed the election results as presented.

Supervisor Kramer moved to approve the Abstract of Votes Cast in the Precincts of Linwood Township from the November 3, 2020 election; Supervisor Peterson seconded. All ayes; motion carried unanimously.

- Town Supervisor Seat B Michael Parker 2278 Write-in 61
- Town Supervisor Seat C Carol Searing 2221 Write-in 76
- Town Supervisor Seat E Timothy Peterson 2217 Write-in 43

**Adjournment:** Supervisor Halliday moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried 5-0. The meeting adjourned at 6:13 p.m.

Approved on November 24, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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### Town Board Meeting Minutes

**November 24, 2020**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson and Ed Kramer; Supervisor Carol Searing (via Zoom due to pandemic); Clerk Pam Olson

Board Members Absent: None

Others Present: Chief Darryl Ballman, Zoning Administrator Sandy Lathrop; Tony DeChaine, Judy Hanna, Andy Schreder, Andy & Carrie Luedtke

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, November 24, 2020 and the clerk performed the roll call. Supervisor Kramer moved to approve the agenda; seconded by Supervisor Peterson. The motion passed unanimously.

**Building permit expirations:** After further review of the Town Code section referring to the expiration of building permits, the town attorney determined that the language of the Town Code would be preempted by the provisions of the State Building code. The Town Code Section 801.02, subd. 10 provides that a building permit issued by the Township shall expire within one year of the date of the permit if the work contemplated and authorized by a permit is not completed within that one-year timeframe. Under MN Rule 1300.0120, subp. 11, a building permit expires unless the work authorized by the permit is commenced within 180 days after its issuance. Subpart 11 also provides that the building official shall grant, in writing, extensions of time, for periods not more than 180 days if the applicant demonstrates justifiable cause for the extension. Since the State Building Code supersedes the building code of any municipality, and provides the method for expiration of building permits, the Township is legally obligated to follow the state law rather than the terms of its own code. The building projects would be allowed to continue under the building code that was in place when the permit was issued, even if the code had changed.

A resident, who was present at the meeting, asked specifically what would happen with his expired permit and it was stated that the building official would review and do a status update on the permitted project. There would be no additional permit fees. The building official has the authority to grant the extension.

**Building Official contract renewal:** Supervisor Halliday explained the current contract percentages for building permit fees, plan check fees and hourly rates. Andy Schreder, Rum River Construction Consulting (RRCC), explained to the Board that RRCC has been flexible with scheduling inspections and, to address health concerns during the pandemic, has instituted live-stream inspections for occupied buildings. The changes to the contract include: reducing the plan review fee from 85% to 75%; special investigation fees; after hours work; and township meeting attendance. Supervisor Peterson moved to renew the contract, as presented, with Rum River Construction Consultants for building inspections; Supervisor Millerbernd seconded. All ayes; motion carried.

Andy Schreder informed the Board that he will be notifying the residents at 5431 Fawn Lake Drive NE that he has deemed the house uninhabitable. The house and septic system were built without permits. Permits and inspections will need to be done before the residents can return.

**Paving petition procedure policy:** Road and Bridge member Mike Gabrick proposed assessing South Linwood Drive residents for resurfacing the road because the road is a collector street, mainly used by residents living there. By Board consensus, assessing for improving roads from gravel to blacktop roads would be appropriate, not for regular maintenance of the roads. A township's authority to assess and how the increase in property values due to road improvements would be commiserate with the cost of the assessments were discussed. Staff will get more information from MAT. The question then became how would major road projects be financed, along with gravel maintenance and equipment purchases. Over the years, the township has fallen behind on paved road maintenance. During the budgeting process, proposed projects and equipment expenses will determine if the levy needs to be increased in order to cover the increased costs.

Supervisor Searing made a motion to approve moving forward with the next phase of paving the gravel segment of Ryan Lake Drive; Supervisor Kramer seconded. All ayes; motion carried.

**Fire Department:** Fire Chief Ballman informed the Board with the new state pandemic guidelines and surrounding departments starting to feel the effect of Covid-19, the department has decided to go back to limited staff in the fire station. The department will be doing a combination of training using virtual and crew driven training at the station.

Supervisor Millerbernd moved to appoint Jim Stockinger as Linwood Assistant Fire Chief #3; Supervisor Peterson seconded. All ayes; motion carried. Stockinger's duties will include working on the updates of the SOP/SOG's and the Public Safety Data System (PSDS).

Supervisor Kramer moved to begin discussion regarding coverage and costs to take over fire/medical coverage for Oxford Township; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Millerbernd moved to approve SOP 1.6 Attendance Requirements for LFD Firefighters; Supervisor Peterson seconded. This procedure documents the attendance requirements for LFD firefighters to maintain their status with the department. All ayes; motion passed.

Firefighter discipline will be defined in SOP/SOG, but the Town Board is the final decision makers on the disciplinary action.

The department would like to have future discussion on charging a fee to group homes and rehabilitation centers for fire department lift assists and medical responses, because the facilities are businesses. The department will provide data regarding number of calls and cost of responses.

In an effort to make headway on updating the SOP/SOGs, the officers would like to begin meeting weekly. The cost will be part of the fire department budget. Supervisor Millerbernd moved to allow weekly officer meetings; Supervisor Kramer seconded. All ayes; motion carried.

**Encroachment agreement:** As a condition of the septic variance on Fawn Court, an after-the-fact encroachment agreement is necessary. Supervisor Kramer moved to approve the Encroachment Agreement for Fawn Court; Supervisor Millerbernd seconded. The encroachment agreement is between Linwood Township and the owners, and successive owners, of the property located at 24126 Fawn Court NE, Stacy, MN, PID 26-34-22-23-0006, for a garage to remain in its present location, encroaching on the township road. All ayes; motion passed.

According to the town attorney, an encroachment agreement should be used any time the Township allows residents to leave their private property on public township property.

**Public Works hire:** Supervisors Halliday and Millerbernd reviewed and rated all the public works applications and conducted interviews with viable applicants. Supervisor Halliday moved to offer the public works position to Brian Edwards at \$23.50 per hour; Supervisor Peterson seconded. The applicant will give two weeks' notice to his current employer and the full-time employment will be contingent on the results of a background check. Supervisors Halliday and Millerbernd will meet with the new and the current public works employees to discuss specific duties and expectations.

**CARES Act funds:** The clerk provided the final report showing that all of the \$413,090.00 CARES Act Funds were accounted for. To date, there were over \$4,000.00 of COVID-19 related expenses that exceeded the grant. It was suggested that the clerk check with Anoka County to see if they have funds left that would cover the overages.

**Stormwater projects:** The stormwater pond renovation projects near Martin Lake, that the Anoka Conservation District oversaw, were completed in November. To avoid damaging the new construction, discussion ensued regarding whether signs to keep snowmobiles off the ponds during the ground thawing months would be adequate. Year-round signage for "no motorized vehicles" will be installed by the public works employee once instructions are sent in to him in writing. Installing snow fence was also discussed. It was suggested that the Kiwi Snowmobile Club be contacted for signage to keep snowmobiles off the areas.

**Senior Center social gathering rules:** Due to the recent governor's order restricting gathering sizes, the senior center will be closed until the orders are lifted. The senior coordinator will continue to maintain the bread lobby and reach out to stay in contact with the seniors during

this time. Supervisors Halliday and Kramer will talk with the senior coordinator regarding working limited hours in the office until the senior center can open again.

**Staff contingency plans:** The office staff have made plans to be able to work from home if necessary, due to the pandemic. A plan for snowplowing needs to be put in place for the public works department in the event that regular workers are out with COVID-19. Supervisor Millerbernd will contact additional drivers for alternate drivers. Mutual aid from surrounding communities would be possible if they have surplus drivers. Supervisor Millerbernd will provide information to put on the website advertising for back-up plow drivers. The pay would be the same as for the existing on-call drivers.

**Contract renewals:** The Board reviewed the list of current contracts and discussed getting estimates from other attorneys that are more qualified in the issues that the township has been dealing with. Over the last 18 months, there have been many miscommunications and misinformation from the current attorney. Proposals will be solicited from Kennedy & Graven and Peter Tiede.

The Board would like to review the past tree removal contract and determine if the language needs to be amended in regards to having services done in a timely manner.

**Resolution 2020-18:** Supervisor Kramer moved to adopt Resolution 2020-18 Establishing Precinct and Polling Locations for 2021 Election Year; Supervisor Peterson seconded. There will be no changes in the polling locations. All ayes; motion passed. (Full resolution on file.)

**Employee review dates:** Annual employee reviews will be scheduled for December 2, 3, 9, 10 starting no earlier than 6:00 p.m. except on December 2, which can be scheduled as early as 5:00 p.m. The reviews will be scheduled 30 minutes apart.

**Data Practices workshops:** Supervisor Millerbernd moved to allow office staff to attend two data practices workshops; Supervisor Kramer seconded. Both workshops are virtual and the December 17<sup>th</sup> workshop registration is \$125.00. All ayes; motion carried.

**Clerk's comments:** The clerk reported that the MAT conference breakout sessions that she attended are available to watch on the MAT website. The workshop on township roads and water accesses was informative considering recent requests from residents regarding encroachments on township platted rights-of-way. The other topic of interest was social media policies. The clerk was directed to develop the policy and submit to the Board. The policy would allow for consistency across all committees that have social media pages; information would be approved by the liaison to each committee; and each page would direct residents to the official township website. MAT will be contacted regarding the need for permission to post photos on social media.

The Board clarified that premium pay for working on a holiday is at two times the hourly rate, in lieu of the holiday pay at the regular hourly rate.

**Approval of Minutes:** Supervisor Searing moved, and Supervisor Peterson seconded, to approve the October 13, 2020 Town Board meeting minutes, as presented. All ayes; motion carried.

Supervisor Searing moved, and Supervisor Millerbernd seconded, to approve the November 12, 2020 Board of Canvass meeting minutes, as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$24,959.13 including claims #35585 through #35598; Supervisor Millerbernd seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the fire department payroll for 11/16/2020 in the amount of \$20,822.63, including direct deposits #18676 to #18701 and EFT #18702; Supervisor Millerbernd seconded. The payroll period was for hours worked during the third quarter of 2020. All ayes; motion passed.

Supervisor Halliday moved to pay the regular payroll for 11/13/2020 in the amount of \$15,782.23, including direct deposits #18703 to #18715 and EFTs #18716 to #18718; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Halliday moved to pay the election workers' payroll for 11/23/2020 in the amount of \$286.94, check #39232; Supervisor Millerbernd seconded. All ayes; motion carried.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried. The meeting adjourned at 8:28 p.m.

Approved on December 8, 2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



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### Town Board Meeting Minutes

December 8, 2020

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson and Ed Kramer; Supervisor Carol Searing (via Zoom due to pandemic); Clerk Pam Olson

Board Members Absent: None

Others Present: Chief Darryl Ballman, Natalie Zabrzenski, Tony DeChaine, Judy Hanna

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, December 8, 2020 and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda; seconded by Supervisor Peterson. The motion passed unanimously. CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Fire Department:** Fire Chief Darryl Ballman reported nineteen total incidents in November 2020, with 14 being medical, four fire/other calls and one mutual aid call for East Bethel. Supervisor Peterson moved to allow the Anoka County Fire Training Academy to use Linwood's fire engine #2 for training in Stacy on Saturday, December 12<sup>th</sup>; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Millerbernd moved to adopt the fire department's SOP #2.3 Duty Crew and Truck Check; Supervisor Peterson seconded. Supervisor Searing wanted to table the document for review since the Board had not previously had an opportunity to read the procedure. Supervisors Millerbernd, Peterson, Kramer and Halliday voted aye and Supervisor Searing voted nay. The motion carried 4-1.

Supervisor Millerbernd moved to allow the fire department to spend \$1,000.00 for a 2004 Sportsman 700 ATV from the DNR; The ATV has 1,483 miles and may be used for ice recovery, assisting in finding lost persons and moving equipment around at the station. The cost will be paid out of the fire department operating budget. Supervisor Peterson seconded. All ayes; motion carried.

**Road & Bridge:** Supervisor Kramer reported that Rick Keller attended the last Road and Bridge meeting and apologized for his part in the recent verbal altercation with a resident on 205<sup>th</sup>

Avenue, who also happens to be a member of the Road and Bridge committee. Keller requested that the Board reconsider their decision not to renew the grading contract with him. The Board is satisfied with the road grading that Keller has been doing. It was the Board's consensus that just as contractor's hired by the township represent the township, so do committee members. Bad behavior from committee members will not be tolerated and may result in removal from committees. Supervisor Searing moved to continue with Keller Excavating for road grading services for 2021; Supervisor Millerbernd seconded. All ayes; motion carried.

Dan Babineau has applied as an on-call snowplow driver and will be hired, pending the results of his background check and driver's license check. Supervisor Kramer agreed to be put on the list as a backup driver.

Supervisor Kramer identified a DNR grant that would help pave 205<sup>th</sup> Avenue. The Board approved moving forward with the application process for the 2021 grant.

**Tree removal contract:** The clerk was instructed to update the tree removal contract to also include dirt hauling, excavating and other services with Raml Tree Service. Mike Raml will provide a proposal for services.

**Attorney proposals:** After reviewing proposals from two law firms, Supervisor Searing moved to hire Kennedy & Graven as the township attorney; Supervisor Millerbernd seconded. Deciding factors were the reputation, years of experience working with townships and the rates. All ayes; motion carried. Jason Hill will be the lead counsel for the Township. The effective date will coincide with the first meeting of the year, January 12, 2021. Supervisor Searing will contact Attorney Ruppe in regards to the one open enforcement issue.

**Enforcements:** Supervisor Searing reported that Don Sivigny's employment agreement ended November 30<sup>th</sup>. Supervisor Searing gave a brief summary of the enforcement actions. None of the abatement agreements were signed by the offending residents, nor did they have intentions of signing them. The deputy drove past the three properties on 226<sup>th</sup> Avenue and noted that there was no improvement in the cleanup process. Supervisor Searing viewed many of the other properties in question and also did not see improvements to the cleanup efforts. Supervisor Searing did notice a property in the Fawn Lake area with cars parked such that the snowplows may not be able to pass. The house on this property appears to have serious issues. The building official has been contacted regarding the house condition. The new attorney will be consulted regarding enforcement issues.

**Social Media Policy:** A draft of the social media policy was proposed so that the rules are consistent for all departments having social media pages. This topic was tabled pending having Natalie, the media specialist, review the policy.

**2021 meeting schedule:** Supervisor Halliday moved to adopt the 2021 Schedule of Regular Meetings; Supervisor Millerbernd seconded. All ayes; motion carried.

**Building inspector vehicle:** Due to renewing the building official services contract for another year, it was suggested that the vehicle purchase for the former building official be sold. Supervisor Kramer will provide the Board with the market value of the vehicle.

**Clerk's comments:** In response to questions asked at the last meeting, the clerk shared information attained from MAT that best practices are to receive written permission from each individual in photographs that are used on township social media sites. This practice would also apply to photos posted from other sites. Supervisor Searing noted that the Linwood Fire Association (LFA) does not provide their event information for the township website. The webmaster has had to create articles from information garnered from other social media. The fire chief will provide a list of LFA members to the webmaster so she can contact them directly regarding getting their activity information to share on the township website.

The township does have statutory authority to assess properties for road improvements, but only to the extent that the assessment must not exceed the increase in market value of the property owing to the improvement.

Supervisor Millerbernd moved to use levy recognition money up to \$150.00 to provide lunch for the township staff; Supervisor Searing seconded. Because of the pandemic, the staff cannot have a potluck lunch. The meal will be purchase from the local restaurant. All ayes; motion carried.

The Anoka highway department sign shop will be replacing the "Welcome to Linwood" signs along county roads. The Board directed that they should just be the standard green and white signs. Discussion ensued regard the township signs that are at the entrances to the township. Public works will report back to the Board with an inventory of the parking restrictions signs and signs notifying drivers that building permits are required.

**Approval of Minutes:** Supervisor Halliday moved, and Supervisor Millerbernd seconded, to approve the November 24, 2020 Town Board meeting minutes, as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$52,678.50 including claims #35599 through #35632; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay claim #35633 in the amount of \$303.53; Supervisor Millerbernd seconded the motion. The motion carried 4-0, with Supervisor Kramer abstaining due to potential conflict of interest.

Supervisor Halliday moved to pay the regular payroll for 11/27/2020 in the amount of \$12,315.55, including direct deposits #18719 to #18727 and EFTs #18728 to #18730; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday reported that the building official red tagged the house and accessory building on the property on Fawn Lake Drive and notified the residents that they cannot sleep in the buildings until the corrections to the home have been completed. The building official is working with the owner to get drawings of the buildings and septic system.

A Road and Bridge committee member is working with surrounding communities to develop town-line road agreements.

The public works employee requested that each plow driver be responsible for fixing any landscaping damage they create when snowplowing for the township.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Kramer seconded. All voted in favor; the motion carried. The meeting adjourned at 7:12 p.m.

Approved on 12/22/2020

Attested:

\_\_\_\_\_  
Michael Halliday, Chair

\_\_\_\_\_  
Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

**December 22, 2020**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson and Ed Kramer; Supervisor Carol Searing (via Zoom due to pandemic); Clerk Pam Olson

Board Members Absent: None

Others Present: Chief Darryl Ballman, Natalie Zabrzenski, Tony DeChaine, Judy Hanna, Andy Luedtke

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, December 22, 2020 and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda; seconded by Supervisor Millerbernd. The motion passed unanimously.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Fire Department:** At the November 10<sup>th</sup> Town Board meeting the Board authorized the fire department to proceed with a conditional offer of employment to Cole Klingbeil based on the candidate successfully passing a physical exam, criminal background check, and a fire chief interview. The hiring committee was pleased to announce that recruit Klingbeil has passed the criteria laid out. Supervisor Millerbernd moved to approve the hiring of Cole Klingbeil as a Linwood firefighter; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday moved have the hire effective January 1, 2021 at the rate of \$10.28 per hour; Supervisor Millerbernd seconded. All ayes; motion passed.

**Employee Reviews:** The annual employee reviews were completed in two evenings as closed meetings with each employee.

**On-call plow driver:** Supervisor Millerbernd moved to rescind the offer of employment to Dan Babineau as an on-call plow driver due to the results of the driver's license check and on the advice of the insurance agent; Supervisor Kramer seconded. All ayes; motion carried.

**Building Inspector vehicle:** Supervisor Kramer reported that the Township paid approximately \$25,000 for the building inspector vehicle and that the current resale value was about \$18,000. The vehicle will be retained by the Township and transferred from the building department for

use as a Township vehicle. The topic of where the transfer of funds would be made was tabled pending review of the year-end balances and budget discussions.

**Anoka County overlay projects:** Supervisor Kramer met with the town engineer and the Anoka County Highway Department regarding the County's 2021 overlay projects in or near Linwood Township. The areas affecting Township residents will be the construction on Fawn Lake Drive on the western border, and on County Road 74 near 215<sup>th</sup> Lane and 217<sup>th</sup> Avenue.

In 2021, Anoka County plans to install the turn lanes at the intersection of Thames Street and Fawn Lake Drive. Land acquisitions are complete and power poles are being relocated to accommodate the construction of the turn lanes.

**Hennepin Tech safety classes:** Supervisor Kramer moved to extend the 2020 Hennepin Tech safety classes contract; Supervisor Peterson seconded. Due to the pandemic, many classes were cancelled in 2020. The contract extension would allow the missed classes to be rescheduled between January 1 and December 31, 2021. All ayes; motion carried.

**Business & Non-profit Relief Grant program:** Anoka County will receive \$7,157,052 to distribute to nonprofits and small businesses to help them due to the effects of the Covid-19 pandemic. When Anoka County releases the guidelines for applying, the information will be put on the website.

**Clerk's comments:** The Town Board proposed the date for the Local Board of Appeal and Equalization for Tuesday, April 27, 2021 at 5:30 p.m. The alternate date requested was Wednesday, April 28th at 5:30 p.m.

Thermometers will be purchased for the recycling center and public works department so staff and volunteers can monitor their temperatures when they arrive at work.

**Approval of Minutes:** Supervisor Halliday moved, and Supervisor Peterson seconded, to approve the December 8, 2020 Town Board meeting minutes, as presented. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$52,678.50 including claims #35634 through #35664; Supervisor Millerbernd seconded the motion, which passed unanimously.

When it was discovered that the wrong amount was presented on the agenda, Supervisor Halliday moved to rescind his previous motion to pay the claims list; Supervisor Millerbernd seconded. The motion carried unanimously.

Supervisor Halliday moved to pay the claims list in the amount of \$154,990.54 including claims #35634 through #35663; Supervisor Millerbernd seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 12/11/2020 in the amount of \$13,427.39, including direct deposits #18741 to #18752 and EFTs #18753 to #18755; Supervisor Peterson seconded. All ayes; motion carried.

**Supervisors' Oath of Office:** Supervisors Parker and Searing took their oath of office with the clerk prior to the meeting. Supervisor Peterson will need to submit his Campaign Financial Report to the clerk prior to being sworn into office.

Supervisor Halliday reported that six volunteers have been actively preparing and flooding the ice skating rinks.

Tony DeChaine questioned the interpretation of the employee handbook regarding double pay for working on a holiday. Supervisor Halliday will contact the treasurer for details on how the holiday pay was handled.

Supervisor Millerbernd expressed appreciation to Supervisor Kramer for his eight years of service as a town board supervisor. Supervisor Kramer's incredible dedication and hard work have made the township a better place. A round of applause echoed the sentiments.

**Adjournment:** Supervisor Peterson moved to adjourn and appropriately, Supervisor Kramer seconded the motion. All voted in favor; the motion carried. The meeting adjourned at 6:46 p.m.

Approved on January 12, 2021

Attested:

\_\_\_\_\_  
Town Board Chair

\_\_\_\_\_  
Pamela Olson, Clerk