



## 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 12, 2021

**Board Members Present:** Supervisors Mike Halliday, Mike Parker, and Tim Peterson;  
Supervisor Carol Searing and Bob Millerbernd (via Zoom  
due to pandemic); Clerk Pam Olson

**Board Members Absent:** None

**Others Present:** Chief Darryl Ballman, Building Official Andy Schreder,  
Zoning Administrator Sandy Lathrop, Natalie Zabrzanski,  
Pamela Hoppe, Tony DeChaine, Deb Parker, Judy Hanna,  
Tom Murphy, Andy Luedtke, Ed Kramer, unidentified  
person, Attorney Jason Hill (until 7:00 p.m. via Zoom)

**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, January 12, 2021 and the clerk performed the roll call. Supervisor Parker moved to approve the agenda; seconded by Supervisor Millerbernd. The motion passed 4-0 with Supervisors Parker, Millerbernd, Searing and Halliday voting aye. Supervisor Peterson abstained, not having been sworn into office yet.

**CLERK'S NOTE:** All votes during this meeting were conducted by roll call vote.

**Supervisor swearing in:** Tim Peterson completed his campaign financial reports and presented them to the clerk. Supervisor Peterson took his oath of office and was sworn in as a Township Supervisor. Supervisors Searing and Parker had completed these duties in December.

**Reorganization meeting:** After reviewing, amending and updating the reorganization list provided, Supervisor Parker moved to approve the reorganization list; Supervisor Peterson seconded. All ayes; motion carried. To follow is the 2021 reorganization list, as approved.

Action:	Approved for 2021:
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 Town depository	First State Bank of Wyoming
Designated 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- None
Mileage reimbursement rate	2021 Fed rate 56¢ per mile
WH Security contact list	Mike P, Mike H, Bob M
Credit card users	Bob M, Mike P, Pam O, Tony D, Andrea N, Darryl B, Brian E
Menards purchasers	Bob M, Mike P, Tony D, Pam O, Andrea N, Brian E, Tim P
Kwik Trip card users	Darryl B, Tony D, Brian E
Data Practice Responsible Authority	Pam Olson
Data Practice Compliance Official	Kennedy & Graven
<b>Township Services:</b>	<b>Approved for 2021:</b>
Attorney	Kennedy & Graven
Auditor	Smith Schafer & Associates
Building Official	Rum River Construction Consultants
Planning & Zoning Administrator	Sandy Lathrop
Engineer	Hakanson Anderson Engineering
Health Authority	Dr. Nik Vuljaj
Road Foreman	Craig Rylander
Weed inspector	Mike Parker
<b>Charges for Services:</b>	<b>Approved for 2021:</b>
Assessment Search	\$10.00
Bad Check Fee	\$35.00
Copies (per side)	\$.25 (per side)
Credit Card Convenience Fee	3%
Data Request Response Staff Time	\$40.00/hr after first hour
Dog License (Annual)	\$2.00
Faxes (send or receive)	\$2 per 10 pages
Notary Fee	\$2 (no charge for residents)
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
Senior Center Hall Rental Application	\$50.00
Senior Center Table Rental	\$5.00 each
Senior Center Chair Rental	\$1.00 each (minimum fee \$10.00)
Senior Traveler	\$.75 per mile (non-medical)
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 2021:</b>
Building Maintenance	Bob Millerbernd

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

**Building Official report:** The building official, Andy Schreder, was present to report that 293 total building permits were issued in 2020, including three commercial permits. Nine new single-family home permits were issued, including three manufactured home hook-ups. Of the total permits, 196 have been closed, leaving 126 active permits as of the end of 2020. In 2021, the goal is to continue to streamline the processes, create remote virtual inspection educational vidoes for contractors and homeowners to prepare for virtual inspections, and updating the Rum River Construction Consultants' (RRCC) website.

The building official suggested several updates to the 2021 Fee Schedule, including set permit fees for maintenance items as HVAC, roofing, siding and window replacements at \$79.00 with an additional \$1.00 state surcharge fee. This change would consolidate several line items into one making the schedule easier to explain and understand, also ensuring the fees are more in line with the needs to properly administer the permit. Valuation based permits for residential and commercial will remain the same, as well as onsite septic permits.

**Enforcements:** The building official reported that he was called to investigate the condition at the property at 8642 240<sup>th</sup> Avenue NE. Andy Schreder and an Anoka County deputy visited the site, noting vehicles in the road right-of-way, junk and debris inside and outside of the fenced yard, as well as apparent deterioration of the roof due to water leaks. Building Official Schreder confirmed that there was no electrical service to the property, indicating that the house is not habitable based on not having a functioning septic system and a water supply. Since this is a public safety issue, each of the board members were agreeable to having the building official work with the township attorney and Supervisor Millerbernd to determine the necessary steps to revoke the Certificate of Occupancy in coordination with addressing the building code and zoning enforcement issues.

The new township attorney, Jason Hill, from Kennedy & Graven joined the meeting via Zoom. After introducing himself, Mr. Hill confirmed that the town code contains options for enforcement actions regarding hazardous buildings and hazardous properties.

Mr. Hill noted that it would be beneficial for the Township to have professional help for enforcements. This person or firm would be held accountable for the enforcement process and actions.

Due to building code violations at 5431 Fawn Lake Drive NE, Building Official Schreder and then enforcement employee, Don Sivigny, met with the owners to inspect the buildings on the property. The dwelling and septic system were constructed without building permits or inspections, and the accessory building was added onto and has finished living space inside without having attained building permits or inspections. The building official identified many building code violations and safety concerns that needed to be addressed. Since meeting with the owner, the necessary permits were applied for, but not all requested documentation has been received by RRCC. Since Linwood's ordinances require a Certificate of Survey for all new homes, the site plan provided by the owner will not suffice. A new septic system has been permitted, installed by a licensed designer, and has passed inspections. The plumbing permit is being held pending investigative inspections. The owner will also need to provide proof of MN-issued electrical permits, a well record, and a compliant water test. The building official is responsible for enforcing the MN State Building Code, so both the dwelling and the accessory building have been posted as "Not for Habitation".

Supervisor Halliday prepared a timeline and outlined the issues that will need to be addressed by the Township. Among the many zoning issues cited were:

- (a) Driveway access allowed by Anoka Conservation District (ACD) was limited to access to recreational property, not for residential use. Owner will need to provide a driveway access permit from Anoka County Highway Department and have approval from ACD for crossing wetlands for a residence.
- (b) Building permits cannot be issued for land locked properties. The structures are built on 40 acres that are land locked by owner's other 40 acres. Parcels would need to be combined.
- (c) A Certificate of Survey is required for all new homes.
- (d) The accessory building exceeds the square footage allowed by ordinance.
- (e) Accessory buildings must not be designed for human habitation.
- (f) Accessory buildings are allowed to have a half bath or utility room but no provisions for kitchens, tubs or showers.

The Board unanimously agreed that all building and zoning issues would need to be resolved prior to the buildings being approved and deemed habitable. Supervisors Millerbernd and Halliday will work together with the building official to determine what steps need to be taken in dealing with the issues on this property.

**Fire Department:** Fire Chief Darryl Ballman reported eighteen total incidents in December 2020, with 15 being medical and three fire/other calls. The Linwood Fire Department was

offered Moderna Covid-19 vaccinations and some of the firefighters have received them. Supervisor Searing moved to table approving the SOP 1.7 Clothing and Equipment until the next meeting; Supervisor Peterson seconded. The fire department was asked to provide redline copies showing the changes made to SOPs. The motion passed 5-0.

Supervisor Peterson moved to accept the resignation from LFD of firefighter Brian Meyer; Supervisor Parker seconded. Brian Meyer has dedicated ten years of service to the Linwood Fire Department. All ayes; motion carried.

The fire department was awarded a \$10,000.00 matching grant from the MN Department of Public Safety through the MN State Fire Marshal's office. The LFD is currently seeking quotes for the gear washer/extractor, since the equipment that was quoted for the grant is no longer available. The purchase needs to be completed by June 30, 2021. The current extractor was purchased in 2002 and will be sold to the public or to another fire department.

The LFD officers were meeting weekly per their comprehensive plan. The officers will begin meeting on the first and third Monday of the month. An SOP regarding this will be coming to the Board for approval.

The roof heating unit at the fire station failed and received the necessary repairs. The compressor on the clean air cascade system failed. Prices for repairing or replacing the system are being sought.

**Senior Center opening:** Senior Coordinator Pam Hoppe was present to discuss reopening the senior center for exercise, since the governor has determined that exercise facilities are allowed to resume activities with restrictions. However, social gatherings are still limited to three households being together. Since surrounding senior centers remain closed, all Board members agreed to stay closed at this time. The senior coordinator will report back with numbers of people interested in attending the exercise classes.

**Road & Bridge:** The Board was informed of an opportunity to apply for Local Road Improvement Funding (LRIP) and the Road and Bridge committee's recommendation to reclaim and repave the segment of Martin Lake Road from County Road 22, north approximately 4,200' to a point 100' past the intersection with East Martin Lake Drive. The preliminary construction estimate was \$425,000.00. Mike Gabrick, R&B committee member, has offered to work with the Anoka County Highway Department in applying for this grant. The Board was supportive of applying for the LRIP funding. Supervisor Parker will be the contact person for the application.

Road & Bridge members recommended that transverse joint crack filling be done on 6.9 miles of township roads. This process has not been used on the township roads in the past. R&B members Mike Gabrick and Jim Windingstad are preparing the construction specifications that would be used for the project. The contract work would be inspected, accepted or rejected by the R&B township liaison. This individual would also be responsible for determining pay quantities. Supervisor Parker will meet with Mike Gabrick to discuss the specs, contract and inspection duties.

**Holiday premium pay:** Supervisors Halliday and Searing approved premium pay plus an additional paid day off for the public works employees that were called in to plow on Christmas

Eve. The approval included paying Tony DeChaine holiday pay in addition to premium pay for working on Veteran's Day. A proposal from HR to amend the Employee Handbook was presented. The proposed change read, "Premium pay of 2 times the regular hourly wage for an employee required to work on a holiday, will be for hours worked on the actual holiday and FT employees would get another day off with pay within a two-week period." After discussion, the consensus was that the current policy will be clarified to represent double pay for working on a holiday with no extra paid day off. The portion of the current policy regarding employees working on an observed holiday will remain that the "employee will be required to take a different paid day off within a two-week period".

**Social Media Policy:** The Board, having previously reviewed the proposed Social Media Policy, led Supervisor Peterson to move to adopt Resolution 2021-01 Adopting Social Media Policy. Supervisor Parker seconded the motion, which carried unanimously. (Full resolution on file.)

Supervisor Searing moved to have Natalie review FaceBook pages content; Supervisor Millerbernd seconded. All ayes; motion carried. The Town Board or committee liaison would ultimately be responsible for the content of the pages.

**Budget meetings:** The Board decided to hold their initial 2022 budget planning meetings on Wednesday, January 27 at 6:00 p.m. and on Wednesday, February 3 at 6:00 p.m. Additional budget meetings will be scheduled as needed.

**Annual Meeting planning:** Due to the uncertainty of holding a traditional Annual Meeting, the Board will need to consider options to allow all interested residents the opportunity to attend and still follow whatever pandemic mandates are in place at that time.

**Clerk's comments:** Discussion ensued regarding the necessity of having audio only conferencing ability. It was determined that Tierney Brothers would not be responsible for installing the audio only portion of the contract. However, the contract will not be considered complete until the streaming capabilities have been proven and the media specialist has received the necessary training.

The clerk will notify all departments to submit an article for the upcoming newsletter. The timeline will be determined by Supervisor Searing and the media specialist. Among other items, the newsletter will include information regarding the annual meeting and refer residents to the website for budget information.

The Anoka County deputies assigned to patrol Linwood Township are Deputy Chris Yantos and Deputy Dan Dewey.

**Approval of Minutes:** Supervisor Halliday moved, and Supervisor Peterson seconded, to approve the December 22, 2020 Town Board meeting minutes, as presented. The motion carried 4-0 with Supervisors Halliday, Peterson, Searing and Millerbernd voting aye. Supervisor Parker abstained due to not being in attendance at said meeting.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for 12/23/2020-1/12/2021, including claims #35665 through #35703, in the amount of \$40,089.29; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 12/25/2020, including direct deposits #18764 to #18771 and EFTs #18772 to #18774, for the dollar amount of \$15,286.18; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday moved to pay the regular payroll for 1/8/2021, including direct deposits #18776 to #187901 and EFTs #18791 to #18793, for the dollar amount of \$17,002.50; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday reported that the skating rinks are open and the volunteers are doing an excellent job. More volunteers will need to be recruited to help maintain the rinks.

A resident in attendance reported that a neighbor is shooting after dark, in violation of the Township's ordinance. The resident was instructed to contact Supervisor Searing to discuss the matter.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Parker seconded. All voted in favor; the motion carried. The meeting adjourned at 8:57 p.m.

Approved on January 26, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes January 26, 2021

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson; Mike Parker; Supervisor Carol Searing (via Zoom due to pandemic); Clerk Pam Olson

Board Members Absent: none

Others Present: Chief Darryl Ballman, Andy Luedtke, Ed Kramer, Tony DeChaine

**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, January 26, 2021 and the clerk performed the roll call. Supervisor Parker 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.

**Ordinance #187:** Amendments and additions to the building permit fees and service fees were presented as an ordinance to the Town Code. Supervisor Peterson moved to adopt Ordinance #187 Amending Chapter 11 of the Town Code Regarding Fees and Service Charges; Supervisor Millerbernd seconded. All ayes; motion carried. The ordinance will be effective upon publication.

**FD SOP 1.7:** After some discussion, Supervisor Millerbernd moved to approve the Fire Department SOP 1.7 Equipment and Clothing Issuance and Uniform, with the removal of allowing for providing sweatshirts; Supervisor Peterson seconded. All ayes; motion carried.

Chief Ballman reported that repairs to the four-stage compressor unit are in excess of \$6,000.00. The department is getting quotes for replacing the compressor. There might be enough money left in the 2020 operating budget to cover part of the expense.

**LRIP Grant:** As part of the application process for the Local Road Improvement Projects Grant, the Board needs a resolution asking Anoka County to support the application. The funding would be used for reclaiming and repaving Martin Lake Drive from County Road 22 to East Martin Lake Drive. Supervisor Parker moved to adopt Resolution 2021-02 Supporting Pursuit of 2020 Local Road Improvement Program Funding from MnDOT for the Martin Lake Road Street



Improvement Project; Supervisor Millerbernd seconded. All ayes; motion carried. Supervisor Halliday will also sign a letter asking the county engineer to facilitate the application. The town engineer will be responsible for getting bids and overseeing the construction. All ayes; motion carried.

**Senior Center opening:** The senior center will remain closed pending more guidance from the state. According to the senior coordinator, there may not be enough participation for the exercise program to proceed at this time.

**Budget meeting:** The Board set the third budget meeting for Wednesday, February 10 at 6:00 p.m.

**Annual Meeting:** After much discussion regarding the best way to hold the Annual Meeting during the pandemic, it was determined that the meeting would be held at the town hall and live streamed via YouTube. Considering that it's uncertain what state mandates may be in place on the date of the Annual Meeting, March 9<sup>th</sup>, the senior center, town hall and maintenance garage will be set up to accommodate social distancing for the attendees. Those wishing to speak will come to a central microphone. Voting will be conducted with a count taken in each room and then tallied to determine the outcome. The two township phone lines will be available for residents to call in during the meeting. Only residents attending in person will be able to vote on issues. Residents at the Annual Meeting may decide to continue the meeting to a later date, if they so choose. No guest speakers will be invited this year; only committee reports will be done. Once the proposed budget is set, it will be put on the website. Staff will be responsible for setting up for the Annual Meeting. The residents will be notified of the Annual Meeting via the newsletter and the website.

**Recycling hours:** Supervisor Millerbernd moved to change the Tuesday hours in the recycling center to noon to 4:30 p.m.; Supervisor Parker seconded. Thursday and Saturday hours will remain at 8:00 a.m. to noon. All ayes; motion carried. Supervisors Millerbernd and Peterson will volunteer their time to oversee the recycling center on alternating Saturdays during the month of February when the recycling coordinator is gone.

**OSHA report:** Supervisor Millerbernd moved to accept the OSHA Report of Work-Related Injuries; Supervisor Peterson seconded. There were no injuries reported in 2020. Supervisor Millerbernd acknowledged the 19,365 hours worked by Township employees. All ayes; motion passed.

**Pay Equity report:** Supervisor Parker moved to accept the Pay Equity Compliance Report as presented; Supervisor Millerbernd seconded. All ayes; motion carried.

**Audit Engagement Letter:** Supervisor Millerbernd moved to continue using Smith Schafer Associates for the audit, not to exceed \$23,700.00; Supervisor Parker seconded. All ayes; motion carried.

**Tierney Bros contract:** The Tierney Brothers form accepting acknowledging the completion of the board room audio-visual project will not be signed at this time. The webmaster is in communication with Tierney's salesman regarding some shortfalls of the system.

**MBA insurance:** The Board will continue with the Silver Plan from Minnesota Benefit Association for life insurance coverage for the Town Supervisors. The topic of disability insurance for elected officials and employees was tabled.

**Clerk's comments:** Supervisors Parker and Peterson will meet with Lt. Douglas from Anoka County Sheriff's Office to discuss a substation and office for the Linwood deputies.

**Approval of Minutes:** Supervisor Parker moved, and Supervisor Peterson seconded, to approve the January 12, 2021 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 \$134,049.00, including claims #35704 through #35722; Supervisor Millerbernd seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 1/22/2021 in the amount of \$14,360.22, including direct deposits #18805 to #18812 and EFTs #18813 to #18815; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the Fire Department payroll in the amount of \$19,435.06, including direct deposits #18816 to #18838 and EFT #18839; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Halliday reported that he met with the town attorney and the building official regarding enforcement issues. The attorney will review the town ordinances and prepare a proposal of how to proceed with enforcements and the costs to the Township. The Board will need to budget for enforcements.

The Board will discuss the topic of posting the meeting packets on the website, in response to a resident's request.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Parker seconded. All voted in favor; the motion carried. The meeting adjourned at 7:23 p.m.

Approved on February 9, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Budget Meeting Minutes January 27, 2021

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson;  
Supervisors Carol Searing (via Zoom due to pandemic) and  
Mike Parker (via Zoom); Treasurer Andrea Nekowitsch;  
Clerk Pam Olson

Board Members Absent: none

Others Present: none

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Special Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, January 27, 2021 and the clerk performed the roll call. The agenda was amended removing Park & Rec Fund and adding Recycling. Supervisor Parker moved to approve the agenda as amended; seconded by Supervisor Millerbernd. By roll call vote, the motion passed unanimously.

Chairman Halliday stated that the purpose of the meeting was to discuss the proposed 2022 budget and other financial considerations. The Board was provided a statement of Receipts, Disbursements and Balances, and informed of the assigned funds balances for the SRWMO and communications.

The General Fund was reviewed leading to a preliminary total of \$504,835. It was determined that the electric utility expenses for the street lights on Viking Blvd would be moved from the General Fund to the Road and Bridge operating fund. The recycling enhancement of \$12,000 would be to put blacktop in front of a recycling building. The Community Celebrations funds that weren't used in 2020 will roll over to be used in 2021 for the township's sesquicentennial celebration.

Communications wages were increased due to plans for more newsletters, social media, and meeting streaming duties being added. The annual cost of the new website will be higher than the current site, so that line item of the budget was increased.

The preliminary amount of the General Capital Fund was set at \$35,000, with \$25,000 earmarked for Capital Reserves; \$5,000 for Senior Center capital expenses such as tables, chairs, or replacing the stove or refrigerator; and \$5,000 for Parks Capital Equipment.

The Building Capital Fund budget amount was set at \$20,000 for future building repairs.

The cost of the 2021 contract for police patrol with Anoka County was \$259,889. The 2022 preliminary Police Fund budget amount was set at \$265,000 to allow for possible increases in the contract.

The Cemetery Fund is used for beautification of the cemetery. \$1,000 was budgeted for replacing the cemetery sign.

The Park Dedication Fund is made up of funds from fees paid by developing new lots. The fund can only be used for park acquisition and major park improvements.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Peterson seconded. By roll call vote; the motion carried 5-0. The meeting adjourned at 8:16 p.m.

Approved on February 9, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### **Town Board Budget Meeting Minutes February 3, 2021**

**Board Members Present:** Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson; Supervisors Carol Searing (via Zoom due to pandemic) and Mike Parker (via Zoom); Treasurer Andrea Nekowitsch; Clerk Pam Olson

**Board Members Absent:** none

**Others Present:** Fire Chief Darryl Ballman, Captain Mike Raml

**Call to Order:** Chairman Halliday called the Special Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, February 3, 2021 and the clerk performed the roll call.

Chairman Halliday stated that the purpose of the meeting was to discuss the proposed 2022 budget and other financial considerations.

The Board reviewed the 2022 Budget Proposal provided by the fire department. The Personal Protection Equipment budget had the largest increase due to a reduced budget in 2021, an increase in PPE due to potential continued CoVid-19 pandemic, and the required purchase of new firefighting boots for the entire roster as the current inventory is expired per NFPA 1851 standards. The other increase was due to the absence of budgeting for vehicle fuel in 2021. The preliminary Fire Fund budget was set at \$259,600, a 3.47% increase from the 2021 operating budget.

The Fire Capital budget for 2021 was \$90,000, with \$10,000 earmarked for parking lot lighting for increased training safety and helicopter landings. The preliminary 2022 Fire Capital budget was set at \$100,000 as reserves for future capital expenses such as a generator, replacement of expired SCBA air packs, vehicles, SCBA compressor, station ventilation, and parking lot lighting. Estimated costs for each of the suggested items was provided.

The Park & Recreation budget proposed for 2022 by the Parks Committee was accepted at \$81,985. The wages budget was increased to plan for part-time workers for performing work in the parks and with the ice-skating rink. The line was increased due to a commitment to keep up on maintenance in the parks. A large part of the expense in 2020 for Non-Building Repair & Maintenance-Contractual was due to an unexpected irrigation pump repair in Boettcher Farms Park. Future park maintenance includes warming shack repairs and having the hockey rink boards painted.

The Road and Bridge committee proposed leaving the operating budget the same in 2022 as it was in 2021, except for increases to Paved Streets and Road Repair & Maintenance-Contractual. After Board review, the preliminary budget was set at \$316,625 for the Road and Bridge operating fund.

The Road & Bridge committee recommended putting \$100,000 in Capital Reserves for future road improvement projects and \$100,000 in Capital Reserves for future road equipment. The engineering Fees that had been part of the Paved Roads operating budget were moved to the R&B Capital Fund. The Road and Bridge Capital budget was proposed at \$260,000 for 2022.

The debate of whether to pave Ryan Lake Drive in 2021 or 2022 evolved into a discussion of whether maintaining existing paved roads has priority over paving a stretch of gravel road. The R&B liaisons will discuss this matter with R&B committee members and bring this discussion back to the next Town Board meeting.

The Senior Center budget was accepted as proposed by the senior coordinator. The 2022 preliminary amount was \$68,250, down approximately 4.25% from the 2021 budget. The cuts came primarily in wages.

The 2022 preliminary Building Department budget was set at \$89,485, with adjustments being made to accommodate the switch from having an in-house building official to contracting for building official services. A brief discussion ensued regarding whether the zoning reviews for value-based building permits should be coded to the Building Fund or to zoning expenses in the General Fund. If the staff time to check for compliance with zoning regulations is not considered part of a building permit fee, a zoning review fee for value-based permits may be incorporated in the future to offset the costs.

After having reviewed all of the budgets from each fund, the Board determined that no changes would be necessary to the General Capital budget worksheet that was developed at the January 27<sup>th</sup> budget meeting.

The next budget meeting is scheduled for February 10<sup>th</sup> at 6:00 p.m. Scenarios prepared by the treasurer and clerk will be discussed so the Board can set the 2022 budget and determine the proposed levy that will be presented and voted on at the Annual Meeting on March 9<sup>th</sup>, 2021. The suggested scenarios were keeping the fund balances at or near 50%; levy amount necessary to accommodate all proposed budgets, and keeping the levy at the 2021 rate of \$1,700.000.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. By roll call vote; the motion carried 5-0. The meeting adjourned at 7:33 p.m.

Approved on February 9, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

February 9, 2021

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd; Supervisor Carol Searing (via Zoom due to pandemic); Supervisors Tim Peterson and Mike Parker (via Zoom); Clerk Pam Olson

Board Members Absent: none

Others Present: Zoning Administrator Sandy Lathrop, Fire Chief Darryl Ballman, Assistant Chief Mike Raml, Mike Gabrick, Joe Becker, Arlene Erickson, Tony DeChaine

**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, February 9, 2021 and the clerk performed the roll call. Supervisor Parker moved to approve the agenda with the addition of recycling and truck decals; seconded by Supervisor Millerbernd. The motion passed unanimously.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Variance 21-01-VAR:** Zoning Administrator Sandy Lathrop gave the Board an overview of variance application 21-01-VAR. The applicant, Arlene Erickson, 24122 Fawn Court NE, Stacy, requested a variance in order to construct a new deck attached to the lakeside of the existing house. The proposed deck would encroach 130' into the required 150' setback from the Fawn Lake ordinary high-water level (OHWL). The applicant purchased the home in 2016, believing that a deck was permissible since the home was only a year old and was designed with two sliding doors on the upper level. The Planning and Zoning (P&Z) Commission held a public hearing on January 19, 2021. The P&Z Commission felt that since a water-oriented accessory structure could be allowed with certain conditions if an attached deck met those standards. After completing the findings of fact, P&Z recommended the variance request be granted with the following conditions: The deck shall be no larger than 250 square feet; the deck shall be no taller than ten feet; a setback from the OHWL of no less than twenty feet shall be maintained; no impervious surface shall be allowed under the deck. In order to make the deck not exceed the ten-foot height, the deck design would require a step down from the sliding doors. In order to avoid the safety hazards associated with having steps on the deck, the applicants are requesting a height not to exceed eleven feet. Supervisor Parker moved to approve staff to

write a resolution allowing the variance with an eleven-foot maximum height and the findings of facts as defined by P&Z; Supervisor Searing seconded. All ayes; motion carried.

**Fire Department:** Fire Chief Ballman reported 21 medical and three fire/other incident incidents in January 2021.

Assistant Chief Raml reported that initial costs to repair the SCBA compressor were \$6,000, and possibly higher with additional findings. Quotes for replacing the compressor were provided to the Board. Approximately half of the cost could possibly be paid from the balance of the fire department's 2020 budget. Supervisor Millerbernd moved to spend \$23,800.00 with Alex Air Apparatus for a Bauer Legacy compressor; Supervisor Parker seconded. All ayes; motion passed. Alex Air will service the new compressor while it's in warranty and after the warranty expires.

The fire department was awarded a \$10,000.00 matching grant from the MN Department of Public Safety to purchase gear washer/extractor. The equipment that was quoted for the grant is no longer available. A quote in the amount of \$10,940.16 was provided for a Washburn Machinery UniMac extractor. Additional costs of \$585.00 for delivery, as well as estimated electrical and plumbing hook-up costs led Supervisor Millerbernd to move to spend up to \$12,000.00 with Jefferson Fire and Safety for a gear extractor washer. Supervisor Searing seconded the motion which carried unanimously.

Supervisor Millerbernd moved to spend up to \$7,000.00 at A-1 Tires for tires on Tender 2; Supervisor Parker seconded. All ayes; motion carried.

LED stop/slow paddle lights were purchased and are in service. They are used at emergency scenes for safety. SOP 4.1 will be added to 2/23/21 Town Board meeting. Kevin Kane from M-Health would like to attend the Annual Meeting, but due to limiting guests, Mr. Kane will be encouraged to attend a regular Town Board meeting instead.

Anoka County Sheriff's Office Lt. Dan Douglas reached out to set up a meeting with Supervisors Peterson and Parker. Supervisor Peterson will follow up on the meeting.

**LFFD:** Supervisor Millerbernd informed Board members that the Linwood Family Fun Day (LFFD) committee is planning a recycling sculpture contest. Residents may build something out of recycled items. The contest prize money, amount to be determined, will come out of LFFD budget.

**Ryan Lake Drive project:** Road & Bridge (RB) committee member Mike Gabrick reported that paving the one-half mile section of Ryan Lake Drive will cost approximately \$280,000, plus the \$25,000 option of adding guide cable at two locations along the road. Mr. Gabrick encouraged the supervisors to drive the road and determine if they thought the guide cables were beneficial. The RB committee was split on their opinion of whether Ryan Lake Drive should be paved at this time. The consensus of the Board was to hold off on paving Ryan Lake Drive, save the money for resurfacing South Linwood Drive sooner, and concentrate on doing more crack sealing to preserve the existing paved roads. Any engineering services already performed for Ryan Lake Drive will be used when the paving project is eventually done. The 2021 plan is to do approximately \$25,000 of crack sealing on specifically identified roads.



The clerk was directed to prepare a resolution declaring the section of Ryan Lake Drive that does not have a dedicated road easement as township easement due to having been used and maintained for at least six consecutive years.

**Road & Bridge:** The Local Road Improvement Project grant (LRIP) application for resurfacing Martin Lake Road was estimated at \$425,000. Letters of support are being received from Anoka County Parks Department, the Linwood Fire Department, and residents along Martin Lake Road. The deadline for submitting the LRIP application is March 3<sup>rd</sup>.

The topic of town line road agreements will be added to an April agenda.

**245<sup>th</sup> Ave & Baylor Street:** In response to the Board's question from the February 3<sup>rd</sup> Budget Meeting, the clerk checked with Oxford Town Supervisor Mike Miller regarding the timing of paving 245<sup>th</sup> Avenue, a town line road shared by Oxford Township and Linwood Township. The one-half mile section was originally slated to be paved in 2021. Supervisor Miller responded that Oxford Township will be applying for LRIP funding to pave 245<sup>th</sup> Avenue and Baylor Street, and would like a letter of support from Linwood Township. Supervisor Parker moved to approve Resolution 2021-04 Supporting Pursuit of 2020 LRIP Funding from MnDot for Paving and Safety Improvements on Baylor Street/245<sup>th</sup> Avenue; Supervisor Searing seconded. All ayes; motion carried. (Full resolution on file.)

**Tierney Brothers contract:** Supervisor Searing moved to allow Supervisor Halliday to sign the Client Acceptance Form with Tierney Brothers because they have completed the work in the contract; Supervisor Millerbernd seconded. All ayes; motion carried. Quotes for providing a secondary input and updating the system to full-matrixing for up to four outputs were provided. At this time no upgrades will be done. A longer HDMI cord will be purchased so that the mobile monitor can be used as a second screen for in-house controls.

**Website update:** Media Specialist Natalie Zabrzewski presented a mock-up of the new website. She has been working with CivicPlus for designing the website. The mobile app will look different than the desktop version, though the functions will be consistent.

**SRWMO 2022 Budget:** The Sunrise River Water Management Organization (SRWMO) provided a draft of their 2022 budget. The total budget was proposed at \$43,880.00, with Linwood Township's portion of the budget at \$18,051.69. Supervisor Peterson moved to accept the SRWMO's 2022 budget; Supervisor Millerbernd seconded. All ayes; motion carried.

**Schedule Board of Audit:** The Board of Audit will be conducted during the Town Board meeting on February 23<sup>rd</sup>.

**Recycling:** Supervisor Millerbernd reported that the recycling center collected 817 tons of recyclable materials, organics, and yard waste in 2020. The amount far exceeded the 584 tons required by the SCORE funds contract with Anoka County, thanks to the dedication of the recycling coordinator and the volunteers. Two bays of the recycling center were named the Re-Center, an area where good, reusable items are available for residents to take and put to use, rather than ending up as landfill.

**Truck decals:** D&M Vinyl Graphics has been making the decals for township vehicles at a rate lower than can be found through other companies. Supervisor Parker owns D&M Vinyl Graphics

and was concerned that it would be a conflict of interest for him to continue making the decals for the Township. The Board agreed that as long as the cost of the decals remains lower than costs available through other companies, D&M Vinyl Graphics may continue to provide the graphic decals for the Township. Since it would be a conflict of interest for Supervisor Parker to vote to pay a claim from D&M Vinyl Graphics, those claims will be presented on a separate claims list to approve.

**Clerk's comments:** Public works employee Brian Edwards' 60 days of employment will be on February 14<sup>th</sup>. Supervisors Millerbernd and Halliday will meet with Edwards for his review on February 25<sup>th</sup>.

Due to changes of duties for several employees, each employee will be asked to review their job descriptions and provide suggested amendments to the Board.

The clerk will update the Data Practices Policy to reflect that the Compliance Official is the Township's attorney, Jason Hill. In an effort to cover costs associated with responding to time-consuming data requests, the policy will be amended so that the first one-half hour of staff time to respond to data requests will have no costs, instead of the first one hour of staff time. Supervisor Searing moved to amend the Data Practices Policy so that staff time will not be charged until after the first one-half hour. Supervisor Millerbernd seconded the motion, which carried unanimously.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the January 26, 2021 Town Board meeting, the January 27, 2021 Budget Meeting, and the February 3, 2021 Budget Meeting. Supervisor Peterson seconded the motion, which carried unanimously.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for January 27 through February 9, 2021, claims #35723 through #35760, for the amount of \$50,606.42. Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 2/5/2021 in the amount of \$16,608.59, including direct deposits #18842 to #18854 and EFTs #18855 to #18857; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Peterson reported that he has three quotes for concrete and grading in the recycling building. The quotes will be presented at the next meeting.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:57 p.m.

Approved on February 23, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Budget Meeting Minutes

**February 10, 2021**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd; Supervisors Carol Searing (via Zoom due to pandemic) Mike Parker (via Zoom); Treasurer Andrea Nekowitsch; Clerk Pam Olson

Board Members Absent: Tim Peterson

Others Present: none

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Special Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, February, 2021 and the clerk performed the roll call.

Chairman Halliday stated that the purpose of the meeting was to discuss the proposed 2022 budget and other financial considerations. The treasurer provided the Board with a report showing a projection of the 2021 ending balance and a 2022 budget scenario with no increase in the levy and keeping the operating funds around 50%. The clerk and treasurer proposed budget adjustments to several of the operating funds.

The Road & Bridge (RB) budget was reduced by \$25,000 from the preliminary amount of \$316,625 to \$291,625. The \$25,000 will be put into the RB Capital Fund for road improvement projects. Among various budget reductions to the RB budget were a \$5,000 cut from Paved Streets for road patching and a \$10,000 cut from Paved Streets for contractual crack filling.

Various cuts were made to the General Fund, reducing the preliminary budget by \$10,000.

In an attempt to maintain the Recycling expenses nearer to the amount of revenue generated from the recycling center and SCORE grant, the Recycling budget was reduced from \$113,780 to \$100,000. Within the recycling budget, \$12,000 will be earmarked for putting blacktop in front of the recycling buildings.

In planning for increased costs related to enforcement of the Town Code, \$13,000 will be added to the Planning and Zoning budget. It is unknown at this point whether enforcements will be done by employed staff or contractual. Staff will determine the appropriate line item to track the proposed expenses.

The Senior Center budget was reduced by \$3,250, from \$68,250 to \$65,000, with cuts mainly in the transportation sections of the preliminary budget.

The Fire Department preliminary budget line items were reduced to the following amounts:

Fire Administration/Legal Fees - \$500; Firefighter Equipment & Expenses/Personal Protection Equipment - \$10,000; Fire Training/Lodging – 1,500; Fire Station & Buildings/Gas Utilities - \$4,000. The total reduction to the Fire Department budget was \$14,000.

The preceding \$27,250 of cuts will be added to the proposed General Capital Fund for reserves to be used for any capital expenses that may arise.

No changes were made to the preliminary budgets of the remaining funds. Each Board member individually agreed to the aforementioned changes to the proposed 2022 budget. The clerk and treasurer will make the approved changes to the line items for the 2022 proposed budget.

Having reviewed and discussed all of the budgets, it was determined that it would not be necessary to increase the levy for 2022. Supervisor Parker moved to set the 2022 proposed levy at \$1,700,000.00; Supervisor Searing seconded. By roll call vote, the motion carried 4-0.

Because the 2020 ending balance in the RB operating budget was well in excess of 50% of the annual expenses, the clerk was directed to prepare a resolution amending the 2021 budget to transfer \$200,000 into the RB Capital Fund as reserves for future road improvement projects.

Supervisor Millerbernd expressed his appreciation to staff, committee members and the Board for their diligent work in preparing the proposed levy.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. By roll call vote, the motion carried 4-0. The was meeting adjourned at approximately 7:45 p.m.

Approved on February 23, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

**February 23, 2021**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd; Supervisors Carol Searing (via Zoom due to pandemic); Supervisors Tim Peterson and Mike Parker (via Zoom); Clerk Pam Olson

Board Members Absent: none

Others Present: Chief Darryl Ballman, Zoning Administrator Sandy Lathrop, Pam Hoppe, Assistant Chief Mike Raml, Ed Kramer, Tony DeChaine, Natalie Zabrzenski

**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, February 23, 2021 and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda; seconded by Supervisor Parker. The motion passed unanimously.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Variance Application #21-01-VAR:** On February 9<sup>th</sup>, the Board directed the zoning administrator to prepare a resolution approving variance application #21-01-VAR allowing a variance to constructing a deck at 24122 Fawn Court NE. Since the Anoka County Shoreland Ordinance 3.5.2 states, "For properties with existing sewage treatment systems, a certificate of compliance, consistent with MN Rules 7082.0700 Subpart 3, is required for variance approval.", the approval of the variance would need to be tabled pending compliance with the ordinance. Supervisor Halliday moved to table acting on Variance Application #21-01-VAR until a septic compliance inspection is received and that a 60-day extension letter be sent to the applicant; Supervisor Millerbernd seconded. All ayes; motion passed.

**Ordinance #188:** On February 16, 2021 a public hearing was held after which the Planning and Zoning Commission (P&Z) recommended that the Town Board approve amendments to the Accessory Building Ordinance. The amendments are meant to clarify some of the questions and issues that have been raised regarding two-story accessory buildings, lean-tos, storage sheds, and agricultural buildings. Supervisor Peterson wanted to amend the ordinance to allow 16-foot sidewalls on accessory buildings, but that concept was not part of the public hearing or the P&Z's recommendation. Supervisor Searing moved to accept Ordinance #188, Amendments to

807.03 Accessory Buildings; Supervisor Millerbernd seconded. Supervisors Searing, Millerbernd, Halliday and Parker voted aye; Supervisor Peterson voted nay. The motion carried 4-1.

The zoning administrator asked the Board to consider whether driveway permits are required for new construction and who should be responsible for doing driveway inspections. The topic was tabled for further consideration.

The Town Code requires that residents who have more than two dogs obtain an interim use permit for a kennel license. This topic was tabled for future discussion.

The swimming pool ordinance in Linwood's Town Code refers to having adopted the MN Appendix G. The State has since repealed their swimming pool ordinance. According to the town attorney, the township's ordinance is no longer enforceable because it references a non-existent state ordinance. This topic was tabled for future discussion.

With the possibility of a new subdivision, the zoning administrator asked for clarification of the Park Dedication fees that are to be paid per lot when lots are subdivided. By consensus, the Board affirmed that the intention would be that the dedication fee would be paid only for the newly created lots, but not on an existing lot with a residence.

**Parks:** Supervisor Halliday reported the skating rinks will be maintained as long as the weather will allow. Board consensus was that the Parks Commission should proceed with getting quotes to replace the Broadbent Park parking lot barricades. The Parks Commission would like to coordinate with the Linwood Family Fun Day Committee to do a park geocaching event along with the varied activities being planned by the LFFD committee. Parks members will attend a LFFD meeting.

**FD budget:** Fire Chief Ballman and Assistant Chief Raml were present to question the reduction the Board made to their 2021 budget. Of concern was that 20 sets of firefighting boots will need to be replaced due to their expiration dates. Only \$5,000 was budgeted for PPE in 2021, and the cost of replacing the boots will be approximately \$14,000. When multiple items are purchased by grants, it means that those same items will all need to be replaced about the same time. The goal should be to plan for gradual replacement of items as opposed to having to budget for mass replacements within one year. Supervisor Halliday explained that the Board uses the line items to arrive at an overall operating budget for each fund, but doesn't hold each department accountable to specific line items within their budgets. No changes were made to the budget proposed by the Board for the fire department's 2022 operating budget.

**FD SOG 4.1:** Supervisor Millerbernd moved to approve SOG 4.1 Medical Response/Med-III/Covid-19; Supervisor Parker seconded. All ayes; motion carried.

**Social Media concerns:** Media Specialist, Natalie Zabrzenski, expressed her concerns that it's not possible to limit comments on the township Facebook pages. Supervisor Searing will check with the town attorney regarding the legalities of limiting public comments on the Facebook pages.

**Senior coordinator resignation:** Supervisor Parker moved to accept Pamela Hoppe's resignation as senior coordinator; Supervisor Millerbernd seconded. All ayes; motion carried. The position will be advertised for two weeks using the current senior coordinator's job description. Senior

Coordinator Hoppe will contact participants and make arrangements for re-opening the senior center for exercise on March 8<sup>th</sup>. Supervisor Parker will meet with Ms. Hoppe to discuss procedures and moving forward.

**Senior Center chairs:** In 2020, the senior center purchased 12 tables, 96 chairs, and storage carts capable of holding 144 chairs. Supervisor Peterson moved to purchase 48 chairs for the senior center; Supervisor Searing seconded. The quoted cost for 48 chairs was \$1727.71. All ayes; motion passed.

**Board of Audit:** Following an explanation of the clerk's 2020 financial report and supporting documents, Supervisor Halliday moved to approve the Clerk's Report for Year Ending 12/31/2020; Supervisor Millerbernd seconded. All ayes; motion carried. The Board of Audit report will be available on file in the town office and posted for the Annual Meeting.

**Annual Meeting:** It was decided that the agenda for the Annual Meeting will be pared down to only the essential items that need to be discussed. No committee or departments will report at this year's meeting. The agenda will be available on the township website prior to the meeting. The Board estimated that the number of residents who attend the Annual Meeting in person would be much lower than in past years, so it was decided that only the board room and the senior center will be set up for in-person attendees. The Annual Meeting will also be streamed via YouTube. Staff will set up the rooms and have the technology in place in advance of the March 9<sup>th</sup> Annual Meeting.

**Clerk's comments:** The clerk shared the obituary of former Town Board Supervisor Ken Olson, who served on the board from 1992-1995.

Office staff received a phone call from a resident who expressed their appreciation of the latest newsletter and all of the work that went into creating it. The resident also commented that they were glad that Linwood remains a township.

The surplus sound system equipment that was purchased in 2018 will be offered for sale to the Sunnyside Lutheran Church at a price of \$500.00. The equipment includes a sound mixer, amplifier, handheld wireless microphone, and miscellaneous cables. The Township removed this equipment in 2020 when the new AV system was installed in the board room.

The clerk will send requests for proposals for road grading services for 2021. Proposals will be provided to the Road & Bridge committee for recommendation to the Town Board.

Supervisor Parker will be the liaison between the Road & Bridge committee members and the clerk. This is an effort to help alleviate some of the confusion associated with after-the-fact road service specification changes and dealing with timing of requests for proposals.

**Approval of Minutes:** Supervisor Halliday moved, and Supervisor Millerbernd seconded, to approve the February 9, 2021 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 \$6,871.09, including claims #35761 through #35775; Supervisor Millerbernd seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 2/19/2021 in the amount of \$15,162.32, including direct deposits #18863 to #18870 and EFTs #18871 to #18873; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Millerbernd moved to spend \$358.68 for a door closer in the senior center; Supervisor Searing seconded. Supervisor Millerbernd will pick up the closer from East Side Glass as he will be in St. Cloud. All ayes; motion carried.

**Adjournment:** Supervisor Parker moved to adjourn the meeting; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:42 p.m.

Approved on March 9, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk





## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

March 9, 2021

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd and Tim Peterson; Supervisor Carol Searing (via Zoom due to pandemic); Clerk Pam Olson

Board Members Absent: Supervisor Mike Parker

Others Present: Fire 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 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, March 9, 2021 and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda with the addition of recycling; seconded by Supervisor Peterson. The motion passed 4-0.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Extractor donation:** Fire Chief Ballman was present to inform board members that the new washer extractor is being installed at the fire station. The fire chief's recommendation was that the old washer be donated to a fire department that could use it. It was clarified that the washer extractor in question is the one that was purchase with township funds around the time when the new fire station was built in 2002. Supervisor Millerbernd moved to donate the old washer extractor to a needy department; Supervisor Peterson seconded. All ayes; motion passed 4-0.

**Crack sealing:** At the last Road & Bridge meeting, the committee recommended that all crack sealing quotes be rejected, due to them writing different specifications for a poly flex process. Supervisor Millerbernd moved to reject all crack sealing quotes; Supervisor Peterson seconded. The motion carried 4-0. The new specs will be sent out with requests for proposals.

**Road salt quantity:** Supervisor Peterson moved to order 180 tons of road salt for the 2021-2022 season; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. Last year, the township ordered 200 tons of road salt and there is still about 60 tons remaining in the salt shed. The township will need to take delivery of about 3 more tons of salt this year to fulfill the 2020-2021 minimum amount.

**TruGreen service renewal:** Supervisor Halliday reported that the Parks committee recommended adding weed control along the walkways and in the play areas, in addition to the regular fertilizing treatments in the parks. Supervisor Peterson moved to approve the TruGreen contract for \$5,150.00; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Senior Center use:** Town Board approval was granted for gun classes to resume in the senior center, provided that the Township Covid-19 plan is followed.

**JD tractor bids:** The 2000 John Deere front-end loader was advertised to be sold to the public via closed bids. The items for sale included the loader, with a Doyle 260 self-leveling bucket, a Doyle 255 bucket, a Diamond rotary mower arm and two mowing decks, and two spare tires. Bids for the sale of the equipment were opened during the Board meeting by the supervisors. Of the 14 bids received, the highest bid was for \$28,010.00. If the high bidder on the loader is interested in buying the pallet forks, the Board recommended they be sold to that person for \$400.00 to \$500.00.

**Employee 60-day review:** Supervisors Halliday and Millerbernd met with public works employee Brian Edwards for his 60-day review. Both supervisors were impressed with the employee and recommended offering him further employment. Supervisor Millerbernd moved to hire Brian Edwards as a regular employee and give him all the necessary access and benefits; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**Clerk's comments:** The Board agreed to rent the senior center or board room on a limited basis for \$20.00 per day, for a resident to use the space for no more than two hours per day, for five days in March to live stream a dance class. A rental agreement will need to be signed.

**Recycling concrete:** Supervisor Peterson provided the Board with information regarding two quotes for putting concrete in the drive-through recycling building. One quote included doing dirt work in the building to slope the concrete so water would run out the doors. That quote was for \$8,910.00. The second quote was for a level slab at \$7,475.00. Supervisor Searing questioned whether both companies were asked to quote using the same specifications. Supervisor Peterson didn't know what the specs were. It was also questioned whether either of the quotes included pouring two 10' x 10' slabs outside the exits of the town board room. This topic was tabled for Board discussion until consistent quotes can be provided to the clerk to be included in a Town Board meeting packet.

**Approval of Minutes:** Supervisor Peterson moved to approve the meeting minutes for the February 23, 2021 Town Board meeting. Supervisor Millerbernd seconded the motion, which carried 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for 2/24/21 through 3/9/21, claims #35776 through #35808, in the amount of \$23,526.91. Supervisor Millerbernd seconded the motion, which passed 4-0.

Supervisor Halliday moved to pay the regular payroll for 3/5/2021 in the amount of \$15,203.99 including direct deposits #18880 to #18892 and EFTs #18893 to #18895; Supervisor Peterson seconded. All ayes; motion passed 4-0.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:57 p.m.

Approved on March 23, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

**March 23, 2021**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd; Supervisor Carol Searing (via Zoom due to pandemic); Supervisors Tim Peterson and Mike Parker (via Zoom); Clerk Pam Olson

Board Members Absent: none

Others Present: Zoning Administrator Sandy Lathrop, Assistant Chief Mike Raml, Joe Dolphy, Jr., Andy Luedtke, Tony DeChaine

**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, March 23, 2021 and the clerk performed the roll call. Additions to the agenda included sheriff's department and cemetery. Supervisor Millerbernd moved to approve the agenda as amended; seconded by Supervisor Parker. The motion passed unanimously.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Resolution 2021-03:** Supervisor Halliday gave an overview of variance application 21-01-VAR, from Arlene Erickson, 24122 Fawn Court NE, Stacy, PID #26-34-22-23-0007, to reduce the setback from the OHWL to construct a deck on the north side of the house. Findings of Fact are incorporated within the resolution. Conditions set forth in the resolution include:

1. A minimum setback from the OWHL of 20' shall be maintained.
2. The deck shall be no larger than 250 square feet and no taller than 11' above grade at any point.
3. No impervious surface shall be allowed under the deck, which excludes the use of concrete, pavers, cinder block and other impervious materials.
4. No other impervious surface structures shall be allowed on the property, including gazebos, patios, and sheds, and no additions to existing structures, driveways or sidewalks. The deck may not be enclosed with a roof or sidewalls or used as a storage area.
5. No water-oriented accessory structure will be allowed.
6. All submittal and inspection requirements established by the building inspector shall be met.
7. All works shall be in accordance with the revised plan submitted with the application and otherwise compliant with the township ordinances.

Supervisor Parker moved to adopt Resolution 2021-03 Accepting Findings of Fact and Approving Variances; Supervisor Millerbernd seconded. All ayes; motion carried. (Full resolution on file)

**Lincoln Estates:** The P&Z committee recommended the Town Board approve the Lincoln Estates preliminary plat, pending approval of the town engineer. The township attorney will draft the developer's agreements and have the engineer add his comments.

**Swimming pool ordinance:** The zoning administrator reported that the P&Z committee discussed the township's pool ordinance. The ordinance is no longer enforceable since the adopted state building code for swimming pools has been repealed. The committee recommended using the wording from Appendix AG of the Universal Building Code in township ordinances. It was questioned whether it would be feasible to enforce the ordinance retro-actively. The swimming pool ordinance was initially brought to the Town Board from a resident as a safety issue. Discussion ensued regarding protecting people from swimming pools, but there are no protections from the numerous bodies of water within the township. Enforcing the swimming pool ordinance was another stumbling block. The topic was tabled until the next meeting.

**P&Z issues:** P&Z Chairman Joe Dolphy, Jr. was present to ask for Town Board support the Planning & Zoning commission in moving forward with their work, prioritized as first updating the zoning map, establishing business zoning, business types, and then defining home occupations. The comp plan designates locations for business districts, but P&Z needs to choose appropriate business locations based on the plan for what the township would look like in the future. P&Z has discussed tiered development so that development is organized with businesses along select portions of the main thoroughfares, then multifamily housing as a transition into single family homes. P&Z indicated that creating spaces for residents with businesses would create tax benefits for the township. Encouraging home-based businesses would create no tax benefits to the residents. P&Z would like to hold a joint meeting with the Town Board to review the comp plan and have a united vision for the future of the township. The Town Board was in agreement that P&Z should work aggressively to define zoning areas.

The other area of concern for P&Z was the lack of enforcement of the ordinances. It was considered futile to develop ordinances without the certainty that they would be enforced. Supervisor Halliday stated that the building official is working with the township attorney to develop code enforcement procedures.

**Parks:** Supervisor Halliday reported that the annual park tour will be in lieu of the next Parks Committee meeting on April 26<sup>th</sup>. Each park board member adopted two or three parks to oversee. New nets were ordered for the tennis courts. Public works is checking with Anoka County Highway Department to see if they can get discount pricing for the parking barriers in the Broadbent parking lot. The Parks committee will be involved in planning LFFD activities to highlight the township parks. There will be an appreciation evening for the skating rink volunteers. They will discuss how the rink maintenance process went this last season and ways to improve. The parks committee is looking for two more committee members.

**Fire Department:** Assistant Chief Raml reported thirteen total incidents in February 2021, with seven being medical, five fire calls, and one mutual aid given to East Bethel for a barn fire.

Supervisor Millerbernd moved to bring back firefighters Dan Ragen, Denny Young and Stevie Young from their leave of absence on April 1, 2021; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday will sign the PERA Cost Analysis request to study and report if the fire department is aligned with the retirement projections.

A concrete base was needed prior to installing the washer extractor, and the compressor has been installed and wired.

The township vehicle, currently being used by the fire department for carpooling to training, will remain a township-wide asset and not be transferred to the fire department exclusively.

Supervisor Millerbernd asked for Board approval to grant a resident volunteer permission to remove two dead cherry trees at the fire station. The volunteer will cut down, haul the wood away and clean up the brush. The volunteer waiver was signed at the time the resident made the request. The same resident will be asking permission of the School Forest committee to remove several trees from the School Forest and Community Park.

**Fire station roof:** The Central Roofing pricing approved by the Town Board in 2020 will be honored if the job is done this year. The price remains at \$72,500.00 and there will be a pre-construction meeting to determine the full schedule of the project. Replacement of the roof top unit prior to the completion of the installation of the loose laid EPDM roofing system. Quotes on replacing the rooftop unit will be requested from various vendors. The Central Roofing Contract was signed by the Board Chairman.

**Crack sealing specs:** Supervisor Millerbernd had the township engineer review the poly-flex crack sealing specifications. The engineer made some redline changes. The revised specs will be sent out for proposals.

**Social media:** The media specialist discovered that the Facebook policy has changed to where you cannot deny the ability to comment or remove comments. Other communities that the media specialist contacted have not had issues with the public comments on their social media platforms. Information from the MN Association of Townships (MAT) reveals that constant monitoring is not necessary. It can set aside one time per week, month, quarter, etc. to review or delete the comments. According to MAT, the Township may also be able to limit who can comment on individual posts, rather than closing the entire page to comment. The social media policy will be revised to include the rules for posting by the public, as well as who is responsible for monitoring the sites for each department. The media specialist will manage the content as far as the functioning of the pages and assist the representative or the person responsible for entering content on the pages. Responses to posts will be the responsibility of the employee or the committee member selected from the department associated with each page.

**Retaining meeting videos:** It has been requested that the video recordings of the Town Board meetings be made available after the time of the meetings. The media specialist determined that the recordings can be kept as YouTube videos, but the file cannot be downloaded. The Board determined that a policy will be developed such that the recordings will be retained until the time of the next meeting. An attendee suggested that if the meetings are recorded, they legally must be kept for 60 days. This will be researched.

**Concrete quotes:** Supervisor Peterson failed to bring the concrete specifications and the quotes for the Board to compare. Without the proper information, the Board requested that Supervisor Peterson bring the quotes to the clerk and Supervisor Millerbernd will call the second contractor to clarify the specifications being proposed. Supervisor Millerbernd will also get quotes for concrete slabs behind the town hall and in front of the maintenance building overhead doors.

**Sr. Coordinator interviews:** Supervisor Parker and the clerk will conduct interviews for the two applicants for the senior coordinator's position.

**Pet clinic:** Supervisor Parker will coordinate the pet clinic this year.

**Clerk's comments:** The clerk informed the Board that the John Deere loader and forks were sold to the highest bidder, and have been paid for and removed from the property. Staff should be encouraged to send their updated job descriptions to their immediate supervisor for them to present to the Board for approval. The clerk was given permission to open the town hall to the public, but lock the doors when only one staff member is present. A buzzer may be installed to alert staff when someone comes into the building or notify them that someone is at the door. The main office should remain locked. This protocol will be reviewed as necessary.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the March 9, 2021 Town Board meeting; Supervisor Millerbernd seconded the motion, which carried unanimously.

**Acknowledge 2021 Annual Meeting minutes:** The supervisors acknowledged having received a draft copy of the 2021 Annual Meeting minutes. The minutes will be approved by the residents at the next annual meeting.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for 3/10/21-3/23/21, claims #35809 through #35826, in the amount of \$9,622.88. Supervisor Parker seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 3/19/2021 in the amount of \$12,911.65, including direct deposits #18904 to #18911 and EFTs #18912 to #18914; Supervisor Parker seconded. All ayes; motion passed.

**Sheriff's department:** Supervisors Parker and Peterson met with representatives from Anoka County Sheriff's (ACSO) department to discuss housing the deputy's office and vehicle at the town hall. A secure office required having a locked door behind another locked door, meaning no direct access from outside. The plan was to use the old police office adjacent to the maintenance garage. Since the 2016 town hall renovation, that space no longer exists, only a small closet being used for storing election equipment. After exhausting all other possibilities for space at the town hall and senior center, it was the consensus of the Board that housing the deputy at the township complex was not an option. Supervisor Peterson was instructed to contact ACSO to inform them of the Board's decision. Supervisor Peterson was encouraged to stop in at the town hall and view the various spaces that the Board had discussed so he would have a visual understanding of the sizes and uses of the rooms.

**Cemetery:** Supervisor Millerbernd informed the Board that he had instructed public works to clean out the seasonal wreaths and pine sprays from the cemetery. Public works employee Tony explained that they had removed the brown wreaths, but left the rest. Tony voiced his hesitancy to touch any memorial items at the gravesites. Supervisors Millerbernd and Searing had previously expressed the importance of having the cemetery ready for funerals and Easter. Supervisor Millerbernd read aloud the cemetery standards regarding removal of plants. The standards state that it is at the discretion of those in charge of maintaining the cemetery to remove them. It was the supervisors' contention that public works had not done what they had been asked to do. The fence on the northeast edge of the cemetery was intended as a place for public works to place bedraggled silk flowers and other decorations that are no longer alive or in good condition. Public works were specifically instructed to remove Christmas decorations, to include wreaths and swags so that the cemetery is ready for the Easter weekend visitors.

**205<sup>th</sup> Road closed sign:** Supervisor Millerbernd reported that public works will be removing the 'Road Closed' sign on 205<sup>th</sup> Avenue when the DNR opens the gate into Carlos Avery, no sooner than April 5<sup>th</sup>.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 8:13 p.m.

Approved on April 13, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Special Town Board Meeting Minutes March 30, 2021

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd; Supervisors Carol Searing (via Zoom due to pandemic); Supervisor Mike Parker (via Zoom); Clerk Pam Olson

Board Members Absent: Tim Peterson

Others Present: Chief Darryl Ballman, Tony DeChaine, Natalie Zabrzenski

**Call to Order and Approval of the Agenda:** Chairman Halliday called the Special Linwood Town Board meeting to order at 7:03 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, March 30, 2021 and the clerk performed the roll call. Supervisor Halliday stated that the purpose of the special meeting was to discuss concrete quotes and an emergency replacement of the boiler at the fire station.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Recycling concrete:** Supervisor Millerbernd clarified that the quote from Bob Pankan & Sons for concrete in the drive-through recycling building included all of the necessary dirt work and tapering the slab for \$7,475.00. The quote from Larry Schultz for \$8,820.00 didn't include the dirt work for tapering and removing extra dirt inside the building, which would be performed at a rate of \$90.00 per hour. Supervisor Parker moved to accept the Bob Pankan & Sons Concrete and Masonry quote for the recycling building; Supervisor Searing seconded. The quote for \$7,475.00 states that the contractor will furnish all materials and perform all the labor necessary for completion of concrete for 30' x 48' polished, with 1,440 sqft, 4" thick, 4,000 PSI concrete, #3 rebar, 3' on center, each way, control joints; 2 aprons 30' x 3', 4" thick w/#3 rebar; one 4' x 4' pad. The motion carried 4-0.

**Other concrete work:** Quotes for concrete pads at specific areas outside of the senior center and maintenance building were obtained, but the Board questioned the timing of the expenditures and the effects on the capital funds. The topic was tabled until the next Board meeting, when they will have capital fund budget numbers available to them.

**Fire station boiler:** Supervisor Millerbernd reported that Kramer Mechanical was contacted to check out the roof top unit at the fire station with the thought that it may be replaced prior to the upcoming roof construction. During the contractor's inspection, they noticed that the boiler



exhaust was burned off and were given permission to repair the exhaust. Also noted was that the coils were burned out and the boiler was off. Kramer Mechanical submitted a bid to replace the boiler. Due to moderate temperatures, it was determined that the replacement was not an emergency. This topic was tabled until the next Town Board meeting. The fire department facilities team will get a proposal from Crosstown Mechanical and Supervisor Millerbernd will solicit a proposal from Air Mechanical. The quotes will be provided to the clerk to be included in the next meeting packet. These quotes will not include replacement of the rooftop unit to heat the offices, only the replacement of the boiler for heating the bay areas.

**Adjournment:** Supervisor Millerbernd moved to adjourn the meeting; Supervisor Parker seconded. All voted in favor; the motion carried 4-0. The meeting adjourned at 7:25 p.m.

Approved on April 27, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

**April 13, 2021**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd; Supervisor Carol Searing (via Zoom due to pandemic); Supervisor Mike Parker (via Zoom); Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Zoning Administrator Sandy Lathrop, Fire Chief Darryl Ballman, Captain Mike Zacher, Jamie Schurbon, Carolyn Trost, Chris Trost, Jeff Reinert, Ed Kramer, Evan Cable, Tony DeChaine

**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, April 13, 2021 and the clerk performed the roll call. Speed limit sign was added to the agenda. Supervisor Millerbernd moved to approve the agenda as amended; seconded by Supervisor Parker. The motion passed 4-0.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**County Commissioner:** District 6 County Commissioner Jeff Reinert was present to inform the Board that the Anoka County Highway Department is willing to work with the Township in seeking grants for road improvements, that the senior housing project is bottlenecked because interested property owners have not indicated that they were willing to move forward with selling their properties; that the Township should plan for expanding internet coverage to residents; and that a generator for the fire department could be purchased through HRA funds. Discussion ensued regarding the Township's understanding that the County was responsible for all aspects of the senior housing project in the Township and that the Township had contacted the three property owners who were willing to sell their lots for senior housing. Commissioner Reinert was going to research the senior housing topic further with Karen Skepper. Materials related to road maintenance were given to each supervisor for their review. Commissioner Reinert would like to meet with the Board in a work session to assist with planning future projects.

**Feather Street swale:** Jamie Schurbon from the Anoka Conservation District (ACD) explained the opportunity to improve the treatment of stormwater that is draining into Martin Lake by

installing three check dams in the roadside swale on the west side of Feather Street. The project would be funded by a 2019 SRWMO state grant and associated matching funds that are already in-hand. The ACD would coordinate construction. The Township would be responsible for maintaining the project for at least 10 years after completion, as detailed in an owner and maintenance agreement. The board members were in agreement with the ACD moving forward with the project.

**Town Line road agreements:** Road and Bridge committee member Mike Gabrick was permitted to meet with representatives from surrounding cities to develop maintenance agreements for town line roads in common with Linwood Township. The agreements will be presented to the Board for approval.

**Street sweeping quotes:** Supervisor Millerbernd asked public works to get quotes for street sweeping and catch basin cleaning for the Board to consider.

**Speed limit sign:** Supervisors have received complaints about the speeds on Japura Street and expressed their concern. The attorney's opinion was that the Township has the option to designate a residential roadway or a rural residential district to reduce the speed limit. The driveways on Japura Street appear to be spaced too far apart to qualify as a rural residential district. But Japura Street can be declared a residential roadway, which would allow the speed limit to be reduced to 25 m.p.h. Board members instructed the clerk to work with Supervisor Parker to prepare a resolution to install a 30-mph speed limit sign on Japura Street based on multiple complaints, frequent pedestrian activity, and to maintain a consistent speed zone with the intersecting East Martin Lake Drive.

**Lincoln Estates Preliminary Plat:** Following holding a public hearing on March 16, 2021, the Planning and Zoning commission recommended that the Town Board approve the Lincoln Estates preliminary plat, subject to approval of the engineer. On April 9, 2021, the township engineer sent an update review which recommended approval of the preliminary plat, subject to stipulations. Supervisor Halliday moved to approve the Lincoln Estates Preliminary Plat with the following stipulations:

1. Applicant to submit to the Township engineer, the final approval letter from the Anoka County Highway Department, when received; and
2. Applicant to submit to the Township engineer, a copy of the NPDES construction permit prior to the start of any construction.

Supervisor Millerbernd seconded the motion which carried 4-0.

Supervisor Halliday moved to direct the zoning administrator to schedule a public hearing to consider rezoning the parcels included in the Lincoln Estates plat from R-A to R-1 upon final plat approval; Supervisor Millerbernd seconded. The motion passed 4-0.

**Linwood Family Fun Day:** Linwood Family Fun Day (LFFD) committee members Sam Kramer and Bri Seekon were present to inform the Board of the plans for the sesquicentennial celebration. Supervisor Millerbernd moved to allow the LFFD recycle sculpture contest, where first prize will be \$75, second prize will be \$50, and third prize will be \$30; Supervisor Searing seconded. The community attendees will judge the sculptures. The motion carried 4-0. Other planned activities for the week-long celebration included ax throwing, obstacle course, game night, bingo, and

movie in the park. Supplies and prizes for the activities will need to be purchased. Supervisor Millerbernd moved to spend up to \$500.00 for the events in the week prior to the Saturday LFFD events; Supervisor Searing seconded. The motion passed 4-0. There will be no age limit for the ax throwing, but liability waivers will be required for all ages. There will be no charge for the Friday night theater in the park, so there will be no copyright infringement issue. No dogs will be allowed in the park on movie night. The Martin Lakers plan to do bingo and sell concessions during the movie. The social media policy will be updated for the next town board meeting. The LFFD Facebook page will be regulated per the Township's social media policy. The Andersons have agreed to let the Township use the Grange Hall located on their property for the sesquicentennial celebration. Historical memorabilia and stories will be on display in the Grange Hall, which will be available for the Township on August 1<sup>st</sup> to start setting up. Volunteers will paint the outside and make minor repairs to the Grange Hall. Supervisor Millerbernd moved to spend up to \$100.00 for paint and materials for the Grange Hall; Supervisor Halliday seconded. The motion carried 4-0. Requests for oral history stories and photos will be put on the website and Facebook page.

**Fire Department:** Fire Chief Darryl Ballman reported 15 total runs in March 2021, with nine being medical and six being fire calls.

Fire Captain Mike Zacher reported that the preconstruction meeting for the roof was held. The roof replacement starting date is scheduled for April 26<sup>th</sup>. Public works will need to protect the sprinkler zones from the construction vehicles parking near the irrigation heads. The metal cap trim will be red to compliment the color of the building when it is repainted. The scrap metal will be disposed of at the Linwood recycling center.

Appreciation was expressed for Mary Brooks assistance in writing the washer/extractor grant, which the washer/extractor is now operational. The old washer/extractor was donated to the Cannon Falls Fire Department.

The approval of the fire department SOP 1.18 Social Media policy was tabled pending clarifying that the firefighters are employees of the Township, not the fire department, as well as checking with the township attorney to verify that no 1<sup>st</sup> Amendment rights are being violated.

Supervisor Millerbernd moved to approve a leave of absence for up to one year for Tom Lukkonen and Mark Olson, and a continuation of leave of absence for Stevie Young; Supervisor Parker seconded. The motion carried 4-0. Firefighters Dan Ragen and Dennis Young have returned to duty following their leaves of absence.

The fire boots planned to be purchased in 2022 are being back-ordered, so Supervisor Millerbernd moved to approve purchasing 15 pair of fire boots, not to exceed \$8,000.00; Supervisor Parker seconded. The motion carried 4-0.

The clerk will contact Embedded Systems regarding the failure of warning siren #2.

**Fire department heat systems:** The Board considered multiple quotes for replacing the boiler and the roof-top unit at the fire station. Supervisor Millerbernd moved to award the job to Kramer Mechanical up to \$10,000.00; Supervisor Parker seconded. The quote was for a 199,000 BTU Veissman boiler and the boiler water protectant treatment. The motion carried 4-0.

Supervisor Millerbernd moved to pay up to \$12,000.00 for Kramer Mechanical to replace the roof-top unit; Supervisor Parker seconded. The motion carried 4-0. The quote was for a 6-ton Ruud furnace. Supervisor Millerbernd will confirm with Kramer Mechanical that the work will include fixing the noted insulation and duct work issues that were mentioned on a separate \$455.00 quote.

Supervisor Halliday moved to pay for replacing the heating units at the fire department out of the Building Capital Fund account until that account is zeroed out, and then pay the remaining balance out of the General Capital Fund account, knowing that we can reallocate the money that's coming in in December back into the General Capital Fund account, if necessary. Supervisor Parker seconded the motion, which passed 4-0.

**Concrete quotes:** The Board examined the quotes received for having concrete pads poured adjacent to the senior center and maintenance garage east exits, as well as removing and replacing the concrete apron in front of the maintenance garage. After considering the finances and the upcoming sesquicentennial events in and around the town hall complex, it was decided to have only the pads done at this time and not the apron. Supervisor Millerbernd moved to spend up to \$1,600.00 for the rear pads, if the contractor agrees to do them for the quoted price; Supervisor Searing seconded. The motion carried 4-0. Supervisor Millerbernd will contact the contractor with the lowest price.

**Park barrier quotes:** Based on the quotes provided, Supervisor Halliday moved to spend up to \$2,185.00 for the purchase of curb barriers for Boettcher Park; Supervisor Millerbernd seconded. The motion carried 4-0. The quote from Braham Monuments was for forty 6' to 7' concrete curbs plus delivery. The curbs will not be spiked to the ground. The handicap parking space should be painted and the appropriate signage installed.

**Pet clinic:** Supervisor Parker contacted several veterinarian offices and none of them are conducting pet clinics this year due to social distancing guidelines.

**Social Media policy:** The updated social media policy will be discussed at the next meeting.

**Video retention:** Upon clarification that video recorded township meetings are public data and would need to be retained for six years according to the records retention schedule. The options for retaining the recorded videos would be to leave them on YouTube or purchase additional equipment for storing the videos. Supervisor Parker moved that all meetings will be direct streamed only and not be recorded; Supervisor Searing seconded. The motion passed 4-0.

**Municode update:** Supervisor Halliday recapped the Municode project to reorganize and remove inconsistencies in the town code. P&Z members Joe Dolphy and Tom Searing have been working on several versions of revisions. Staff has experienced several problems with the code that will need to be corrected in the future, but P&Z can't move forward until they can work in the revised copy, so the project will be moving into the final proof stage soon. When the proofs are ready, the Town Board will meet jointly with P&Z to get an overview of the changes, then review the proofs, before a public hearing is scheduled. It was estimated that the completed code should be ready for adoption within a few months.

**Sr. Coordinator hiring:** Supervisor Parker reported that he and the clerk interviewed two applicants for the senior coordinator's position. Since neither candidate had experience as a coordinator, it came down to personality and willingness to explore activities based on feedback from the participants. Supervisor Parker was instructed to make an offer of employment to candidate #1 with a starting wage of \$19.00 per hour, subject to results of a background check.

**Tree removal contract:** Supervisor Parker moved to accept the Tree Removal, Chipping & Heavy Equipment Contract with Raml's Tree Service; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Electrical quotes:** Quotes were received for electrical wiring for the main office and the recycling oil building. Since there are other options for electric near the oil shed, that quote was deemed unnecessary. Supervisor Millerbernd moved to accept the quote from K-Lee Electric for wiring additional outlets in the office for \$600.00; Supervisor Searing seconded. The motion passed 4-0.

**Recycling phone:** The recycling coordinator has expressed the need for a portable phone at the recycling center. The coordinator tried using his personal cell phone, but the signal isn't reliable in that area. Supervisor Millerbernd moved to spend up to \$500.00 for a cordless phone for the recycling center; Supervisor Searing seconded. The motion carried 4-0.

**Easement vacation:** In the process of closing on the sale of the property at 24445 Yerkes Street, a title company has identified an encroachment into certain drainage and utility easements on the property, which were proposed to be vacated in the process of a lot line adjustment done by Town staff in 2018. However, a resolution from the Town vacating the easements has not been filed or recorded. In accordance with Minnesota Statutes, sections 368.01, subd. 25 and 462.358, subd. 7, the Town must set a public hearing on the vacation of the easements. Supervisor Halliday moved to set the public hearing for easement vacation for 24445 Yerkes Street for 6:00 p.m. on May 11, 2021.

**Township property sale:** Two lots on the northeast corner of the intersection of Feather Street and 228<sup>th</sup> Avenue, following tax-forfeiture, were conveyed to Linwood Township in 1993 for park purposes. Since the property has not been used for park purposes, and the adjacent property owners contacted the Township regarding purchasing the lots, it was determined that the lots should be reconveyed back to the State of Minnesota. Supervisor Searing moved to turn back Lots 24 and 25, Block 5, The Martin Lake Shores, to the State; Supervisor Millerbernd seconded. The motion carried 4-0. The clerk was instructed to prepare the necessary resolution.

**Administrative Subdivision application fee:** The clerk explained that the Administrative Subdivision application fee of \$200.00 doesn't cover the actual expenses associated with the process. Additional expenses not realized when the fee was originally adopted include meeting with interested parties prior to application, holding a public hearing for vacating utility easements, and situations when the engineer is involved. Supervisor Millerbernd moved to change the Administrative Subdivision fee to \$350.00; Supervisor Parker seconded. The motion carried 3-1, with Supervisors Millerbernd, Searing, Halliday voting in favor and Supervisor Parker voting against.

**Letter of resignation:** Supervisor Millerbernd moved to accept Brian Edwards' resignation with his last day being April 20<sup>th</sup>; Supervisor Parker seconded. Upon further review of the resignation letter, Supervisor Millerbernd made a friendly amendment to make the last day of employment Friday, April 17<sup>th</sup>; Supervisor Parker accepted the amendment. The motion carried 4-0.

After clarifying the intention of Mr. Edwards, Supervisor Millerbernd moved to rescind the prior motion and to accept Brian Edwards' resignation with his last day being April 20<sup>th</sup>. Supervisor Parker seconded the motion, which passed 4-0.

**Clerk's comments:** The Local Board of Appeals and Equalization will meet at 5:30 pm on April 27, 2021. Supervisor Halliday and Millerbernd are certified for the LBAE. The clerk will send the online certification information to Supervisor Parker. The meeting will be held in person and Natalie will attend to stream the meeting to the public.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the March 23, 2021 Town Board meeting. Supervisor Millerbernd seconded the motion, which carried 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for March 24 through April 13, 2021, claims #35827 through #35859, for the amount of \$86,441.76. Supervisor Millerbernd seconded the motion, which passed 4-0.

Supervisor Halliday moved to pay the regular payroll for April 2, 2021 in the amount of \$12,443.33, including direct deposits #18919 to #18925 and EFTs #18926 to #18928; Supervisor Millerbernd seconded. The motion passed 4-0.

**Public works hiring:** Supervisor Halliday reported that one of the parks workers from last year is available to work this year. Supervisor Millerbernd will check with one of the public works candidates who was interviewed last fall to see if they are still interested in the full-time public works position. The Board will discuss their hiring options at the next meeting.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. The motion carried 4-0. The meeting adjourned at 9:02 p.m.

Approved on April 27, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Local Board of Appeals and Equalization Minutes April 27, 2021

Board Members Present: Supervisors Bob Millerbernd, Carol Searing, Supervisor Mike Parker; Clerk Pam Olson;

Board Members Absent: Supervisors Tim Peterson and Mike Halliday

Others Present: Representatives from Anoka County Assessor's Office: Benjamin Hamill, Shawn Halligan, Landon Bresnahan

**Call to Order:** Vice Chairman Millerbernd called the Linwood Local Board of Appeals and Equalization meeting to order at 5:37 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 27, 2021 and the clerk performed the roll call. Supervisor Millerbernd read the official notice of the Board of Review.

Anoka County Assessment Compliance Manager, Benjamin Hamill, reported that there were 48 home sales in Linwood Township in 2020. The residential median prices increased due to low interest rates and the scarcity of homes on the market. Over a five-year period, there has been a steady increase in the market values for residential, agricultural and commercial properties. The overall market value increased 8.18%.

Shawn Halligan, Residential Assessor stated that the northwest corners of the township will be assessed in 2021.

If business signage is displayed or commercial activity is apparent on a residential property, the residential assessor will notify the commercial appraiser. There is a difference between using the property to conduct business and storing business equipment on the property. If there is business being conducted on residential property, the county may use a split class where the commercial use area is taxed separately from the residential use area.

Agricultural land is defined as having 10 or more acres that is productive land and produce for sale is generated from those acres. There is new legislation whereby seven acres with a windbreak can be considered agricultural use.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Searing seconded. The motion carried 3-0. The meeting adjourned at 5:56 p.m.

Approved on May 11, 2021

Attested:

\_\_\_\_\_  
Robert Millerbernd, Vice Chair

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





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### Town Board Meeting Minutes

**April 27, 2021**

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

Board Members Absent: Supervisor Tim Peterson

Others Present: Fire Chief Darryl Ballman, Assistant Chief Jim Stockinger, Zoning Administrator Sandy Lathrop, Tom Searing, Joe Dolphy, Jr., Tony DeChaine

**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, April 27, 2021 and the clerk performed the roll call. Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed 4-0.

**Parks:** Supervisor Halliday reported that he and two members of the Parks Committee performed the annual park tour, visiting the most highly used parks. Each park board member was assigned two or three parks to monitor regularly. Staff was asked to continue to advertise for two park members.

Hiring summer help for parks maintenance will be dependent on whether an additional full-time public works employee is hired. Supervisors Millerbernd and Parker will interview a prior applicant who expressed interest in the public works position. One of the part-time park maintenance workers is willing to return with an increase in pay and the other is not interested in returning this year.

**Fire Department:** Fire Chief Ballman reported that the fire station roof replacement is underway and the boiler has been installed. Approval of the SOP 1.18 Social Media for LFD Firefighters was tabled pending a response from the township attorney regarding the 1<sup>st</sup> Amendment.

Assistant Chief Jim Stockinger informed the Board that every two years a cost analysis can be done to estimate the cost of increasing the benefit level in the PERA firefighter pension plan. Data was provided based on the current and projected levels. According to the cost analysis, the investment funding is solvent at 115%, with projected assets on 12/31/2021 at \$1,066,953.00. Based on estimates of 6% interest, the fund could support increasing the benefit level per year of service at \$3,600.00 with a minimal contribution from the Township. The benefit level was

increased to \$3,000.00 in 2019. In order to be eligible for full pension, a firefighter must have 20 years of service with LFD and be at least 50 years old. Firefighters who have completed at least five years of good time service credit would receive a partial pension payment. Supervisor Halliday moved to adjust PERA benefits for firefighters, effective December 31, 2021 to \$3,400.00 per year of service; Supervisor Parker seconded. Supervisors Halliday, Parker, and Millerbernd voted aye; Supervisor Searing voted nay. The motion carried 3-1.

Supervisor Searing questioned the effects of recent changes to SOP 1.6 in regards to removing requirements to attend fires to be eligible for the pension. Chief Ballman responded that firefighters failing to attend 15% of incidences through the course of a year may face disciplinary action. Attending training and work nights is required to earn the pension.

Supervisor Millerbernd moved to adopt Resolution #2021-06 Opting to Increase the Benefit Level for Firefighters Who Are Vested in the Statewide Volunteer Firefighter Plan; Supervisor Parker seconded. A resolution was required to memorialize increasing the benefit level to \$3,400.00 per year of service. Supervisors Halliday, Parker, and Millerbernd voted aye; Supervisor Searing voted nay. The motion passed 3-1. (Full resolution on file.)

**Street sweeping:** After reviewing quotes for street sweeping services, Supervisor Millerbernd moved to hire MN Street Works for sweeping township roads; Supervisor Parker seconded. All ayes; motion carried 4-0.

**Catch basins:** Cleaning Township catch basins hasn't been done in three to four years, though doing so is part of the SRWMO agreement. Supervisor Millerbernd moved to hire David's HydroVac at \$7,840.00 to clean catch basins and drains; Supervisor Parker seconded. All ayes; motion passed 4-0.

**Concrete pads:** Supervisor Millerbernd reported that the contractor with the lowest bid for the concrete pads turned down the job upon learning that he hadn't been awarded the concrete job in the recycling center. Supervisor Millerbernd contacted Pankan and Sons to see if they would lower their price on pouring the concrete pads in connection with the recycling center concrete job that they were awarded. Supervisor Millerbernd will contact Bob Pankan again.

**Sr Coordinator hiring:** Supervisor Parker moved to hire Sarah Raymond as the senior coordinator at \$19.00 per hour starting May 3, 2021; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Resolution 2021-05:** The process to reconvey Lots 24 and 25, Block 5, The Martin Lake Shores property to the state that was voted on at the last Town Board meeting requires a resolution. Supervisor Halliday moved to adopt Resolution 2021-05 Reconveying Tax Forfeited Land to the State of Minnesota; Supervisor Searing seconded. All ayes; motion carried 4-0. (Full resolution on file.)

**Resolution 2021-07:** At the last Town Board meeting, the clerk was instructed to draft a resolution to set the speed limit on Japura Street at 30 m.p.h. However, the statute for a residential roadway establishes the speed limit at 25 m.p.h. In lieu of conducting a speed study to set the speed at 30 m.p.h., the Board determined that it would lower the speed zone to 25 m.p.h. as a statutory residential roadway. Supervisor Parker moved to adopt Resolution 2021-07

Establishing Speed Zone on Japura Street N.E.; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. (Full resolution on file.)

**2018 Street Maintenance final payment:** Supervisor Millerbernd moved to make the final payment for the 2018 Street Maintenance Project to Knife River Corporation for \$18,108.67; Supervisor Searing seconded. Supervisor Halliday noted that this project came in approximately \$35,000.00 under the contract price. All ayes; motion carried 4-0.

**2020 Street Maintenance final payment:** Supervisor Searing moved to make the final payment for the 2020 Street Maintenance Project to North Valley, Inc. for \$35,237.71; Supervisor Millerbernd seconded. Supervisor Halliday noted that this project came in approximately \$32,000.00 higher than the contract price due to additional excavation and disposal of muck soils encountered during construction. All ayes; motion passed 4-0.

**Deaf child sign:** Due to a resident request for warning sign to be placed on South Linwood Drive, Supervisor Parker moved to install 'Deaf Child' signs on South Linwood Drive, one on each side of the resident's property; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

**ATV safety class:** Supervisor Halliday moved to allow the ATV Safety Class to be held on Township property on June 26, 2021; Supervisor Searing seconded. All ayes; motion carried 4-0.

**Planner and code enforcement services:** Without the building official inhouse, the office has been short staffed. During election times, an election judge had been hired to assist in the office. The Town Board had previously authorized the hiring of a part-time office worker and currently the clerk is taking applications for the position.

Supervisor Halliday reported that last May, the Board appointed Sandy Lathrop as the interim zoning administrator for up to one year. Working with Anoka Conservation District on wetland issues revealed that the Township is legally obligated to have a qualified official to administer wetland and mining permits. Hakanson Anderson will take over all wetland issues for the Township. Supervisor Halliday expressed his appreciation for Sandy's willingness to take on the challenges and responsibilities of a zoning administrator. He reiterated the need to relieve Sandy of some of the overwhelming planning and zoning duties so that she would be free to return to the tasks that she was originally hired to do. Following a recent meeting with office staff, the clerk was directed to contact several planning firms to get proposals for planning services, work with ordinances, and enforcements.

Planning and Zoning Chairman Dolphy was present to express his opinion that the Township needs to be concerned about continuity of services as staff and P&Z members retire. It would be a benefit to the Township to have someone with experience to work with P&Z in writing ordinances, developing business zoning, and enforcing the ordinances. There has been a lack of follow-through on enforcements.

Supervisor Halliday would like to see the minutes and meeting packets handled by a P&Z member rather than a staff member. If there is no P&Z member willing to do that, it would need to get hired out. Zoning administrator Lathrop suggested that a committee be formed to interview the prospective planners. The Board will review the proposals before moving forward. The attorney and building official were working on a plan for enforcements.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the March 30, 2021 Special Town Board meeting and the regular Town Board meeting on April 13, 2021. Supervisor Parker seconded the motion, which carried 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for April 14 through April 27, 2021, claims #35860 through #35880, in the amount of \$69,949.31. Supervisor Millerbernd seconded the motion, which passed 4-0.

Supervisor Halliday moved to pay the regular payroll for April 16, 2021 in the amount of \$14,823.63, including direct deposits #18936 to #18947 and EFTs #18948 to #18950; Supervisor Parker seconded. The motion passed 4-0.

Supervisor Millerbernd reported that the Martin Lakers will be doing their annual lake cleanup on Thursday and they will bring the recyclables items to the recycling center.

Zoom meetings will be discontinued for future meetings, as the Township has transitioned into in-person meetings. The health exception to attend from a remote location can only be used if a member has not participated from a closed location more than three times in a calendar year. After that, a member must attend from an open location that is posted on a notice to the public. All committee meetings, except P&Z, have been conducted in-person since they were allowed to start meeting again. It was questioned whether a committee member whose employer restricts against being in a public place would be considered a reason for the health exception. It was determined that it would be up to that committee member to legitimize their reason to be allowed not to attend in-person. No committee meetings will be streamed, so it will not be necessary for the webmaster to attend those meetings.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. The motion carried 4-0. The meeting adjourned at 7:14 p.m.

Approved on May 11, 2021

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

**May 11, 2021**

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

Board Members Absent: none

Others Present: Fire Chief Darryl Ballman, Ed Kramer, Tom Searing, Penny & Qui Nguixen, Nancy Kramer, Tony DeChaine, Sandy Lathrop

**Call to Order:** 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, May 11, 2021 and the clerk performed the roll call.

At 6:01 p.m. Supervisor Parker moved to recess the Town Board meeting to conduct a public hearing; Supervisor Peterson seconded. All ayes; motion carried. (Separate minutes were written for the public hearing.)

At 6:05 p.m. Supervisor Parker moved to reopen the regular Town Board meeting; Supervisor Peterson seconded. All ayes; motion carried.

#### **Vacating utility and drainage easements:**

Following the public hearing, Supervisor Halliday read the following findings:

- The proposed vacation of easements will vacate only small portions of the dedicated drainage and utility easements in the plat, and those portions vacated will concurrently be replaced with updated drainage and utility easements;
- The vacated and updated easements raise no concerns with regard to drainage, utilities or transportation in the area of the properties;
- The proposed vacation is consistent with the public interest; and
- The Town Board finds that no damages will result from the vacation as any claimed damages are offset by the benefits derived from the vacation.

Supervisor Parker moved to adopt Resolution #2021-08 Vacating Portions of Drainage and Utility Easements Located within the Plat of Linwood's Rolling Oaks; Supervisor Searing seconded. Supervisor Halliday read the following conditions from the resolution:

- The Easements depicted in the attached Exhibit A and legally described in the attached Exhibit B are hereby vacated pursuant to the Town Board's authority under Minnesota Statutes, section 368.01, subdivision 25, contingent upon the receipt of executed drainage and utility easements from the owners of the Properties in a form acceptable to the Town.
- No damages shall be awarded for the vacation of the Easements.
- The Town Clerk is hereby authorized and directed to prepare and present to the Anoka County Auditor a notice that the Town has completed these vacation proceedings to allow the Anoka County Auditor to enter it in the transfer records and to note on the order that it has been entered in the transfer record, as provided in Minnesota Statutes, section 368.01, subdivision 25, and to then record this resolution in the office of the Anoka County Recorder.

The resolution was adopted with all supervisors voting in favor. (Full resolution on file.)

**Approval of the Agenda:** Supervisor Millerbernd moved to approve the agenda with the addition of adding wage reviews; seconded by Supervisor Parker. The motion passed unanimously.

**Crack filling:** Supervisor Parker reported that the Road and Bridge (R&B) committee received two quotes for crack filling services. R&B recommended that the Town Board accept the SealTech proposal, contingent on providing proof of insurance and a traffic control plan prior to starting work. R&B would like Hakanson Anderson to measure for linear footage. Supervisor Parker moved to accept the SealTech quote for crack sealing at \$24,900.00; Supervisor Millerbernd seconded. All ayes; motion carried.

**Fire Department:** Fire Chief Darryl Ballman reported 19 total runs in April 2021, with 13 being medical, four fire calls, and auto aid responses for East Bethel and Oxford Township.

The roof replacement is complete and the boiler issues have been resolved.

The clerk reported that the attorney's review of the fire department's social media policy had several areas of concern. The recommendation was to have one policy for all township social media sites and work with the fire department to make amendments to the existing township social media policy. Since the Board didn't have time to review the attorney's email, the topic was tabled.

Since storage space is needed for the rescue boat at the fire station, so the Township car being stored at the fire station will now be housed in the maintenance garage.

**LFFD:** Linwood Family Fun Day committee chair, Nancy Kramer, presented the Board with a preliminary budget for the celebration activities. The Board was impressed with the plans that are in place and were favorable to the expenditures. Agreements with the vendors will be brought to the Board for approval.

**SRWMO update:** Supervisor Peterson said that the SRWMO is discussing changes to the Joint Powers Agreement, but will have to get more information at future meetings.

**Police office:** The Anoka County Sheriff's office has communicated to the supervisors their request to have suitable office space for the deputy's computer terminal to upload their squad video and body cam footage. After much discussion, several options for creating a secure office space at the town hall complex arose. Supervisor Halliday suggested partitioning a room in the lounge in the senior center. Another option was moving the FWD into a stall in the senior garage,

if the truck will fit, providing room to build a small office and store the deputy car in the space where the FWD is currently parked. Supervisor Searing will contact Anoka County to confirm if the Township can sell the senior bus, since it was purchase through a county grant. Selling the senior bus would open up the necessary stall in the senior garage.

**Planning services:** P&Z will be informed of the Board's decision to hire a planner to work with zoning matters, ordinances and enforcements. A committee will outline what the planning company will do, interview the planners and make a recommendation to the Town Board. Supervisor Searing, the clerk and the zoning administrator, and two P&Z members will make up the committee.

**Parks commission member:** A letter of interest for serving on the Parks commission led Supervisor Halliday to motion to appoint Erin Clarkowski to the Parks committee; Supervisor Peterson seconded. All ayes; motion carried.

**Kiwi snowmobile trail:** Supervisor Parker moved to adopt Resolution #2021-09 Permitting the Establishment of a Snowmobile Trail on Streets within the Boundaries of the Town of Linwood; Supervisor Searing seconded. The resolution grants permission for the Kiwi Snowmobile Club to establish a snowmobile trail on the town road rights-of-way until June 30, 2022. After further discussion, Supervisor Parker amended his motion to extend the permission to June 30, 2027; Supervisor Searing agreed to the friendly amendment. All ayes; motion passed. (Full resolution on file.)

**Clerk's Comments:** The Board approved the Sunrise River Water Management Organization's (SRWMO) request to use the board room for a brief meeting prior to the members boarding a bus to tour the SRWMO projects on Thursday, September 9<sup>th</sup> at 4:30 p.m.

An application for renting the senior center one Sunday per month in June, July, and August was received from a resident. If the rentals continue after the first three months, the Board will consider a reduced rate, if the impact on the senior center is minimal. The use of the TV in the senior center is included with rentals.

Based on the lifting of restrictions effective on May 7, 2021, the senior center will be available for rentals and events planned by the senior coordinator, so long as the capacity limits are maintained. Coffee on Thursdays will resume this week, with guidelines being followed.

Siren #2 has been nonfunctioning due to lack of electrical power, but the situation is being remedied by ReadyWatt, the company hired to maintain the sirens.

A new School Forest committee member representing the Township will be appointed, pending a background check. Supervisor Searing requested that Supervisor Millerbernd provide the webmaster any information necessary to correct the School Forest information on the website.

The township needs to develop a driveway policy with specifications and appoint a driveway inspector. The clerk will contact a temporary driveway inspector to perform the duties until the township determines who should fill the position.

**Approval of Minutes:** Supervisor Parker moved to approve the meeting minutes for the April 27, 2021 Local Board of Appeals minutes; Supervisor Searing seconded the motion, which carried unanimously.

Supervisor Halliday moved to approve the April 27, 2021 Town Board meeting minutes; Supervisor Millerbernd seconded the motion, which carried unanimously.

**Wage Reviews:** Supervisor Millerbernd stated that Paul Deuth, the recycling coordinator, has excelled in his position, managing, organizing, and expanding the recycling center. Mr. Deuth works unsupervised and his responsibilities have increased since he took the position. Supervisor Millerbernd moved to give the recycling coordinator a \$2.00 per hour raise. The motion died for lack of a second. Supervisor Peterson moved to give Paul a \$4.00 per hour increase. The motion died for lack of a second. Supervisor Millerbernd moved to pay the recycling coordinator \$22.61, making a \$1.50 an hour increase; Supervisor Peterson seconded. All aye; motion carried. Wage increase is effective May 1, 2021.

Supervisor Searing moved to approve a 3% wage increase for the clerk, zoning administrator, and the media specialist; Supervisor Halliday seconded. Supervisor Searing reported that the clerk and interim zoning administrator's duties multiplied when the former building official resigned. The webmaster now has the added duties of managing the technology for township meetings. All ayes; motion passed. Wage increases effective May 1, 2021.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for April 27 through May 11, 2021, claims #35881 through #35911, in the amount of \$14,668.56; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the fire department payroll for the first quarter of 2021, in the amount of \$23,322.37, including direct deposits #18951 to #18975 and #18977, and EFTs #18976 and #18978; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday moved to pay the regular payroll for April 30, 2021 in the amount of \$13,123.91, including direct deposits #18981 to #18987 and EFTs #18988 to #18990; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Peterson reported that the SRWMO will be conducting a tour in September, date to be determined.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. The motion carried 5-0. The meeting adjourned at 7:13 p.m.

Approved on May 25, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk





## **LINWOOD TOWNSHIP**

ANOKA COUNTY

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### **Lincoln Estates Rezoning Public Hearing Minutes May 11, 2021**

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

Board Members Absent: none

Supervisor Parker moved to open the public hearing; Supervisor Peterson seconded. All ayes; motion carried.

The Linwood Town Board of Supervisors held a public hearing at 6:01 p.m. on May 11, 2021 to receive and consider comments from the public regarding the vacation of certain portions of drainage and utility easements in the plat of Linwood's Rolling Oaks.

Supervisor Halliday gave an overview, explaining that portions of the platted drainage and utility easements to be vacated are located on properties owned by Kurt Troswick, Shawn & Michelle McLane, and Daniel Nelson within the plat of Linwood's Rolling Oaks. The vacation of the easements arises out of a lot line adjustment for the properties. The proposed vacation of easements will vacate only small portions of the dedicated drainage and utility easements in the plat, and those portions vacated will concurrently be replaced with updated drainage and utility easements.

The chairman called for public comments. There were no public comments.

Supervisor Parker moved to close the public hearing at 6:05 p.m.

Approved on May 25, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

May 25, 2021

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

Board Members Absent: none

Others Present: Fire Chief Darryl Ballman, Tom Searing, Penny & Qui Nguixen, Steve & Nancy Kramer, Tony DeChaine, Natalie Zabrzenski

**Call to Order:** 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, May 25, 2021 and the clerk performed the roll call.

**Approval of the Agenda:** Supervisor Parker moved to approve the agenda as presented; Supervisor Millerbernd seconded. All ayes; motion carried.

**Ordinance #189:** Supervisor Parker moved to adopt Ordinance #189, an Amendment to the Zoning Map for the Proposed Plat of Lincoln Estates; Supervisor Peterson seconded. The amendment changes the zoning of the proposed plat of Lincoln Estates, by applicants Christopher and Carolyn Trost, from R-A Residential Agricultural District to R-1 Single Family Residential District. All ayes; motion carried. (Full ordinance on file.)

**Publish ordinance in summary:** Supervisor Parker moved to publish Ordinance #189 in summary as follows: 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 in Ordinance No. 189 and located at 6700 237<sup>th</sup> Avenue NE, Stacy, MN 55079, shall be rezoned from "R-A" Residential Agricultural District to "R-1" Single Family Residential District. This Ordinance shall become effective upon publication. Supervisor Peterson seconded the motion, which passed unanimously.

**Resolution #2021-10:** Supervisor Halliday moved to adopt Resolution #2021-10 Approving Final Plat for Lincoln Estates; Supervisor Searing seconded. The resolution approved the final plat proposed by the applicants, Christopher and Carolyn Trost, subject to certain terms and conditions, which in addition to the conditions of the preliminary plat approval, must be met. The resolution authorizes the Town Chair and Town Clerk to sign the Development Agreement when

it is in a form acceptable to the Town Attorney, and upon the applicants' compliance with the terms and conditions of this approval, to sign the final plat on behalf of the Township. The resolution was adopted with all supervisors voting in favor. (Full resolution on file.)

**Complaint:** Supervisor Searing reported that, after having received a written complaint from a resident about a neighbor, she contacted Tammy Gimpl, animal control officer, to address the accusation of having too many dogs and possibly running a puppy breeding operation. The clerk reported that the subject of the complaint came to the town office to inform the staff that he has four adult dogs and a litter of puppies. The subject individual also asked about the process for getting an Interim Use Permit for a kennel license. The Board determined that if the subject didn't apply for the kennel license, a letter will be sent to the subject notifying him that he is in violation of the town code by having too many dogs without a kennel license. The township deputy visited the same subject property in response to the other complaints from the neighbor. The deputy reported that there were seven vehicles and no burning garbage on any of the days that he stopped at the subject property.

**24111 Rutgers Street:** Ehku Winner met with staff and asked how many animals he was allowed to have on his acreage. Since the ordinance was unclear as to the number of animals, staff suggested that Mr. Winner apply for an Interim Use Permit (IUP). Mr. Winner submitted an application and paid the fee. A public hearing was scheduled, posted and published. Before notices went out to neighboring properties, and upon staff review and discussion with the town attorney, it was determined that the township ordinances do not allow an Interim Use Permit be granted for this usage. Supervisor Parker moved to return the \$360.50 application fee and credit card charges from the IUP; Supervisor Millerbernd seconded. All ayes; motion carried.

The Town Board acknowledged the receipt of a petition to stop the farm and slaughter operation, at 24111 Rutgers Street, in a residential area. The petition, signed by 49 concerned citizens, urged the leaders to act now to stop this farm operation and slaughter of animals. The clerk was instructed to confirm the petition signatures. Supervisor Searing reported that the Zoning Administrator had received a letter informing Mr. Winner that he must stop butchering, as it is a commercial use, not allowed in a residential district. At the last Planning and Zoning meeting, Mr. Winner stated that he would cease the butchering operations. The Township didn't receive any reports of butchering over the weekend. The Township has no ordinance regulating wetlands versus high ground when it comes to having animals.

**Concrete pads:** The concrete floor was poured in the recycling building. If the work is satisfactory, the contractor who did that work will be asked to submit a proposal to pour two concrete pads behind the town hall.

**Police space:** Supervisors did not contact the Sheriff's office regarding office space for the deputy or follow up with measuring to see if the FWD would fit in the senior garage. The topic was tabled to the next agenda. Supervisor Searing contacted Anoka County in regards to returning the senior bus. If the County cannot find a use for the bus, the Township will need to get two appraisals before selling the bus and returning the money to the county, in repayment to the CDBG funds that were used for the original purchase of the bus.

**Planner services update:** The planner team consisted of Supervisor Searing, the zoning administrator, the clerk, and the P&Z chair and vice chair, Joe Dolphy, Jr. and Tom Searing respectively. The planner team met to discuss the needs of the township and develop questions to interview three of the companies who submitted proposals. One proposal was tentatively rejected. Interviews will take place on June 7<sup>th</sup> and a recommendation will be made to the Town Board.

**Website homepage:** After some discussion and suggested changes to the tabs on the homepage of the website, Supervisor Halliday moved to approve the website design with the changes discussed. Supervisor Searing seconded the motion, which carried unanimously.

**LFFD provider agreements:** Supervisor Parker moved to approve the following service providers for Linwood Family Fun Day activities: Hitching Post for \$925.00, Jack Sparrow for \$500.00, Elvis for \$2,250.00, Flying Train Wreck for \$531.00. Supervisor Millerbernd seconded the motion, which passed with all ayes.

**Aggregate proposal & contract:** Supervisor Millerbernd moved to spend \$68,125.00 with Keller Excavating for aggregate for gravel roads; Supervisor Parker seconded. All ayes; motion carried. The chairman will sign the contract with Keller Excavating.

**Appoint School Forest member:** Supervisor Millerbernd moved to appoint Becky Buske to the School Forest Committee; Supervisor Parker seconded. All ayes; motion passed.

**Appoint Parks Commission member:** Supervisor Halliday reported that the Parks Committee received two letters of interest for the one vacant seat on the committee. If all other members plan to remain on the committee, then one of the new members would be appointed and the other member could be an alternate.

Following the annual park tour, the committee created a list of items for the public works department to do in the parks. Supervisor Millerbernd has one job application for the seasonal parks position. Supervisor Millerbernd will wait until the June 1<sup>st</sup> application deadline before beginning the interview process.

**Board wages:** It was determined that it had been 16 years since the Town Board's rate of pay had increased. Supervisor Searing suggested that supervisors only get paid for the meetings that they attend, as opposed to a flat monthly rate. Supervisor Searing moved to change the supervisors' rate of pay to \$100.00 per meeting and increase the chairman's rate of pay by \$75.00 per month, effective June 1<sup>st</sup>; Supervisor Millerbernd seconded. Most of the supervisors expend an enormous amount of time researching matters and dealing with personnel issues outside of meetings. The discussion included how best to compensate the active supervisors. Supervisors Searing and Millerbernd voted aye; Supervisors Halliday, Peterson and Parker voted nay. The motion failed 2-3.

Supervisor Parker moved to set the supervisor pay at \$325.00 per month and the chairman pay at \$400.00 per month, plus \$100.00 per extra meeting per month. The standard pay includes up to two Town Board meetings and one committee meeting per month. The motion was seconded by Supervisor Millerbernd. All ayes; motion carried. The new rate of pay will be effective June 1<sup>st</sup>.

**Clerk's Comments:** When instances arise that the senior van is already scheduled, the township car may be used for other transportation requests. Effective June 1<sup>st</sup>, the township car will be stored in the maintenance garage. The Memorial Day service will be conducted by the Peterson-Waller American Legion Post from Stacy. The Linwood Boy Scout Troop 435 will place the flags at each veteran's grave in the cemetery prior to the Memorial Weekend.

**Approval of Minutes:** Supervisor Halliday moved to approve the Town Board meeting minutes for May 11, 2021 and the Public Hearing minutes from May 11, 2021; Supervisor Peterson seconded the motion, which carried unanimously.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list in the amount of \$119,072.52, claims #35912 through #35947; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the regular payroll for May 14, 2021 in the amount of \$13,257.23; Supervisor Parker seconded. All ayes; motion passed.

Supervisors Millerbernd and Parker asked that the Board consider a possible increase to the wage range for hiring the new maintenance worker position. No discussion or action ensued.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Parker seconded. The motion carried 5-0.

Approved on June 8, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Town Board Meeting Minutes

June 8, 2021

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

**Board Members Absent:** Supervisor Mike Parker

**Others Present:** Lt. Dan Douglas, Commander Paul Lenzmeier, Fire Chief Darryl Ballman, Tom Searing, Joe Dolphy, Jr., Jamie Schurbon, Nancy & Steve Kramer, Tony DeChaine, Sandy Lathrop, Natalie Zabrzenski

**Call to Order:** 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, June 8, 2021 and the clerk performed the roll call.

**Approval of the Agenda:** Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed unanimously.

**Martin Lake Shores Pond:** Jamie Schurbon, Anoka Conservation District (ACD), reported that the Feather Street swale and dams project has been slated as a back-up project. Mr. Schurbon went on to describe the proposed Martin Lake Shores Park pond enhancement project. The existing pond was built 17 years ago, made to treat drainage from 41 acres of residential area. The pond is due to be cleaned out, which would be a cost to the Township. The proposed enhancement would be completely funded by a 2019 Sunrise River WMO State grant and associated matching funds that are already held by SRWMO. The concept is to expand and deepen the pond to increase the water treatment. Supervisor Searing moved to have ACD proceed with developing a design for the Martin Lake Shores pond enhancement; Supervisor Peterson seconded. All ayes; motion carried 4-0. The Board was supportive of the Township's engineer overseeing and signing off on the design at the Township's expense.

**Deputy office:** Anoka County Commander Paul Lenzmeier and Lieutenant Dan Douglas were present to discuss options for office space for the Township deputy. The deputy needs a secure location to upload body cams and squad videos. By having an office in the Township, the deputies will be able to spend more of their shift in the Township, instead of having to drive to the County or East Bethel to access their hot spot. Options included using the FWD stall for the squad car

and a secure space, the former building official's office, or a portion of the senior lounge. The FWD could be stored in the senior bus garage if the senior bus was eliminated. The secure space can be shared with staff that have passed a background check. The space where the squad is parked would not need to be locked as the vehicle will be kept locked. No decisions were made pending asking the fire marshal if the interior door to the hallway is considered a fire exit.

**Fire Department:** Fire Chief Darryl Ballman reported 20 total runs in May 2021, with 17 being medical and three fire calls. This makes a total of 91 calls in 2021, compared to 100 calls to date in 2020.

Supervisor Millerbernd moved to allow the fire department to start looking into developing a Medical Response Unit for the fire department; Supervisor Peterson seconded. LFD will be looking into defining a scope and purpose of this unit, opposed to looking into a multi-functional duty crew with other Anoka County departments. Chief Ballman reported that 80% of all calls are medical. All ayes; motion passed 4-0.

Supervisor Millerbernd moved to allow the use of fire apparatus to participate in various parades this summer; Supervisor Peterson seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to accept the following fire department positions:

Chief 1 - Darryl Ballman	2 <sup>nd</sup> Captain - Tim Crea
1 <sup>st</sup> Assistant Chief - Mike Raml	Secretary - Dennis Young
1 <sup>st</sup> Captain - Justin Hansen	

Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Lt. Jason Baggenstoss, Steve Esperson, and Bobby Knebel each passed their Fire Officer and Fire Instructor classes.

Chief Ballman reported that burning restrictions have been lifted, but may be reinstated if we don't get rain soon. The firefighter turn out gear should arrive in early June.

**Road & Bridge:** Supervisor Millerbernd reported that Keller has been spreading gravel and grading the gravel roads. Street sweeping has been done and crack sealing will be starting soon. Supervisor Halliday informed the Board that Mowing Matters will not be doing the ditch mowing this year. Supervisor Millerbernd will contact other ditch maintenance contractors and return with information for the Board.

**Parks resignation:** Supervisor Halliday moved to accept Craig Cold's resignation from the Parks committee; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**Parks members:** Supervisor Halliday moved to appoint Mark Cawley and Sara Nelson to the Parks committee; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**Brush chipping:** Two quotes for brush chipping were provided by the Recycling Coordinator. Supervisor Millerbernd moved to pay \$2,500.00 to Carr's Tree Service to chip the brush; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**Recycling Coordinator's job description:** Supervisor Millerbernd testified to the drastic changes to Paul Deuth's, (recycling coordinator) duties since he was first hired as a part-time assistant to the recycling supervisor. The full-time responsibilities have evolved into administrative work

including budgeting, grant coordination, overseeing volunteers, scheduling vendors, and bi-annual reports. Mr. Deuth is responsible for a budget larger than several other departments in the Township and manages all of his duties independently and professionally. Supervisor Millerbernd stated that the pay scale needed to be adjusted because the job description has changed. Supervisor Millerbernd moved to set the recycling coordinator's pay to \$25.00 per hour; Supervisor Peterson seconded. Supervisor Halliday asked how the Board could justify a pay increase so soon after the last merit raises were issued. Supervisor Millerbernd replied that the Board didn't have the updated job description at the time of the increase, and that this motion was to adjust the pay scale for the position. Supervisors Millerbernd, Peterson and Searing voted in favor; Supervisor Halliday voted against. The motion carried 3-1.

Supervisor Millerbernd moved to approve the recycling coordinator's job description with changes to item #15; Supervisor Searing seconded. Item #15 was amended to read, "Grounds maintenance: mowing, weed whacking, driveway repair, plowing, shoveling, power washing, and general policing in the recycling area, as needed." All ayes; motion passed 4-0.

An employee approached the Board to question not getting a raise. Supervisor Halliday stated that it wouldn't be discussed at that time.

**Lincoln Estates DA amendments:** Following discussions between Chris Trost (developer) and the engineer, changes were suggested to the Lincoln Estates Developer's Agreement so that the driveway culverts on 237<sup>th</sup> Avenue NE will be installed by the home builders' contractor at the time of driveway construction. The developer would still be responsible for the ditch grading along 237<sup>th</sup> Avenue and the installation of the culvert and catch basin on Typo Creek Drive NE, in accordance with the Plans and the Town's standards as determined by the Town Engineer. The Board was agreeable to the suggested changes, which would decrease the Letter of Credit amount in the Developer's Agreement.

**2020 LRIP Grant:** A letter from the MN Department of Transportation notified the Township that the grant application for the Martin Lake Road project was not selected.

**Concrete pads:** The contractor who was contacted regarding pouring concrete pads behind the senior center and maintenance garage has not returned phone calls from Supervisor Millerbernd. The intention is to proceed with the project once a contractor to do the work is identified. The topic was tabled.

**Planning services:** The planner team interviewed three firms that provide planning services, and recommended that the Board contract with SRF Consulting Group for the Township. A summary of services to be provided are identified as:

1. Updating maps and figures to align with the updated Comprehensive Plan.
2. Updating the zoning map with property rezoning as identified.
3. Amendments to the zoning ordinance for specific uses, including commercial uses and home occupations.
4. General P&Z assistance to include holding pre-application meetings, reviewing applications, and coordinating review and hearings.
5. Managing code enforcement efforts throughout the Township.



During this discussion, Supervisor Peterson stepped out of the room. Supervisor Halliday moved to approve hiring SRF Consulting, Inc. per their proposal, pending the Township attorney's approval of the contract; Supervisor Searing seconded. Supervisors Halliday, Searing and Millerbernd voted aye; Supervisor Peterson was not present for the vote. The motion carried 3-0.

**LFFD provider agreements:** Linwood Family Fun Day chairperson, Nancy Kramer, presented three more agreements for providing services at the Saturday celebration. Supervisor Halliday moved to approve Sonic Sounds for \$375.00, adding \$1,500.00 to the fireworks with J&M Displays, and hiring Phancy Face for \$2,160.00 to provide a face painter, balloon artist, and a caricature artist. Supervisor Millerbernd seconded the motion which passed 4-0.

**Resolution 2021-11:** Supervisor Peterson moved to adopt Resolution 2021-11 Allowing Stacy Lions Club to Sell Non-Intoxicating Malt Liquor During Linwood Fire Association's Annual Event; Supervisor Millerbernd seconded. Approval of the resolution is subject to receiving the license application and insurance certificates from the Stacy Lions. All ayes; motion carried 4-0. (Full resolution on file.)

**Cemetery flags:** Because the flags placed in the Linwood Cemetery have gotten faded and tattered, the Boy Scout leader requested that the Township purchase new American flags to commemorate the veterans. Supervisor Peterson moved to purchase 150 new 8"x12" flags for the cemetery; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

**Monarch butterflies:** In an effort to preserve the monarch butterfly habitat, it was determined that the milkweed along both sides of Jodrell Street will not be mowed for another month.

**Elementary & Community sign:** The clerk will be working with the Forest Lake School district to relay design suggestions for the Elementary and Community sign that was destroyed last fall. Changes to the preliminary designs included removing the elementary school address and adding the township logo.

**Zoom renewal:** The annual subscription for two Zoom Meetings licenses and one Video Webinar license are set to renew on June 11<sup>th</sup>. Supervisor Halliday moved to renew the Zoom licenses for a total of \$699.80; Supervisor Searing seconded. All ayes; motion carried 4-0.

**Clerk's Comments:** The Peterson-Waller American Legion Post sent an email wanting to "thank the residents of Linwood for the great turnout" at the Memorial Service at the Linwood Cemetery. It was estimated that there were about 75 attendees at the service. A note expressing appreciation will be posted on the website.

A resident contacted the office asking that the Township hold the Wildlife Science Center accountable for containing the wolves because of his concern for family members coming in contact with wolves that are used to being around humans. The clerk was instructed to ask the resident to contact the sheriff's office regarding when the workers are trespassing on his property. The zoning administrator will provide the resident with a contact at the DNR who may be able to address the responsibility of monitoring when the captive animals are at large.

The Township received an award commemorating 40 years of Linwood Township staff being fire wardens for the community.

It was suggested that the gardens in front of the town hall be planted and tended to by volunteer gardeners. With this being the Township's sesquicentennial year, it seemed appropriate to allocate some funds to beautify the grounds. Sandy will write an article looking for volunteer gardeners and send it to the website.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the May 25, 2021 Town Board meeting minutes; Supervisor Peterson seconded the motion, which carried 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for May 26 through June 8, 2021, claims #35948 through #35972, in the amount of \$52,581.17; Supervisor Peterson seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to pay the regular payroll for May 28, 2021 in the amount of \$12,286.65, including direct deposits #19016 to #19022, and EFTs #19023 to #19025; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

**Adjournment:** Supervisor Halliday moved to adjourn; Supervisor Peterson seconded. The motion carried 4-0. The meeting adjourned at 7:46 p.m.

Approved on June 22, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

June 22, 2021

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

Board Members Absent: none

Others Present: Tom Sausen, Gary Wettschreck, Nancy Kramer, Fire Chief Darryl Ballman, Tom Searing, Tony DeChaine, Natalie Zabrzenski

**Call to Order:** 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, June 22, 2021 and the clerk performed the roll call.

**Approval of the Agenda:** Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Peterson. The motion passed unanimously.

**Park maintenance position pay:** Supervisor Millerbernd reported that he and Supervisor Halliday interviewed four applicants for the full-time public works position. As a result of the interviews, the two supervisors recommended that no full-time public works person be hired at this time. Supervisor Millerbernd contacted one of the applicants for the temporary park's maintenance opening to fill that position for the rest of the summer. Supervisor Peterson moved to offer employment to Jim Anderson for summer maintenance help at \$18.00 per hour; Supervisor Parker seconded. All ayes; motion carried. Employment will be subject to a background check.

Supervisor Halliday informed the Board that of the 14 applications, they narrowed it down to four, and offered the position to two of the interviewees. One of them didn't want full-time employment and the other one was a union equipment operator who currently gets better pay and better benefits than the Township can offer.

Supervisor Millerbernd noted that at a prior Board meeting, he informed the Board that one of the summer workers from last year was willing to return if he was paid the same amount as he made when he was snowplowing for the Township. There had been no formal action taken at that time regarding the pay. Supervisor Searing moved to pay Buck (Brian Johnson) \$21.00 per hour; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Millerbernd moved that Buck gets paid the \$21.00 per hour retro to the first day he started (mowing) this summer; Supervisor Searing seconded. All ayes; motion carried.

**Wage scale & wage increases:** Supervisor Parker questioned if the main reason that neither of the interviewed applicants took the job was because of the wages. Supervisor Halliday reiterated that one of them was being paid \$33.00 an hour as a union operator, and the other one was offered the same as what he was making now, but he had no interest in taking a full-time position. The other two candidates were underqualified or had the necessary training. Supervisor Parker questioned if the current public works employee was at the top of his pay scale. The wage scale was not available to the supervisors. Supervisor Parker stressed his point that it may be hard to hire workers unless the pay scale was increased. Supervisor Parker would like to hire a maintenance worker before winter and the snows start. Supervisor Halliday replied that they told the qualified candidates that they would try to get the pay to \$25-\$26 per hour, which would be close to the top of the scale. Supervisor Parker stated that if they were hired at the top of the scale then there would be no place for them to move up. Supervisor Parker moved to raise the top of the scale for maintenance department up to \$30.00 per hour; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisors Halliday and Millerbernd will revisit the hiring for the winter season. Supervisor Parker stated that he couldn't see paying someone more than the current plow driver at \$26.50 an hour, but that at least there is someplace to go in offering a higher starting wage. Supervisor Parker moved to give the public works employee a \$1.50 an hour raise; Supervisor Millerbernd seconded. Supervisor Parker informed the Board that he's heard a lot of bad things about the employee, but he comes to work every day and he's doing his job by himself, with little or no help; he's doing the job and he deserves the \$1.50 raise. Supervisor Parker understood that the employee hasn't had a raise in about two years, and just about everyone else in the township has gotten raises in the last few months, and he's been left out. Supervisor Searing stated that the employee has gotten longevity raises two years in a row, like the other employees. Supervisor Parker stated that just about every other employee has gotten bonus raises and it's fair that the maintenance worker gets a raise. Supervisors Parker, Millerbernd and Peterson voted aye; Supervisors Halliday and Searing voted nay. The motion carried 3-2.

Supervisor Parker moved to make the pay raise effective with the next payroll; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Searing stated that the Town Board shouldn't leave out one employee, and that the employee deserved a raise too. Supervisor Searing expressed that she wanted to give Andrea a raise because she didn't get a raise. Supervisor Searing moved to give Andrea a 3% raise like the other of the office staff; Supervisor Millerbernd seconded. All ayes; motion carried. The raise will be effective with the next payroll.

The clerk questioned if the 3% raises given to the zoning administrator, media person and clerk had anything to do with their job performance. Supervisor Searing stated that the \$1.50 raise didn't have anything to do with performance either.

**Concrete pads:** Supervisor Millerbernd asked that the topic of concrete pads be tabled because he couldn't find a contractor to pour the concrete pads at the rear of the town hall complex and he was looking for volunteers to do it.

**Firearms ordinance:** Resident Gary Wettschreck was present to voice his concerns about the Township firearms ordinance. The resident pointed out a discrepancy of distances between the Township ordinance (300') and the DNR regulations (500'). He would like to see the maximum hours of shooting to be reduced to two hours per day and regulating the caliber allowed. Mr. Wettschreck stated that he was the designated spokesperson for his neighbors who were upset about the alleged gun range that is operating in a residential area. P&Z member Tom Searing was involved in writing the Township's gun ordinance in cooperation with Anoka County Sheriff's Commander Paul Sommers. Tom Searing will contact Lt. Dan Douglas regarding the surrounding communities' firearms ordinances and will check with the DNR regarding the discharge distances from a residence.

**LFFD:** Linwood Family Fun Day chair, Nancy Kramer, provided the Board with information about the trolley route and proposed stops. The Board agreed that parking would be allowed on the 4-Season's ballfield areas, though any sprinkler heads would need to be clearly marked. A representative from Sunnyside Lutheran church, Gary Wettschreck, gave approval for LFFD attendees to park in their parking lot and on the church's ballfield area. The trolleys will be available through the end of the dance.

In an effort to keep LFFD family-oriented, the question was debated regarding allowing food vendors to sell alcohol during the dance hours and how to keep people fenced in. Past comments from the sheriff and town attorney were reiterated, "Why do you want the headaches?" When questioned Chief Ballman offered the perspective that the Linwood Fire Association's discontinued serving alcohol, because the fire department is a public safety entity. Supervisor Parker suggested that the Board make a decision for this year's celebration, and then take time to discuss the matter for next year. Supervisor Parker moved to not allow alcohol during the LFFD events, exclusive of the fire department's Beans, Bags and Bingo activities; Supervisor Millerbernd seconded. All ayes; motion carried.

Nancy Kramer was given the discretion to waive booth fees for a non-profit who has been invited to provide local information, and for the food vendors who are here more than one day to only be charged one fee.

Tri-M, the honor society for the Forest Lake music department, submitted two contracts for services agreements. One contract for \$350.00 is for the DJ and sound system for the car show and the other contract for \$800.00 is for 20 volunteers in the morning and 20 volunteers in the afternoon for \$20 per person. Supervisor Parker moved to accept the contract for services with Forest Lake Tri-M for \$1,150.00; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Millerbernd moved to spend up to \$250.00 with Shelly Beck for the LFFD kid's DJ; Supervisor Peterson seconded. All ayes; motion passed.

**Zoning approval for holding tank:** The topic of allowing a holding tank for an accessory building on a property on 213<sup>th</sup> Place was put on the agenda by the zoning administrator. Since the time the meeting packets went out, more details were provided about the intended use of the

accessory building. Supervisor Peterson moved to table the topic until more information is available to the Board; Supervisor Millerbernd seconded. All ayes; motion carried.

**Vehicle insurance comparisons:** In comparing vehicle insurance rates between Country Mutual and MATIT, the rates were lower with MATIT. With the change of our insurance agent at Country Mutual, there was no review of the policy or communication prior to the policy renewal. Supervisor Halliday moved to have MATIT provide insurance coverage for the township vehicles and not renew coverage with Country Mutual Insurance. Supervisor Millerbernd seconded the motion which carried unanimously.

**Request for donation:** The Lakes Center for Youth & Families request for a donation was declined due to not knowing if the donation would serve Linwood residents.

**Midco cable TV franchise renewal:** To be consistent with the first franchise agreement, the Board would like to renew Midco's franchise agreement for another 10-year or less term and keep the 4% franchise fee. The agreement will be sent to the township attorney for review.

**Clerk's Comments:** A resident who is renting the senior center would like their graduate's name on the electronic sign. Supervisor Halliday moved to allow those who rent the senior center to have the option to have a message put on the electronic sign, for an additional \$25.00 charge. Supervisor Parker seconded the motion, which passed unanimously. An application form will be created to process the requests.

The clerk was directed to register for the option to receive American Rescue Plan Act funds.

The senior bus was purchased through a CBDG grant and once the township no longer has a use for the asset, it must be given to a non-profit organization or sold and the proceeds given to the county. Supervisor Millerbernd moved to give the senior bus to the Lee Carlson Center; Supervisor Parker seconded. All ayes, motion passed. Anoka County will be notified of the transfer of ownership.

There was a complaint of a vehicle driving on township property at 230<sup>th</sup> Avenue and West Martin Lake Drive. Public works will determine if there is any damage to the property and report to the town deputy.

A resident measured the length of the FWD and the length of the senior bus garage. The FWD will fit in the senior bus garage without moving any of the current shelving and storage items.

The media specialist will determine a deadline for submitting articles for the next newsletter. The newsletter will be black and white and should have the snowplow policy in it, as there may not be another newsletter out before winter.

The clerk asked if the Board would approve having a prayer before each Town Board meeting. Supervisor Parker commented that the state legislature says a prayer each day before they start their sessions. By consensus, it was agreed that a short prayer would be said before the meetings.

Supervisor Halliday reported that County Commissioner Jeff Reinert will be getting more information on the senior housing project. Commissioner Reinert was under the impression that the Township would bond or use HRA money to fund the construction. Commissioner Reinert suggested building a smaller building so the Township could afford to finance it. Supervisor

Halliday informed the commissioner that the Township's part was to identify potential parcels to locate the senior housing and would the property owners be willing to sell their land, but that the County would be responsible for financing, building, and maintaining the project. The County did a feasibility study that showed that senior housing in Linwood was needed and viable. The commissioner was not aware of the extent of time that the Township and County have already put into this project, but he will be checking back with Karen Skepper at Anoka County.

**Approval of Minutes:** Supervisor Peterson moved to approve the meeting minutes for the June 8, 2021 Town Board meeting minutes; Supervisor Millerbernd seconded the motion, which carried.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for June 9 through June 22, 2021, claims #35973 through #36002, subtracting out claim #35991, for an adjusted total of \$111,596.43; Supervisor Millerbernd seconded. All ayes; motion passed. Payment for claim #35991 will be held pending verification by Chief Ballman why MacQueen charges for driving to the fire station to service the vehicles, the alternator warranty and the \$2,800.00 repair on Rescue 5.

Supervisor Halliday moved to pay the regular payroll for June 11, 2021 in the amount of \$12,286.65, including direct deposits #19016 to #19022, and EFTs #19023 to #19025; Supervisor Peterson seconded. All ayes; motion passed.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. The motion carried.

Approved on

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

July 13, 2021

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

Board Members Absent: Supervisor Mike Parker

Others Present: Michael Spence, Vicki Piasecki, Greg Piasecki, Andy Luedtke, Cole Klingbeil, Darryl Ballman, Jamie Schurbon, Tom Searing, Randy Stene, Rose Minor, Laura Loshien, Matt Marihart, Elisha Golon, Brady Fortune, Ron Ciesinski, Clayton Horalund, Logan Rosenow, Tim Milten, Stacy Milten, Shawn Noranberg, Rick & Gail (unreadable), Kim Barton, Sam Stene, Karen & Tim Michaelson, Molly Gearin, Dominic & Karlie Fiandaca, Brandon Williams, Tony DeChaine, Lori Ells, Wendy Dahlberg, Kirk Dahlberg, Sandy Lathrop, Natalie Zabrzenski

**Call to Order:** 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 13, 2021 and the clerk performed the roll call.

**Approval of the Agenda:** Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed unanimously.

**Martin Lake Shores Park Pond:** Jamie Schurbon, Anoka Conservation District, provided a full plan set for the proposed Martin Lake Shores Park pond renovation project. Since the concept design was presented to the Town Board on June 8, 2021 the following revisions for safety were made: Addition of a split rail fence, revision of the first two pond contours, and the addition of safety signage. A 12' long baffle at the inlet to divert water around the pond was also added as an alternate bid option. The engineer was concerned about the safety fence, as it would need to be disassembled each time maintenance to the pond was done. Grading going into the pond was made more gradual to address safety concerns and the addition of signage would negate the need for a fence. Supervisor Halliday moved to approve the Martin Lake Shores Enhancement Project design, including the suggested signage, but removing the split rail fence; Supervisor



Peterson seconded. All ayes; motion carried 4-0. Once the pond is complete, the Township will sign an ownership and maintenance agreement for the renovated pond.

**Fire Department:** Chief Ballman reported 25 runs in June 2021, with 14 being medical, 10 fires and one auto aide with Forest Lake. Total runs for the first half of 2021 were 116 versus 121 for the same time period in 2020.

Captain Luedtke presented Cole Klingbeil, the new recruit to the fire department. Cole has attended truck checks and been introduced to the rigors of training. Cole will begin his training at the fire academy.

When Chief Ballman requested a raise to \$20.00 per hour for the firefighters, Supervisor Millerbernd asked that the discussion be tabled for two weeks. Supervisor Millerbernd contacted surrounding fire departments and would like to work with the fire department to discuss options for pay. The topic will be on the next agenda.

Supervisor Millerbernd and Chief Ballman met with Oxford Supervisor Mike Miller to begin discussions regarding having Linwood Fire Department (LFD) provide coverage for Oxford Township. Board members expressed their concern of how Linwood struggles to have daytime coverage for township residents and yet is considering expanding the coverage area into another township, in a different county. The concept of a medical response unit, for the purpose of expanding more daytime coverage, is being explored. Permission was given for Andrea Nekowitsch to be a resource during the development of a contract, since she has experience with various fire contracts for Fish Lake Township.

Supervisor Millerbernd moved to accept the resignation of Dan Ragen from the fire department; Supervisor Peterson seconded. Mr. Ragen has been on the department for nine years. All ayes; motion carried 4-0.

The Forest Lake Fire Department donated a 3,000-gallon drop tank to the LFD. Supervisor Millerbernd moved to allow the fire department to donate the old drop tank to another fire department; Supervisor Peterson seconded. All ayes; motion carried 4-0.

Supervisor Peterson moved to allow Joe Grafft to use the fire station for EMS Instructor training on August 22<sup>nd</sup>; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Chief Ballman reported that the equipment captains researched pricing on the maintenance of the fire apparatus and vehicles. MacQueen is in line with local pricing, even with the trip charges that were added to their invoices. The J5 expense that was questioned at the last board meeting was due to years of trying to maintain it in-house. The fire equipment maintenance schedule is being revisited. The MacQueen check that was held at the last meeting should be approved for payment.

On August 4<sup>th</sup>, the Linwood Fire Association will be awarding scholarships to two Linwood high school graduates, Alexis and Lydia, through the Forest Lake Community Scholarship Association. Board members are invited to attend to extend their congratulations to the recipients.

Anoka County Sheriff's Lt. Dan Douglas sent an email extending his gratitude and commending the LFD for their professional response to a challenging situation when they were dispatched to assist the sheriff's office and the medical examiner's office during a recent call.

**Treasurer's report:** Treasurer Andrea Nekowitsch presented a budget overview. The total 2021 budget was \$2,068,133 and, as of 7/13/21, the balance was \$1,628,898, leaving the Township right on track being half way through the year with half the budget remaining. The treasurer informed the Board that the 1<sup>st</sup> half property tax payment had been received. Supervisor Halliday will meet with the treasurer to discuss the Parks budget.

**Escrow account:** In order to track the land use escrows, Supervisor Halliday moved to authorize the treasurer to proceed with opening a non-interest bearing account with the First State Bank of Wyoming. Signers on the account will be the clerk, deputy clerk, treasurer, chair and vice chair. Supervisor Searing seconded the motion which passed 4-0.

**Mowing contract:** Supervisor Millerbernd moved to hire Shermik Tree Farm for ditch mowing at \$95.00 per hour; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**245<sup>th</sup> Ave & Baylor Street:** Oxford Township was not a recipient of an LRIP grant for the 245<sup>th</sup> Avenue and Baylor Street pavement project. Oxford Township approached the Road and Bridge committee to pursue paving the roads in conjunction with Linwood Township on 245<sup>th</sup> Avenue, a town line road.

**213<sup>th</sup> Lane:** Supervisor Millerbernd reported that both he and Supervisor Parker spoke with concerned residents regarding rocks on newly graveled sections of Pluto Street, 213<sup>th</sup> Lane and Regulus Street. After viewing the road and discussing it with Keller Excavating, in the opinion of the two road supervisors, 213<sup>th</sup> Lane is a good road surface, made for vehicular travel. Residents Karen and Tim Michaelson, and Curt and Wendy Dahlberg, presented photos of 213<sup>th</sup> Lane and informed the Board that large rocks on the road have been a safety issue for the pedestrians and bikers that use the road. It was questioned why different material was used on different segments of the same road. The Board agreed to check with the Keller Excavating to find a way to fix the road or work with the material that is on the road.

**P&Z members:** Members Amanda Anderson and Joe Hermann have decided not to renew their terms on the Planning and Zoning commission. Supervisor Searing will check with member Gary Gustafson to see that he can commit to attending meetings in their entirety. Supervisor Searing moved to appoint Tom Pilla and Nancy Matson to the Planning and Zoning commission; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Municode update:** The Town Board will attend the July 20<sup>th</sup> P&Z meeting to hear an overview of revisions to the codified town code. Tom Searing will meet with Joe Dolphy and the clerk to create a list of the major changes that were made to the new code. Currently the zoning administrator and the clerk are responsible for processing and approving Administrative Subdivisions. The Board approved having the planner write an ordinance to remove the clerk as a signer for this land use process.

**Recycling grant:** Quotes for blacktop in front of the recycling buildings were considered by the Board. By consensus, the Board was agreeable to including the blacktop project in the SCORE grant request for funding and improving the recycling center in 2022. The proposed blacktopping project was included in the 2022 budget.

**Rescind motion:** Supervisor Halliday moved to rescind the motion made at the June 22, 2021 meeting to approve the June 11, 2021 payroll; Supervisor Searing seconded. Incorrect numbers had been provided for approval by the Board. All ayes; motion passed 4-0.

**Website:** Webmaster Natalie Zabrzenski informed the Board that working with CivicPlus to create a new township website is not going well. Despite having been sold on being able to create a custom website, the design and function promised have not been attainable. The needs of the township designer are not being met by the CivicPlus designers. No functioning website has been created, only concept ideas have been suggested by CivicPlus, but none have met the requests of the webmaster. Supervisor Searing will contact CivicPlus to request a refund of the contracted price.

**Septic compliance ordinance:** Resident Andy Luedtke questioned the requirement to have a septic compliance inspection as part of an Administrative Subdivision. Zoning Administrator Sandy Lathrop explained to the Board that according to section 401.02, Subd. 8(c) and (f), a septic compliance is required and that the Township must follow the shoreland ordinance.

**LFFD provider agreements:** For Linwood Family Fun Day entertainment, Supervisor Millerbernd moved to hire Karl Achilles Magic for \$500.00 and the Jolly Promenader Square Dance Club for \$75.00, and to rent the necessary Jimmy's Johnnies at approximately \$67.00 each. Supervisor Searing seconded. All ayes; motion carried 4-0.

**Resolution 2021-12:** Supervisor Halliday moved to adopt Resolution #2021-12 Accepting 1<sup>st</sup> Half 2021 Donations; Supervisor Peterson seconded. Total cash donations were \$2,405.00 and other material goods or services valued at approximately \$4,988.00. All ayes; motion carried 4-0. (Full resolution on file.)

**Senior Coordinator 60-day review:** Supervisor Halliday moved to make Sarah Raymond a regular employee, having successfully completed her 60-day probation; Supervisor Searing seconded. All ayes; motion carried 4-0.

**Dog bite complaint:** Resident Vicki Piasecki explained an ongoing timeline of issues with a dog named Dagger, owned by Randy Stene. According to Piasecki, the dog bit her and has bit other neighbors. Piasecki filed a police report and sent a letter to the dog owner, asking that he either relocate the dog or have it put down. As stated by Piasecki, when the dog is out of the yard it is dangerous and residents don't feel safe. Supervisor Halliday explained that the Township doesn't have the authority to designate a dog as a dangerous dog, and that Anoka County handles these matters. Supervisor Halliday ended the discussion when Piasecki informed him that they have a lawyer. Most of the meeting attendees moved their discussions to the parking lot. Randy Stene and his supporters did not get a chance to address the Town Board.

**Clinic location:** A request from the Anoka County Public Health Department requested the use of a Township space for a pop-up Covid-19 clinic and for the Township to promote their vaccination clinic. Since the Township has facilitated other vaccination clinics, the Board was agreeable to allowing the county the use of the senior center.

**Cemetery lots returned:** A written agreement from the remaining family member, Michael Spence, to release three gravesites in the North section of the cemetery back to the Township

was presented to the Town Board. North section, Block 33, Lots A, B, and C had been reserved for Patrick Spence, who is buried elsewhere, and Shannon and Betty Spence, both of whom are deceased and have been interred in North, Block 33, Lot D, which was reserved for Michael Spence. Let the records reflect that cemetery Lots A, B, and C, in Block 33, of the North section in the Linwood Cemetery are no longer reserved.

**Brush chipping:** When considering quotes for brush chipping, the proposal within the contract with Raml Tree Service should have been considered to use local resources.

**Clerk's Comments:** The clerk read a note of appreciation from the Beckman family to the office staff for their assistance in navigating the minor subdivision process. Two wind chimes, donated by the Beckman family, will be placed on Township property for the benefit of the residents. The Board was informed that the Township engineer was asked to draft driveway specifications. Supervisor Millerbernd will coordinate the monthly fire extinguisher inspections with the senior van driver, Mike Spence.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the June 22, 2021 Town Board meeting; Supervisor Peterson seconded the motion, which carried 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for June 23 through June 13, 2021, claims #36003 through #36048 in the amount of \$134,659.64; Supervisor Peterson seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to pay claim #35991 to MacQueen in the amount of \$4,263.45; Supervisor Millerbernd seconded. The motion carried 4-0.

Supervisor Halliday moved to pay the regular payroll for June 11, 2021 in the amount of \$14,455.48, including direct deposits #19031 to #19043, and EFTs #19044 to #19046; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to pay the regular payroll for June 25, 2021 in the amount of \$12,109.45, including direct deposits #19050 to #19056, and EFTs #19057 to #19059; Supervisor Peterson seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to pay the regular payroll for July 9, 2021 in the amount of \$17,810.59, including direct deposits #19060 to #19073, and EFTs #19074 to #19076; Supervisor Searing seconded. All ayes; motion passed 4-0.

Supervisor Peterson will contact Lt. Douglas regarding Anoka County's responsibility for handling dangerous dog complaints. The deputies responding to biting dogs in Linwood should be made aware that the Township doesn't have the authority to enforce a dangerous dog ordinance.

Supervisor Peterson reported a pothole on 237<sup>th</sup> between Fontana Street and Capella Street and asked that it be filled.

Employee Tony DeChaine asked the Board to review the portion of the last meeting minutes regarding Supervisor Parker's discussion of his raise. Supervisor Searing will review the recording.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Peterson seconded. The motion carried 4-0. The meeting was adjourned at 8:01 p.m.

Approved on July 27, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

July 27, 2021

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

Board Members Absent: none

Others Present: Tom Searing, Tony DeChaine, Darryl Ballman, Sandy Lathrop, Natalie Zabrzenski, Ed Kramer

**Call to Order:** Vice 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, July 27, 2021 and the clerk performed the roll call.

**Approval of the Agenda:** Supervisor Peterson moved to approve the agenda with the addition of HR and removing Website; seconded by Supervisor Parker. The motion passed unanimously 4-0.

**P&Z resignation:** Supervisor Searing moved to accept Laura Kearns resignation from the Planning and Zoning Commission; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**Encroachment license agreement:** At the September 22, 2020 Town Board meeting, a representative of the estate owning the property at 23131 W. Martin Lake Drive NE, Stacy, proposed that the Township vacate the property formerly know 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, could remain. Following a request by the representative requesting that all of the encroachments be allowed to remain, the Town Attorney was contacted. Due to riparian rights, Attorney Hill recommended providing a license agreement to allow the encroachments to remain until such time that the Township may determine that it is necessary to remove for township use. The owner assumes all risk with respect to their activities within the encroachment area. Supervisor Searing moved to approve the Encroachment License Agreement 21-04-LU; Supervisor Parker seconded. All ayes; motion carried 4-0.

Supervisor Halliday arrived at 6:12 p.m.

**PARCs:** Supervisor Halliday reported that the PARCs committee is planning a geocaching activity in conjunction with Linwood Family Fun Days. Of the list of to-do items for the parks, most of the items have been done. Committee members were reassigned two or three parks to oversee the condition and report needed maintenance. In order to attain ADA compliance, quotes for properly marking handicap parking at Broadbent Park will be combined with marking in front of the senior center/town hall. Additional signage will be installed at Olympic Green Park to discourage ATVs from driving in the park. The utilities structure in Alquist Park will be removed by the utility companies that own them.

**213<sup>th</sup> Lane:** Supervisor Parker and Rick Keller met and came to a resolution for the road surface condition on 213<sup>th</sup> Lane. Due to complaints of how rough the surface was, 2" of limestone was placed on the existing Class 5 and packed. The residents were satisfied with the modification of the driving surface.

**Driveway standards:** The town engineer created a draft of standards for regulating driveway accesses on township roads. Supervisor Parker questioned the 30' distance required to be paved from a paved road and why driveways on unpaved roads must be paved within one year after the township improves the road. A copy of the standards will be reviewed by the Road and Bridge committee, the Planning and Zoning Commission, and the fire chief before it comes to the Board for adoption.

**Municode public hearing:** Because the final copy of the Municode recodification will not be available until August 31<sup>st</sup>, the public hearing scheduled for August 17<sup>th</sup> was rescheduled for September 21<sup>st</sup>.

**LFFD provider agreements:** Supervisor Millerbernd moved to hire Loose Change for \$125.00, but not to add Crazy Hair to the activities; Supervisor Peterson seconded. All ayes; motion carried. Ed Kramer informed the Board that the Grange Hall has been painted by volunteers and will be cleaned out on August 1<sup>st</sup>.

**Sr. Coordinator leave of absence & replacement:** Supervisor Parker reported that the senior coordinator will be taking a leave of absence, and that the prior senior coordinator, Pam Hoppe, is willing to fill in during that time, at the same wage as when she worked here. The anticipated dates are August 27-November 1. Pam's duties will include taking care of the bread in the lobby, coffee on Thursdays, and other activities as scheduled. Supervisor Halliday moved to have Pam Hoppe come back as a temporary senior coordinator while Sarah is on leave; Supervisor Parker seconded. All ayes; motion carried.

Supervisor Parker moved to approve Sarah Raymond's leave of absence for six to eight weeks; Supervisor Halliday seconded. All ayes; motion carried.

**Senior transportation:** Since the only senior transportation driver quit, the Board was left with two options: discontinue the transportation service or try to find new drivers. Paying hired drivers was not budgeted for. Advertising for volunteer drivers will go on the website and electronic sign. Supervisor Searing will check with local churches to see if they have people interested in driving.

**MidCo contract renewals:** The phone and internet service contracts with Midco are set to expire on August 14, 2021. After reviewing the renewal rates and options, Supervisor Halliday moved to

renew the Midco contract for a period of three years, with internet 100 Mbps download and 30 Mbps upload speeds, and a phone contract for \$20.00 per month. Supervisor Parker seconded the motion, which carried unanimously.

**Storm drain at 22529 Martin Lake Road:** Supervisor Parker reported that the town engineer and the public works employee did a site visit at 22529 Martin Lake Road NE, to investigate a sink hole that exposed a culvert pipe. The engineer recommended that the first step would be to contact the town attorney to establish responsibility. If the township is responsible, the next step would be to do a temporary repair at the location of the sink hole. Then, televising the pipe to determine the current condition of the pipe and evaluate a timeline for future replacement. Supervisor Parker will contact someone to video the pipe and get prices to replace the pipe.

**HR:** Supervisor Halliday reported that the raises that were given to several employees about a month ago, were not in compliance with the employee handbook. The policy allows raises on an annual basis or when a job position changes. In order to correct this oversight, the Board will need to do reviews. The reviews would be closed to the public unless the employee chooses to have the review open. The positions that will be reviewed are recycling, maintenance, the grass cutter and the treasurer. Notices will be sent to the affected employees and the meetings posted for 6:00 pm & 6:30 pm on August 3<sup>rd</sup> and 4<sup>th</sup>.

Supervisor Millerbernd will be attending the August 10<sup>th</sup> Town Board meeting remotely.

**Clerk's Comments:** The clerk requested permission to attend an administrator's luncheon to share information and network with other city administrators and clerks. Supervisor Parker moved to allow the clerk to attend the August 19<sup>th</sup> luncheon; Supervisor Searing seconded. All ayes; motion passed.

**Approval of Minutes:** Supervisor Peterson moved to approve the minutes for the July 13, 2021 Town Board meeting and the July 20, 2021 Joint Meeting; Supervisor Halliday seconded. The motion to approve the July 13<sup>th</sup> minutes carried 4-0, with Supervisor Peterson, Halliday, Searing and Millerbernd voting in favor, and Supervisor Parker abstaining due to absence. The motion to approve the July 20<sup>th</sup> minutes passed 3-0, with Supervisors Searing, Halliday and Parker voting in favor, and Supervisors Peterson and Millerbernd abstaining due to absence.

**Approval of Bills & Payroll:** Supervisor Millerbernd moved to pay the claims list for July 14 through July 27, 2021, claims #36049 through #36069 in the amount of \$9,423.94; Supervisor Parker seconded. All ayes; motion passed.

Supervisor Millerbernd moved to pay the regular payroll for July 23, 2021 in the amount of \$14,307.05, including direct deposits #19083 to #19090, and EFTs #19091 to #19093; Supervisor Parker seconded. All ayes; motion passed.

Supervisor Halliday informed the Board that attorney's information regarding the dangerous dogs and the cable franchise agreement will be on the next agenda, as well plans for hiring an office assistant that may be appointed as a deputy clerk.

Supervisor Searing asked for an update from Supervisor Peterson regarding the status of a police office space. Supervisor Peterson has not been in contact with the sheriff's office. Discussion ensued regarding options for providing a police office. Chief Ballman clarified that the deputy



only needs a small desk for a secured computer to download data from their patrol. With the senior bus having been donated to the Lee Carlson Center, Supervisor Millerbernd informed the Board that the township car has been moved into the senior bus garage so it would be accessible for firefighters to attend training. It was determined that the FWD will be moved to the first stall in the maintenance garage, leaving the current FWD stall available for the police office and car.

Employee Tony DeChaine asked if there would be a change to meeting minutes regarding Supervisor Parker's discussion of his raise. Supervisor Searing said that she had reviewed the recording, but didn't have any changes to the minutes. Supervisor Parker said that he would review the recorded minutes.

Interim zoning administrator Lathrop was given permission to contact the attorney to see what the protocol is for rezoning parcels on the map and how to handle land use applications for properties that are labeled Institutional and Future Commercial when those are not mentioned in the zoning code.

**Adjournment:** Supervisor Halliday moved to adjourn; Supervisor Peterson seconded. The motion carried unanimously.

Approved on August 10, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

**August 10, 2021**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd (via Zoom due to work), Carol Searing, Tim Peterson; Mike Parker; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Sausen, Tom Searing, Darryl Ballman, Tony DeChaine, Natalie Zabrzinski

**Call to Order:** Chairman Halliday called the Linwood Town Board meeting to order at 6:02 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, August 10, 2021 and the clerk performed the roll call.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Approval of the Agenda:** Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Peterson. The motion passed unanimously.

**Fire Department:** Fire Chief Darryl Ballman reported 25 runs in July, 2021, with 21 being medical, and four being fire. The firefighters attended two Night to Unite events this year. The fire department was not awarded the 2022 Volunteer Fire Assistance grant.

Consent was given for the fire department to submit an insurance claim to replace two radio units. The deductible will be \$250.00 each, with each radio costing close to \$5,000.00 each.

Supervisor Parker moved to approve SOG 4.1 and SOG 4.2; Supervisor Millerbernd seconded. SOG 4.1 Medical Response/Med Ill/Covid-19 and SOG 4.2 EMS Medical Response are the outlines for the department's response procedure during an epidemic/pandemic situation and EMS medical responses, respectively. All ayes; motion carried.

Supervisor Parker moved to approve the recommended appointments of Jim Stockinger-Chief 3; Andy Luedtke-Fire Marshal; Mike Beebe-Captain 12; and Jason Baggenstoss-Captain 14. Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Parker moved to approve the use of the fire station for Anoka County fire training; Supervisor Millerbernd seconded. On August 19<sup>th</sup> the training will be fireball training and August 26<sup>th</sup> will be for wildland firefighting. All ayes; motion carried.

The chief questioned whether the Bauer air compressor that was purchased in April, 2021 should be coded as a township capital expense or a fire department expense. Discussion ensued regarding whether it is considered a part of the building or a piece of equipment that is exclusively a tool used by the fire department. The topic was tabled pending the Board having budget numbers available.

Chief Ballman suggested changing the fire extinguisher maintenance services from Summit Fire to All Safe, a local company from Wyoming, MN. The topic was tabled pending confirming if All Safe will inspect the fire suppression system in the senior center kitchen.

The fire department offered to help where needed with Linwood Family Fun Day (LFFD) events. Supervisor Millerbernd suggest that the department be on hand for the fireworks, axe throwing, and obstacle course events.

**Road & Bridge:** Supervisor Parker reported that the Road & Bridge committee reviewed the draft of the driveway specifications and submitted their suggestions to Sandy. The comments from R&B and P&Z will be consolidated and returned to the Town Board for approval.

There have been calls regarding the ditch mowing and the contractor will inspect the areas of concern. Supervisor Parker reported that the pipe relative to the sink hole at the property on Martin Lake Road has been inspected via camera. A locate has been done, but the pipe will need to be dug out at both ends. A small plastic pipe was discovered that extended into the top of the metal pipe. It appears that the pipe goes under the house and it was questioned whether there was a permit to build the addition. Supervisor Millerbernd informed the Board that the Township was not the road authority when the pipe was put in. It was determined that no further work will be done until the township attorney and engineer are consulted. The Board was reminded of a correspondence from the Anoka Conservation District (ACD) that stated that a drainage area on the subject property was filled in by the property owner. Supervisor Halliday will talk to the ACD and the township attorney. The clerk will inform the Board members of any correspondences or replies regarding responses by the ACD and attorney.

**Zoning map follow-up:** Because the current zoning map was not adopted properly in 2015, the township attorney recommended that the Township revert to using the last approved map. Staff has been unable to locate that map, but it was suggested that the P&Z chairman may have a copy.

**New website:** Supervisor Searing reported that the Township will be moving ahead with CivicPlus and we will get the best website possible, even though it may not meet the initial vision of the Township. The new site will have improved mobile capabilities. The webmaster's priority will be to get the website functioning now and adjustments can be made in the future.

**LFFD provider agreements:** Supervisor Millerbernd moved to approve service agreements for Linwood Family Fun Day from Tommy's Zoo for the pony rides and petting zoo at \$1,600.00 and the Wild Life Science Center at \$500.00; Supervisor Peterson seconded. All ayes; motion passed.

**Data Practices Policy:** The Township's Data Practices Policy must be reviewed annually by August 1<sup>st</sup>. The Board noted that the policy was updated on February 25, 2021 per instructions by the Town Board at its February 9, 2021 meeting.

**Wage review summary:** The Board recently met in closed meetings with the treasurer, recycling coordinator, and the grass mower to review their job performance. The raises previously given will stand based on performance. The performance review for the maintenance worker was an open meeting, per the preference of the employee. Supervisor Halliday moved to repeal the motion to give the maintenance worker a raise, effective today and the wages will go back to what they were before that motion; Supervisor Searing seconded. All ayes; motion carried.

**Covid restrictions:** With the end of the Peace Time Emergency declaration by the governor, and the lapsing of many Covid-19 related policies, the Board determined that they would remove the Local State of Emergency Declaration, put in place on March 17, 2020. Supervisor Parker moved to remove the Township Covid restrictions as defined in the Return-to-Work Guidelines; Supervisor Millerbernd seconded. Supervisors Parker, Millerbernd, Halliday and Searing voted aye; Supervisor Peterson voted nay. The motion carried 4-1.

**Dangerous dogs:** Supervisor Halliday reported that according to the current attorney, the Township has the authority to regulate dangerous dog issues, the Township is not obligated to take that authority. The previous attorney informed the Board that the Township didn't have authority to deal with dangerous dogs, and so the Township doesn't have an ordinance for dangerous dogs and that authority has been relinquished to Anoka County. The current attorney has not responded to the request for statutes that give the Township that authority. Supervisor Peterson informed the Board that he has been working with the Anoka County Sheriff's Office on the recent dog bite. Supervisor Peterson will contact the Animal Control Officer to see what the processes are regarding complaints of a dog bite.

**Midco franchise agreement:** With the renewal date of the Midco franchise agreement approaching, the attorney was contacted regarding whether the agreement needed to be in the form of an ordinance. The attorney clarified that the franchise agreement will need to be in the ordinances. The clerk will check with the attorney to see if the franchise ordinance can be adopted prior to the adoption of Municode or if it should wait until after.

**Office Assistant/Deputy Clerk:** In an effort to cover the office staff shortage and to prepare for continuity when staff changes, the concept of hiring a deputy clerk was presented. The clerk appoints their deputy and oversees the duties, but the Town Board controls the hours and pay. Supervisor Searing moved to hire a deputy clerk for 15-20 hours per week at \$18-20 per hour; Supervisor Halliday seconded. All ayes; motion carried.

**Volunteer firefighter disability policy:** Supervisor Parker moved to renew the firefighter's Accidental Death and Disability Policy with Dolliff Insurance; Supervisor Peterson seconded. All ayes; motion carried.

**Clerk's Comments:** The Board determined that they didn't need anyone from Anoka County's Sheriff Office to attend a Board meeting to discuss the 2022 police contract. The clerk outlined a few of the obligations that accompany accepting the American Recovery Plan money, such as

reminding contractors and employees about seat belt use, texting and driving, and including the specific language in any publications produced with ARPA funds. Anoka County will provide up to \$150,000 matching grant for broadband expansion.

**Approval of Minutes:** Supervisor Parker moved to approve the meeting minutes for the July 27, 2021 Town Board meeting; Supervisor Peterson seconded. The motion carried.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for July 27 through August 10, 2021, claims #36070 through #36081, with the dollar amount of \$12,347.51. Supervisor Parker seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the 2<sup>nd</sup> quarter 2021 payroll, paid on July 29<sup>th</sup>, with direct deposits #19098-19121 and EFT #19122, in the amount of \$25,551.29; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday moved to pay the regular payroll for August 6, 2021 in the amount of \$10,656.79, including direct deposits #19123 to #19135, and EFTs #19136 to #19138; Supervisor Parker seconded. All ayes; motion passed.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Peterson seconded. The motion carried.

Approved on August 24, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

**August 24, 2021**

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

Board Members Absent: none

Others Present: Tom Searing, Mike Raml, Andy Luedtke, Joe Dolphy, Jr., Tony DeChaine, Natalie Zabrzenski

**Call to Order:** 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 24, 2021 and the clerk performed the roll call.

**Approval of the Agenda:** Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Peterson. The motion passed unanimously.

**Fire Department:** Assistant Chief Mike Raml gave a brief overview of the DNR agreement to allow reimbursement from the DNR for Township costs related to prevention and suppression of wildland fires. Supervisor Parker moved to approve the Cooperative Agreement between Linwood Township Fire Department and the MN DNR; Supervisor Peterson seconded. The agreement is DNR #21 344 02111. All ayes; motion carried.

Assistant Chief Raml reported that All Safe does provide extinguisher service, kitchen hood inspections, SCBA testing, and emergency light maintenance. Supervisor Peterson moved to hire All Safe for performing fire extinguisher services for the fire department; Supervisor Parker seconded. Supervisor Peterson amended his motion to include fire extinguisher services for all Township properties; Supervisor Parker seconded the amendment to the motion. All ayes; motion passed.

Supervisor Parker moved to approve SOG 2.11 Rescue Boat Operation; Supervisor Millerbernd seconded. The purpose of this standard operating guideline is to provide guidance for the safe and effective operation of LFD Marine 1 during on-water emergencies. All ayes; motion carried.

The fire department used to have four thermal imaging cameras, vital pieces of equipment, in their arsenal. Currently, the department only has two thermal imaging cameras, one of which is not functioning. The fire department will be providing the Town Board the costs for purchasing new thermal imaging cameras. The primary camera would be a more expensive camera, with

lesser expensive models for exterior use. Other capital items and the need for budgeting for them were discussed.

**Parks:** Supervisor Halliday reported that each of the parks were reassigned and reviewed by the Parks Committee members. The lot lines of the Township park in Paradise Point will need to be located to determine if the pallets and concrete are being dumped on Township property. The Parks committee will be sponsoring a geocaching event to encourage residents to visit the Township parks. Some of the park signs have been replaced and others have been painted by Supervisor Halliday and his wife.

**New website:** By consensus, Supervisor Searing was given permission to sign off on the website design, so that the rest of the website can be built by CivicPlus.

**Dangerous dog follow-up:** Supervisor Peterson contacted Gratitude Farms regarding responding to calls about dog bites. Tammy Gimpl from Gratitude Farms was present to explain the process that she has no authority to pick up a dog unless contacted by an Anoka County deputy or dispatch. If a resident calls her regarding a dog bite, they are instructed to call the sheriff's office. Tammy informed the Board that she was never called for the last dog bite incident. Supervisor Peterson said that in order for the Township to enforce a dangerous dog ordinance, the authority would need to be granted by Anoka County. This would be more of a benefit to the County than to the Township. Supervisor Peterson informed the Board that the Sheriff's commander has not returned his calls. Supervisor Searing offered to contact Lt. Douglas regarding what the County does when they receive a dog bite complaint and who the residents should contact.

**LLIA Gambling Permit:** The Linwood Lake Improvement Association (LLIA) will be conducting Bingo during the Family Fun Day activities. Anoka County approves the gambling permit application before it is submitted to the state gambling commission. Supervisor Parker moved to have Supervisor Halliday sign the gambling permit. By signing the permit, the Township is acknowledging that the LLIA is applying for bingo activity within the township limits. Supervisor Millerbernd seconded the motion, which passed unanimously.

**LFFD provider agreements:** Supervisor Millerbernd moved to approve spending \$3,275.00 with All Around Rentals for the inflatables; Supervisor Parker seconded. All ayes; motion passed.

Supervisor Millerbernd moved to pay \$475.00 to All Around Rentals for carnival games; Supervisor Parker seconded. All ayes; motion carried.

**LFFD Contract for Service:** Supervisor Parker moved to spend up to \$400.00 to help set up on Friday, September 10<sup>th</sup>; Supervisor Peterson seconded. The Contract for Services with Boy Scout Troop 435 defines that the services are based on \$20 per person up to \$400.00. All ayes; motion passed.

**Cemetery & boulevard maintenance:** In an effort to have the cemetery looking good, Supervisor Searing recommended that wood chips be put around the trees by the benches and spread gravel on the cemetery driveway. Supervisor Searing also questioned if the gardens in front could get some maintenance prior to the LFFD activities. Supervisor Millerbernd volunteered his family and himself to remove the weeds and place woodchips in the gardens and around the flagpole. Mike Raml offered free wood chips and public works will deliver the wood chips to the front parking lot prior to the weekend.

**Deputy Clerk:** The clerk has designated Pamela Matti to be her new deputy clerk. Supervisor Halliday moved to approve the deputy clerk's wages at \$20.00 per hour, working 20 hours per week as deputy clerk; Supervisor Searing seconded. All ayes; motion carried. Ms. Matti will start on September 20<sup>th</sup>.

**Deputy Clerk job description:** Supervisor Halliday moved to approve the Deputy Clerk's job description as presented; Supervisor Millerbernd seconded. The motion carried unanimously.

**2020 Census Report:** Supervisor Halliday moved to acknowledge the receipt of the 2020 Census Report; Supervisor Millerbernd seconded. All ayes; motion carried. As of April 1, 2020 Linwood Township had 2,093 housing units, 1,993 households, and 5,334 people. The household size averaged 2.67 persons per household.

**Clerk's Comments:** The clerk informed the Board of the increased requests for the use of the parks, by football teams, a car show, and a recent wedding in the School Forest.

**Approval of Minutes:** Supervisor Peterson moved to approve the meeting minutes for the August 10, 2021 Town Board meeting; Supervisor Millerbernd seconded. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for August 11 through August 24, 2021, claims #36093 through #36127, with the dollar amount of \$61,239.08. Supervisor Peterson seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the regular payroll for August 20, 2021 in the amount of \$15,424.14, including direct deposits #19145 to #19153 and EFTs #19154 to #19156; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Parker reported that the response to complaints about the condition of 205<sup>th</sup> Avenue was that the extremely dry conditions have made it ineffective to grade until substantial moisture has been received. There was a complaint that the wrong kind of gravel was put on Julliard Street, but the gravel was actually placed last year.

The driveway standards have been reviewed by the Road & Bridge Committee and Planning Commission, but public works has not commented yet. The driveway standards will be on the next agenda.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Peterson seconded. The motion carried. The meeting was adjourned at 7:15 p.m.

Approved on September 14, 2021

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

(651) 462-2812 • Fax (651) 462-0500

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

Website: [linwoodtownship.org](http://linwoodtownship.org)

### Town Board Meeting Minutes September 14, 2021

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Tim Peterson; Mike Parker(via Zoom due to personal emergency); Clerk Pam Olson

Board Members Absent: none

Others Present: Mike Raml, Matt Thompson, Tom Searing, Amy Lametti, Dario Lametti, Becky Frego, Concha Brown, Darryl Ballman, Andy Luedtke, Tony DeChaine, Judy Hanna, Sandy Lathrop, Natalie Zabrzenski

**Call to Order:** 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 14, 2021 and the clerk performed the roll call.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Approval of the Agenda:** Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed unanimously.

**Retired flag drop box:** Dario Lametti, from Linwood Scout Troop 435, presented the Township with a flag retirement drop box that he made as his Eagle Scout Project. The patriotic receptacle was placed outside the town hall so residents can deposit their faded or torn flags, which will then be properly retired by the VFW.

**Resolution #2021-13:** Zoning Administrator Sandy Lathrop reported that the variance application #21-13-VAR, for Chris & Laurie Peterson, 23942 West Fawn Road NE, Stacy, was for a septic system setback from the ordinary high-water line (OHWL) of Fawn Lake. Due to a non-compliant septic system, the applicants will need to replace their system, but the placement of the septic system is hindered by the OHWL, the placement of a new well, and the location of the neighbor's well. Following a public hearing, the Planning and Zoning Commission recommended a variance be granted with conditions, which were amended due to further review by the zoning administrator. The conditions approved by the Town Board included: The setbacks shall be reduced to no less than 85 feet from the OHWL; all setbacks to property lines and neighboring wells shall be as proposed in the septic design plan; all work shall be in accordance with the plans

submitted with the application and otherwise compliant with the Linwood Township ordinances; the septic system shall be placed as graphically depicted on the Certificate of Survey dated 07-13-2021 and the design plan. Supervisor Halliday moved, based on the findings of fact and staff recommendations, to approve Resolution #2021-13 Accepting Final Findings of Fact and Approving Variance; Supervisor Searing seconded. All ayes; motion passed. (Full resolution on file.)

**Fire Department:** Fire Chief Darryl Ballman reported 21 runs in August, 2021, with 18 being medical, and three being fire.

MacQueen representative, Matt Thompson, gave a presentation, explaining the vital tool used in firefighting, and answered the Board's question regarding thermal imaging cameras (TIC). The cost of the MSA 6000+ included the TIC, truck charger and spare battery. The secondary TIC would be for external use and clean-up. The Board requested a written proposal for both cameras and the extended 5-year warranty.

Fire Marshall Andy Luedtke attended the back-to-school open house at the Linwood Elementary School. The Linwood Fire Chief can be more restrictive than the DNR in considering local conditions for burning permits. Supervisor Searing asked that when the fire wardens are notified of changes in the availability of burning permits, the notifications are made available to the webmaster to keep the website up to date. MATIT will be contacted to assess the effervescent water damage to the walls of the fire station.

Supervisor Millerbernd moved to spend \$850.00 to send two firefighters to the Inspector 1 class at Century College; Supervisor Peterson seconded. All ayes; motion passed.

The LFD Recognition Night will be October 6. Supervisor Halliday will perform the swearing in of the new firefighters. The MBFTE reimbursement for fire training for 2022 will be \$3,920.00.

Supervisor Millerbernd expressed his gratitude to the fire department for their presence and involvement in the weeklong LFFD events.

Supervisor Millerbernd moved to allow the use of a fire engine next week for a deceased firefighter; Supervisor Peterson seconded. All ayes; motion carried.

**Road & Bridge:** Supervisor Parker reported that several residents spoke against the 245<sup>th</sup> Avenue paving project, which is a town line road with Oxford Township. Mike Gabrick is working on the budget and capital equipment. South Linwood Drive is in the first phase of engineering, as a proposed project for 2022.

**LFFD:** There will be a follow-up meeting for the Linwood Family Fun Day committee members, with volunteer appreciation funds being used for refreshments.

Supervisor Millerbernd introduced the concept of holding the next Town Board meeting in the Grange Hall. With the celebration of 150 years of history, he expressed that this was the "right time". Despite the inability to stream the meeting, the board decided to hold the next meeting in the Grange Hall.

The history committee consisted of Becky Frego, Concha Brown, Kathy Grafft, Cindy Gruett, and Ed Kramer. Becky Frego was present to outline the purpose of presenting a history exhibit, which

evolved into also conducting a cemetery tour, creating a history book, and documenting the 150<sup>th</sup> celebration for future generations. The committee requested an external hard-drive to store the records and that the Township retains the records and keeps them in the most current readable media. The other request was to pursue preserving the Grange Hall and the 1840's trapper's cabin that has been deteriorating over the years.

An estimated one hundred people attended the Cemetery Tour, highlighting some of the historic residents who are buried in the Linwood Township Cemetery. The attendees were transported to the cemetery from the town hall via tractor drawn trolleys.

The 2021 Hall of Fame award went to Mike Gabrick for his years of volunteering at the recycling center, being on the Road & Bridge committee, creating road records for documents, the creation and maintenance of the township roads.

Because the 2020 Hall of Fame was not awarded in 2020 due to the pandemic, the Town Board thought it was appropriate to memorialize the extraordinary service to the community that two entities provided during a difficult year in our history. Supervisor Millerbernd moved to award the Covenant Church & Linwood Country Store as Honorary Hall of Fame recipients for 2020; Supervisor Searing seconded. All ayes; motion carried.

Raffle winners will be announced on the website.

**LFFD provider agreements:** Supervisor Millerbernd moved to approve \$100.00 payment to Bobby Colbert as the kids DJ for LFFD; Supervisor Peterson seconded. All ayes; motion passed.

**Dump box liner:** The Board received a quote for a liner for the dump box on the plow truck because the floor of the box and tailgate are starting to rust. Supervisor Millerbernd moved to spend up to \$2,100.00 with Crysteel Truck Equipment for floor and tailgate liner; Supervisor Parker seconded. All ayes; motion carried.

**Resolution #2021-14 Proclaiming Constitution Week:** Supervisor Halliday moved to adopt Resolution #2021-14 Proclaiming September 17 through September 23, 2021 as Constitution Week; Supervisor Millerbernd seconded. All ayes; motion passed. This resolution is in recognition of the 234<sup>th</sup> anniversary of the framing of the Constitution of the United States. (Full resolution on file.)

**Resolution #2021-15 Certifying 2022 Final Levy:** Supervisor Halliday moved to adopt Resolution #2021-15 Certifying Final Levy for 2022; Supervisor Peterson seconded. All ayes; motion carried. The resolution adopts and certifies the final 2022 levy in the amount of \$1,725,000.00, with \$18,100.00 of the levy for the Sunrise River Watershed. (Full resolution on file.)

**Resolution #2021-16 Accepting LFFD Donations:** Supervisor Halliday moved to adopt Resolution #2021-16 Accepting 2021 LFFD Donations; Supervisor Peterson seconded. All ayes; motion carried. Total cash donations included in this resolution were \$2,075.00 and other material goods or services were valued at approximately \$3,895.00. (Full resolution on file.)

**Cemetery bench & landscaping:** Supervisor Searing reported that one of the benches in the cemetery is in very bad condition and needs to be replaced. Two benches and trees were originally donated by Wayne Ayers in 2004 in memory of his wife. It was thought that both benches should be replaced so they would match. Supervisor Searing will get the opinion of Cindy

Gruett, former cemetery committee member, regarding the best choice of benches and the positioning. The debate of whether the circular landscaping should contain annual or perennial plants was not finalized.

**Deputy clerk position:** Supervisor Halliday moved to remove Lisa Slepica as an authorized signer on all township accounts, and from online bank access for any purpose, effective September 19, 2021. Supervisor Millerbernd seconded the motion, which carried unanimously.

Supervisor Halliday moved to authorize Pamela Matti, Deputy Clerk, to be a signer on all Township bank accounts, and to have online bank access for direct deposit and viewing bank statements, effective September 20, 2021. Supervisor Millerbernd seconded the motion, which carried unanimously.

**Clerk's Comments:** The Board gave approval for the prepaid sale of the 150<sup>th</sup> year commemorative LFFD t-shirts. The shirts will be advertised on the website at the cost of the shirts. The names of the generous Linwood Family Fun Day sponsors will be posted on the website.

The clerk informed the Board that a petition to pave 215<sup>th</sup> Avenue, 217<sup>th</sup> Avenue and Zodiac Street has been sent to the township engineer for him to determine if there are enough signatures to initiate a feasibility study.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the August 24, 2021 Town Board meeting; Supervisor Searing seconded. The motion carried.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for August 25 through September 14, 2021, claims #36128 through #36165, with the dollar amount of \$58,461.58. Supervisor Peterson seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the regular payroll for September 3, 2021 in the amount of \$16,691.78, including direct deposits #19159 to #19172, and EFTs #19173 to #19175; Supervisor Millerbernd seconded. All ayes; motion passed.

**Adjournment:** Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. The motion carried.

Approved on September 28, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes September 28, 2021

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing;  
Supervisor Mike Parker (via Zoom due to personal emergency); Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tony DeChaine, Concha Brown, Rebecca Frego, Ed Kramer, Judy Steven, Tom Searing, Marianne & Will Anderson, Cindy Gruett, Marty & Linda Anderson, Bob Mies, Rich Berget Jr., Darryl Ballman, Ed Hulsman, Judy Hanna, Hank Senger, Gale Reynolds, Mike Gabrick, Sandy Lathrop, Joe Dolphy, Jr., Jeff Reinert, Lt. Dan Douglas, Natalie Zabrzenski

**Call to Order:** Chairman Halliday called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at the Grange Hall located at 22855 Typo Creek Drive NE, Stacy, on Tuesday, September 28, 2021 and the clerk performed the roll call.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Approval of the Agenda:** Supervisor Millerbernd moved to approve the agenda as presented; Supervisor Searing requested the addition of cemetery benches to the agenda. Supervisor Millerbernd agreed to the friendly amendment. Supervisor Searing seconded the motion which passed 4-0.

**Recognition Awards:** District 6 Anoka County Commissioner Jeff Reinert was impressed by the special events that took place as part of the 150<sup>th</sup> celebration. Commissioner Reinert presented a Certificate of Recognition to the Board and residents. The plaque read, "In recognition of the Township of Linwood's 150-year anniversary September 11, 2021, we, the Anoka County Board of Commissioners, celebrate the township for its history, natural beauty, steadfast partnership with Anoka County and neighboring municipalities, and commitment to preserving a close-knit community. The plaque was signed by the Anoka County Board of Commissioners: Scott Schulte, Chairman, and Commissioners Matt Look, Julie Braastad, Robyn West, Mandy Meisner, Mike Gamache, and Jeff Reinert.

Commissioner Reinert would like to attend the next meeting to discuss senior housing, 205<sup>th</sup> Avenue grants, and Anoka County broadband contribution.

Supervisor Millerbernd presented Honorary Hall of Fame Awards for 2020 to Linwood Covenant Church member, Judy Steven, and Linwood Country Store owner, Rich Berget, Jr., for their caring and contributions to the community during the Covid world of 2020. Linwood Covenant Church members housed a food shelf, provided daycare and transportation to township residents. The Linwood Country Store and employees showed their compassion by delivering groceries and not raising prices in spite of potential shortages. Both entities have also contributed to the community throughout the years by their service and generosity. Judy Stevens reminded the attendees that the Manna Market, with about 40 volunteers, is an outreach for the residents and their members are always willing to help the residents. Judy was thankful that the recycling center has taken over the bike recycling program and as a place to bring the cardboard generated from Manna Market. Rich Berget expressed his thankfulness for his employees and his gratitude to the residents for embracing and supporting his business. He is proud to be part of the community.

Supervisor Millerbernd presented the 2021 Hall of Fame Award to Mike Gabrick for his years of selfless service in the recycling center, Road and Bridge Committee and endless hours spent volunteering to create tracking systems and budget for road and bridge.

**Anoka County Sheriff's Office:** Lt. Dan Douglas, Anoka County Sheriff's Office, and Lt. John Wilson, one of two lieutenants in the sheriff's patrol division, were present to discuss the 2022 Law Enforcement Contract. The deputy patrol car will be stored in the first stall adjacent to the town hall. The existing elections closet will be renovated by the county with internet lines, a small desk and lockers for the deputy. The deputies will be able to upload their body worn videos and squad video, bringing the obligations into compliance with state statute regarding the computers to be in a locked facility, and will keep the deputies in the area longer. It was not decided where the elections equipment will be stored. Having the deputies housed in the town hall complex will be beneficial to increasing communication with the office staff.

Anoka County is responsible for potentially dangerous and dangerous dogs and will continue to provide support for reported dog bites. Residents should call 911 to report a biting dog, who has bitten someone other than a person associated with the dog. The Animal Control Officer would be dispatched by sheriff's office to determine if the dog will be quarantined. The responsibility for responding to a dangerous dog incident, transitions from the town code to state statute. The Town Code doesn't allow for dogs at large, so the Township will continue to be responsible for enforcing their dog ordinance.

Anoka County will assist the Township with enforcing property violations, but not the Building Code violations, because they are civil issues. The deputies will work to enforce ordinances that have a penalty cited, such as junk cars, illegal burning, and other code violations. For nuisance properties, the County would handle the criminal part, but the Township would be responsible for the clean-up. The deputies will be responding to written complaints received by Town staff because it's safer to have trained deputies meet with residents than to have a supervisor or staff investigate complaints. The Anoka County attorney will prosecute Linwood's criminal cases at no cost because we are a township.

Supervisor Halliday moved to accept the Anoka County 2022 Contract #C0008742 for police services in the amount of \$252,282.00; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Zoning:** Following a public hearing on September 21, 2021, the Planning and Zoning Commission (P&Z) recommended that the Board adopt the new Town Code. Supervisor Halliday moved to adopt Ordinance #190, An Ordinance Adopting and Enacting a New Code for Linwood Township, Minnesota; Providing for the Repeal of Certain Ordinances Not Included Therein; Providing a Penalty for the Violation Thereof; Providing for the Manner of Amending Such Code; and Providing When Such Code and This Ordinance Shall Become Effective. Supervisor Millerbernd seconded the motion, which carried 4-0. (Full ordinance on file.)

Property owners and Variance #21-21-VAR applicants Marty and Linda Anderson requested a variance from minimum town design standards requiring a bituminous surface to complete an administrative subdivision. Following the public hearing on September 27, 2021, (P&Z) recommended that the Board approve the variance as requested. Supervisor Halliday moved to adopt Resolution 2021-17 Accepting Final Findings of Fact and Approving Variance; Supervisor Searing seconded. All ayes; motion passed 4-0. (Full resolution on file.)

Applicant Lee Hennen requested a zoning map amendment from R-A, Residential-Agricultural District to R-1, Single-Family Residential District to allow for future development of the property, to be known as Dellwood Country Estates. The property consists of approximately 86 acres, located at 50XX 215<sup>th</sup> Lane NE, with access granted from County Road 74 along the southern edge. Following hearing public comment on September 21, 2021, the (P&Z) recommended that the Board approve the zoning map amendment as requested. Supervisor Halliday moved to adopt Resolution 2021-18 Approving a Zoning Map Amendment for PIDs 07-33-22-23-0001, 07-33-22-22-0001 and a Portion of 07-33-22-32-0001, Lying North of 215<sup>th</sup> Lane NE; Supervisor Searing seconded. All ayes; motion carried 4-0. (Full resolution on file.)

Following a public hearing on September 21, 2021, the Planning and Zoning Commission (P&Z) recommended that the Board repeal the Cable Communications Franchises from the Town Code. Supervisor Halliday moved to adopt Ordinance #191, An Ordinance Repealing Chapter 24, Article II, Section 19 – Cable Communications Franchises of the Town Code; Supervisor Searing seconded. (Full ordinance on file.)

Following a public hearing on September 21, 2021, the Planning and Zoning Commission (P&Z) recommended that the Board grant a cable communications franchise to Midcontinent Communications. Supervisor Halliday moved to adopt Ordinance #192, Granting a Franchise to Midcontinent Communications, Inc., To Construct and Maintain a Cable Television System in the Township; Setting Forth Conditions Accompanying the Grant of the Franchise; Providing for Regulation and Use of the System; and Prescribing Penalties for the Violation of its Provisions; Supervisor Searing seconded. All ayes; motion carried 4-0. (Full ordinance on file.)

Because it wouldn't be practical to publish the entire text of Ordinance #192, and MN Statute 365.125 allows for publication of a summary of an ordinance instead of publishing the entire ordinance, Supervisor Halliday moved to adopt Resolution 2021-19 Approving Summary

Language for Publication of an Ordinance Granting a Franchise to Midcontinent Communications, Inc. Supervisor Millerbernd seconded the motion, which passed 4-0.

Despite the PZ's recommendation for the Board to adopt an ordinance amending portions of the administrative subdivision process related to removing the clerk as an approving entity, allowing a lot to be divided into no more than two lots, requiring the submittal of an electronic copy of the survey, to add the township engineer to those that may require the dedication of drainage and utility easements, and to add that the town clerk may approve an administrative subdivision, in the absence of the zoning administrator, the Town Board chose to table the ordinance and return it to P&Z for further review. Supervisor Searing expressed her concern that the Township will lose its checks and balances if the zoning administrator has sole authority to approve administrative subdivisions without someone from the Township being aware of the decisions. Supervisor Halliday moved to table the ordinance related to administrative subdivisions until further review; Supervisor Searing seconded. All ayes; motion carried 4-0.

**Parks:** Supervisor Halliday reported that the parks committee planned and conducted a successful geocaching opportunity and a medallion hunt to highlight the parks. The family that found the medallion has found it several times in the last few years. Supervisor Halliday will touch base with the public works department about the list of duties that parks members compiled for each of the parks. The parks committee will create proposals for upcoming repairs.

**Cemetery benches:** Supervisor Searing reported that new benches will be purchased to replace the damaged benches in the cemetery. The donor of the benches will be contacted regarding the benches that were in memory of his departed spouse. Supervisor Millerbernd volunteered to remove the benches and bring them to the recycling center.

**Fire Department:** Chief Darryl Ballman asked that the Board review SOP 1.11 Leaves of Absence and have it on the agenda at the next meeting. The Board will review both the redline and final versions. Also tabled was the purchase of a thermal imaging camera pending the receipt of an extended warranty quote.

In an effort to build future leaders, each captain will mentor a lieutenant firefighter. Supervisor Millerbernd moved to approve lieutenant positions for Steve Esperson, Robert Knebel, Mark Sullivan and Jason Theis; Supervisor Searing seconded. All ayes; motion passed 4-0.

Recognition night for the fire department will be at 6:00pm on October 6, 2021. Due to a miscommunication, Class A uniforms were ordered, though they weren't budgeted for in 2021. Rather than hold the payment until next year, the invoice may be submitted at the next meeting. The cost is approximately \$1,200.00.

**Driveway Standards:** The Driveway Standards Policy was tabled pending verification with Anoka County highway standards and recent town road projects regarding the size of the driveway extension recommended for the road edge. It was proposed that the extension be two feet from the edge of the road surface.

**Accepting historical donations:** The question arose whether the Township would accept donations of historical artifacts from donors. A wood burning stove would be donated to the Township from the popcorn school across the road from the Boettcher farm. The biggest concern



was where to store the large items. Ed Kramer offered to restore the wood stove for the Township and store it at his place until such time as the Township is able to take possession of it. The small items and the timelines will be kept for posterity.

**WH Security contracts:** Supervisor Halliday moved to approve WH Security contracts for the Township and fire station; Supervisor Parker seconded. The option chosen was to upgrade the cell dialers and enter into a three-year monitoring agreement with WH Security. All ayes; motion passed 4-0.

**Senior bus garage heater:** Supervisor Millerbernd coordinated a bid to install an electric heater in the senior bus garage to keep the interior from freezing in the winter. The topic was tabled pending getting a quote for a gas heater for comparison.

**Senior transportation driver:** Supervisor Halliday moved to approve Thomas Weaver as a senior transportation driver; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Resolution #2021-20:** Supervisor Halliday moved to adopt Resolution #2021-20 Proclaiming October Domestic Violence Awareness Month; Supervisor Searing seconded. All ayes; motion carried 4-0. (Full resolution on file.)

**Planning service provider:** Supervisor Searing reported that the planner services through SRF are not a good fit for the Township. The level of experience with administrative subdivisions and attention to detail hasn't met the Township's expectations. Supervisor Searing moved to terminate the planning services with SRF; Supervisor Millerbernd seconded. The motion carried unanimously 4-0. Supervisors Halliday and Searing will coordinate their communications with the vice president and the planner.

Supervisor Searing reviewed the sample staff reports provided by Northwest Associated Consultants (NAC) and ascertained that the company has more experience with the hands-on duties of zoning and land use issues. NAC has successfully completed Comp Plan and land use projects for the Township in the past. Supervisor Searing moved to approve hiring Northwest Associated Consultants for planning and zoning services; Supervisor Halliday seconded. All ayes; motion passed 4-0.

**Office staffing:** Supervisor Searing informed the Board that there is not enough staff to cover the office. Sandy Lathrop has requested to reduce her hours to the 32 hours agreed upon when the building official resigned. Supervisor Halliday expressed his understanding that Sandy agreed to take on building and zoning responsibilities until the Township hired someone to take over those duties, at which time she would return to the hours that she was working before the resignation. Andrea Nekowitsch, treasurer, notified Supervisor Halliday that she would not be working on Tuesdays. The combination of these situations has created a temporary staff shortage. Supervisor Searing proposed cutting back on the office hours. The topic was tabled.

**Clerk's Comments:** The clerk reported that the new Town Code will be available via a link on the Town website to Municode, which will host and maintain the Code. As new ordinances are passed, they will be available on the site with the Code until such time as the Township requests Municode to prepare a supplement to the Code. Municode's fee for hosting and maintaining the Code is \$395.00 per year.

The clerk was directed to get a quote to replace her laptop, which is seven years old and is experiencing some operational challenges.

The clerk asked that the Board consider items that could be purchase for the senior center using recent donations from the families of deceased residents, Stasia Weinke and Ronald Ridge.

Interim Senior Coordinator Pamela Hoppe is working with the School Forest to coordinate Halloween activities as an intergenerational event. The party will start with treats and games at the senior center and hay rides to treats on the trails in the School Forest. At the same time, the Covenant Church is sponsoring a trunk-or-treat opportunity for the community.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the September 14, 2021 Town Board meeting; Supervisor Parker seconded. The motion carried 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for September 15 through September 28, 2021, claims #36172 through #36184, with the dollar amount of \$15,682.99. Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to pay the regular payroll for September 17, 2021 in the amount of \$14,103.23, including direct deposits #19184 to #19191, and EFTs #19192 to #19194; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

**Appreciations:**

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. The motion carried 4-0.

Approved on October 12, 2021

Attested:

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Robert Millerbernd, Vice Chairman

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

**October 12, 2021**

Board Members Present: Supervisors Bob Millerbernd, Carol Searing, Tim Peterson; Mike Parker (via Zoom due to personal emergency); Clerk Pam Olson

Board Members Absent: Supervisor Mike Halliday

Others Present: Tom Searing, Darryl Ballman, Becky Frego, Stevie Young, Concha Brown, Cindy Gruett, Tony DeChaine, Natalie Zabrzenski

**Call to Order:** Vice Chairman Millerbernd called the Linwood Town Board meeting to order at 6:15 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, MN on Tuesday, October 12, 2021 and the clerk performed the roll call.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

**Approval of the Agenda:** Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Parker. The motion passed unanimously.

**Fire Department:** Fire Chief Ballman reported 18 runs for the month of September, with 16 being medical and two being fire. This puts the year-to-date total at 180 runs just under the same time in 2020 at 185 runs.

Supervisor Parker moved to approve SOP 1.11 Leave of Absence; Supervisor Peterson seconded. The Leave of Absence policy was reviewed by the town attorney and the firefighters incorporated the changes as recommended by the attorney. The purpose of this procedure is to provide a process for requesting a leave from duties related to a Linwood firefighter. All ayes; motion carried 4-0.

The Board reviewed a quote for the thermal imaging camera with the warranty extended to 10-years. It was debated whether the additional \$2,950.95, one third the cost of a new camera, was advantageous, with the likelihood that technology would be changed within the next five years. Supervisor Peterson moved to purchase the thermal imaging camera only, without the extended warranty; Supervisor Parker seconded. All ayes; motion carried 4-0.

Chief Ballman reported a busy week for the firefighters. Monday was Fire Prevention at the elementary school; Tuesday was the fire station Open House; and Wednesday was the firefighter's Recognition Night. There was a good turnout for all events. Chief Ballman expressed his appreciation for Supervisors Halliday and Millerbernd attending the Recognition night ceremony. The stork award was awarded to firefighters who delivered two babies within one month at the same house.

Four firefighters attended EVOC training at the MN Highway Safety & Research Center in St. Cloud. The Fire State Aide payment, in the amount of \$33,936.56, was received into the firefighter's PERA pension.

**Road & Bridge:** There was no Road & Bridge meeting in October due to the lack of a quorum.

**Senior garage heater:** Supervisor Millerbernd provided the options of a gas or electric heater for the senior garage. The goal is to maintain the winter temperature at 45-50 degrees. The quote for the electric model was much cheaper, but with the monthly cost of gas traditionally being lower than electric, Supervisor Parker moved to have Kramer Mechanical install the gas heater in the senior bus garage. Supervisor Searing seconded the motion, which carried 4-0. The quote from Kramer Mechanical for \$4,510.00 does not include the cost to have the electric wiring run to the unit heater. Supervisor Millerbernd will contact K-Lee Electric to perform the electrical work.

**Laptop:** The clerk's laptop is seven years old and needs to be replaced. The quote from T.R. Computers included the laptop, software and labor to set up the computer. Supervisor Searing moved to buy the laptop for \$1,634.99; Supervisor Parker seconded. All ayes; motion passed 4-0.

**Planning agreement:** Supervisor Searing and staff met with Steve Gritman from Northwest Associated Consultants (NAC) to discuss the planning, zoning and enforcement services to be provided to the Township. Supervisor Searing moved to give Vice Chairman Millerbernd the authority to sign the contract with Northwest Associated Consultants for planning services and for NAC to become the Township Zoning Administrator; Supervisor Peterson seconded. All ayes; motion passed 4-0. The contract will expire on December 31, 2022, unless terminated earlier or extended by written agreement.

**P&Z meeting day:** Supervisor Searing moved to change the Planning & Zoning meeting to the third Monday of the month; Supervisor Parker seconded. This decision was made in order to coordinate with the zoning administrator's commitments. All ayes; motion carried 4-0. Supervisor Searing will consult with the zoning administrator before determining whether the change will occur in October or November.

**Proposed use of Sr Center donations:** Concha Brown, a member of the historical committee, proposed that the senior center donations be used to create a community quilt to commemorate the 150<sup>th</sup> anniversary of the Township. The generous donations will be used to cover the costs of materials, quilting and plexiglass protector. The community will be involved in making each of the squares. The finished quilt will be hung in the senior center for all to enjoy. Supervisor Parker moved to allow the use of the senior center donations for the 150-year quilt; Supervisor Peterson seconded the motion. All ayes; motion passed 4-0.

**Crow research:** The Board received a written request for Jessica Strand, a Wyoming resident, to utilize two areas within the Linwood Community Park and School Forest to study, assess and compare problem solving capabilities in rural and residential American crows by installing puzzle boxes with a peanut reinforcement for 4-6 weeks. The equipment will be clearly labeled and placed off-trail so as not to be detected by the casual visitor to the forest. Supervisor Millerbernd moved to allow the School Forest to be used for crow research; Supervisor Peterson seconded. All ayes; motion carried 4-0.

**Resolution #2021-21:** The Town Engineer reviewed the petition and identified the owners of the real property abutting the roads identified in the petition received by the clerk. The petition dated July 18, 2021 requested a feasibility study regarding paving 215<sup>th</sup> Avenue, Zodiac Street, and 217<sup>th</sup> Lane south of Viking Boulevard. The engineer determined that the signers of the petition are the owners of 27.4% of the land by frontage abutting on the roads. The petition was declared to have been signed by less than 35% of the owners of land by frontage abutting the roads and was determined not to be a qualifying petition. Supervisor Millerbernd moved to approve Resolution #2021-21 Declaring Inadequacy of Petition for Special Assessment; Supervisor Searing seconded. All ayes; motion passed 4-0. (Full resolution on file.)

**Resolution #2021-22:** Supervisor Parker moved to approve Resolution #2021-22 Accepting 3<sup>rd</sup> Quarter 2021 Donations; Supervisor Peterson seconded. The donations consisted of \$290.00 cash donations in memory of Stacia Wienke for senior center purposes; a MN flag from Tom Nichols; and various historical items from Ron Pope, the Vern Boettcher family and Robert Beckman family. All ayes; motion passed 4-0. The wood burning stove was from the popcorn schoolhouse, and the donated wringer stand, will both be restored and stored by Ed Kramer until such time as the Township has a place to store or display the artifacts. If at any time the Township wishes to dispose of the woodburning stove, it would be returned to the Boettcher family. (Full resolution on file.)

**School Forest donation:** Supervisor Millerbernd reported on the generosity of the Forest Lake Fire Department with their donation of an ATV to the School Forest. The machine will be owned by the school district and will be exclusively used in the School Forest to assist those with mobility issues.

**Supplemental recycling grant:** The proposal to purchase an enclosed trailer through an Anoka County Supplemental Recycling Grant opportunity was presented to the Board. The trailer would be used for transporting recyclable materials such as Styrofoam, plastic bags, Bikes for Kids, and reusable items to Family Pathways. Supervisor Peterson moved to approve applying for the \$10,000.00 grant; Supervisor Searing seconded. All ayes; motion passed 4-0.

**Clerk's Comments:** Supervisor Millerbernd will meet with staff and the zoning administrator to develop and define an enforcement process. A meeting with Lt. Douglas will be arranged to determine the deputy's role in enforcing the ordinances.

The deputy clerk has been taking on several of the office duties, in addition to taking the P&Z minutes. The clerk requested permission for the deputy clerk to view the recorded MAT training for new officers and statutory basics. Supervisor Parker moved to allow spending up to \$100.00 for the deputy clerk training; Supervisor Searing seconded. All ayes; motion carried 4-0.

The location of supervisors who attend the meetings via remote means must be posted and open to the public. Supervisors should notify the clerk in advance if they will not be attending the meetings in person.

**Approval of Minutes:** Supervisor Parker moved to approve the meeting minutes for the September 28, 2021 Town Board meeting; Supervisor Searing seconded. The motion carried 4-0.

**Approval of Bills & Payroll:** Supervisor Peterson moved to pay the claims list for September 29 through October 12, 2021, claims #36185 through #36209, with the dollar amount of \$11,987.46. Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Supervisor Millerbernd moved to pay the regular payroll for September 28, 2021 in the amount of \$13,248.99, including direct deposits #19198 to #19206, and EFTs #19207 to #19209; Supervisor Parker seconded. All ayes; motion passed 4-0.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Peterson seconded. The motion carried 4-0. The meeting was adjourned at 7:10 p.m.

Approved on 10-26-2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

**October 26, 2021**

**Board Members Present:** Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Tim Peterson; Mike Parker (via Zoom due to personal emergency); Clerk Pam Olson

**Board Members Absent:** none

**Others Present:** Darryl Ballman, Tom Searing, Stephanie Mrachek, Natalie Zabrzenski

**Call to Order:** 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, MN on Tuesday, October 26, 2021 and the clerk performed the roll call.

**CLERK'S NOTE:** All votes during this meeting were conducted by roll call vote.

**Approval of the Agenda:** Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed unanimously.

**Zoning Administrator:** Supervisor Searing reported that Northwest Associated Consultants, Steve Grittmann, Zoning Administrator, attended the October 18 Planning and Zoning meeting. The initial impression was that because of Mr. Grittmann's legal background and experience with land use issues, NAC is a better fit for the township's needs. The first projects will be to correct the zoning map, and to define zones and business uses.

**Parks:** Supervisor Halliday reported that most of the items on the work parks punch list have been completed. Repairing the cracks in the tennis courts will wait until spring. School Forest would like to know if the township uses a chemical to try to control the poison sumac along the boardwalk. Supervisor Halliday will meet with last year's rink volunteers to discuss the process for flooding and clearing the rink. Advertising for rink volunteers will go on the website, PARCs Facebook page, and the electronic sign. Natalie asked for more photos and descriptions of the parks for the new website. Supervisor Halliday read a letter of appreciation for those who are responsible for the pickle ball court, signage, and wooden storage box for balls and paddles.

**Fire Department:** Fire Chief Ballman informed the Board that the quote for the purchase of a thermal imaging camera (TIC) that was approved on October 12<sup>th</sup> also included a second TIC for

\$2,950.95. It was misunderstanding that the extra cost was for the extended warranty. The cost of each camera includes the warranties. The MSA Evolution 6000 TIC included a five-year warranty and the MSA Lunar unit, with battery and charger, includes a three-year warranty. Supervisor Millerbernd moved to spend \$11,581.95 on two thermal imaging cameras; Supervisor Peterson seconded. All ayes; motion carried.

The fire department gets dispatched to areas where there are no visible addresses on mailboxes or houses. Chief Ballman was granted permission to pursue a plan to get address markers for all homes throughout Linwood.

Supervisor Halliday moved to allow firefighter Stevie Young to extend her leave of absence to January 1, 2022; Supervisor Millerbernd seconded. Motion carried 5-0.

The annual recruiting process is in progress throughout October. The department currently has 28 members, with the maximum allowed at 35 members.

**Ordinance #193:** Ordinance #193 removes the clerk as a signer on Administrative Subdivision applications, reduces the number of lots from four to two, updates the submittal requirements to include electronic materials, and add the township engineer as an entity who may require the dedication of drainage and utility easements. Supervisor Halliday moved to adopt Ordinance #193 Amending Chapter 22, Article VI, Sections 22-690, 22-692, 22-726, 22-727, 22-728, 22-729, 22-730, 22-732, and 22-735 of the Town Code; Supervisor Millerbernd seconded. One supervisor's concern was that if the zoning administrator is the only authorized signer, would the township lose the checks and balances. It was determined that the Board may amend the process in the future, if it sees fit. All ayes; motion carried.

**Sr Center request for community group:** Stephanie Mrachek was present to request the use of the senior center as a meeting place for residents who are interested in establishing ongoing community-building opportunities. The group plans to meet every two months or quarterly. Someone from the group will need to be the responsible party to sign the rental forms, and dates will need to be scheduled with the senior coordinator. The Board was agreeable to waiving the fees for the rental. The senior coordinator will reach out to Ms. Mrachek with the necessary forms and information.

**2022 group insurance renewal:** Supervisor Searing moved to renew the MN PEIP health insurance for employees; Supervisor Parker seconded. All ayes; motion carried.

Supervisor Halliday moved to allow up to \$685.00 towards health insurance premium per month, based on the plan that is selected, meaning that if you choose the lower plan, you're not going to get paid the extra money between the two plans. For example, if you are choosing the plan that is \$532.46, you'll receive that amount, but you can't pocket the balance of the township's portion. Supervisor Searing seconded the motion. Supervisor Halliday explained that the basis for his motion is to be able to give an option of choosing either of the two plans at no cost to the employee. This is also an effort to offer better benefits for recruiting and retaining quality employees. Supervisor Halliday made a friendly amendment to have the premium effective January 1, 2022; Supervisor Searing agreed to the amendment. All ayes; motion carried.



**2022 Elections JPA:** Supervisor Halliday moved to enter into the Joint Powers Agreement between Anoka County and the municipalities, township, and school districts in Anoka County to allocate costs for election expenses, beginning January 1, 2022 until December 31, 2025; Supervisor Peterson seconded. The JPA will automatically renew on January 1 each year thereafter. Anoka County pays 55% of the costs; municipalities pay 30% of the costs; and school districts pay 15% of the costs. All ayes; motion carried.

**2022 Recycling SCORE grant:** Supervisor Halliday moved to approve the 2022 Agreement for Residential Recycling Program with Anoka County; Supervisor Peterson seconded. The amount of the 2022 grant will be \$54,889.00. All ayes; motion passed.

**Senior transportation drivers:** Supervisor Parker moved to approve Keith Hoppe and James Willeck as volunteer senior transportation drivers; Supervisor Peterson seconded. All ayes; motion passed.

**Reporting injuries:** Due to injuries not being reported, Supervisor Millerbernd recommended that a reminder be sent to employees, firefighters, supervisors, and committee members.

**SRWMO JPA work session:** A work session was scheduled for November 16 at 6:00 p.m. to discuss and comment on various recommended changes to the SRWMO Joint Powers Agreement. The SRWMO board is looking for a lead staff person from one of the municipalities to coordinate the process, receive comments from the entities and direct the lead attorney. The Board unequivocally responded that Linwood doesn't have staff to take that role.

**Office staffing:** The clerk, in her duties as office administrator, brought her concerns about effectively staffing the office. The concerns included scheduling two staff in the office each day to allow for staff to take PTO, make deposits, go to the post office, attend training and meetings. Recently, the office had to close for several days due to lack of staff. The clerk's opinion is that the supervisors are too involved in the day-to-day workings of the township and that the staff in every department should be able to prove their independence so they don't require constant supervision. Staff should be able to provide consistent services regardless of who is elected to the town board. It would be in the best interest of the township to have more than one person on staff that understands budgeting and the finances. Due to personal reasons, the treasurer and interim zoning administrator have cut their hours in half. The clerk suggested a few options for filling the void in the office, but asked what the Board's vision is for the office staff. Supervisor Halliday proposed hiring a 40-hour accountant/treasurer/office worker. Supervisor Halliday will notify the treasurer that her reduced hours will not work for the township. In preparing for the future, the positions dealing with the finances need to be rock solid. By offering full-time employment with benefits, the township will be more likely to retain skilled employees. Each supervisor agreed that the path forward would be to hire a full time person. The topic will be continued at the next meeting when a job description and pay scale will be available.

**Clerk's Comments:** A tax forfeited property near the intersection of 241<sup>st</sup> Lane and Baylor Street will be considered by the Road and Bridge committee for a future alternative road access to developments north of Fawn Lake.

**Approval of Minutes:** Supervisor Searing moved to approve the meeting minutes for the October 12, 2021 Town Board meeting; Supervisor Parker seconded. The motion carried.

**Approval of Bills & Payroll:** Supervisor Millerbernd moved to pay the claims list in the amount of \$66,652.16, claims #36210 through #36232; Supervisor Peterson seconded. All ayes; motion passed.

Supervisor Millerbernd moved to pay the regular payroll for October 29, 2021 in the amount of \$12,866.36, including direct deposits #19236 to #19243, and EFTs #19244 to #19246; Supervisor Peterson seconded. All ayes; motion passed.

**Safety boots:** Supervisor Peterson moved to spend up to \$80.00 to buy the recycling employee a pair of safety boots. The motion died for lack of a second. Supervisor Millerbernd had already directed the recycling employee to buy a pair of safety boots, similar to the agreement for the maintenance workers.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Peterson seconded. The motion carried 4-0. The meeting was adjourned at 7:10 p.m.

Approved on November 9, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

**November 9, 2021**

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Tim Peterson; Mike Parker; Clerk Pam Olson (via Zoom for health reasons)

Board Members Absent: none

Others Present: Tom Murphy, Tom Searing, Darryl Ballman, Becky Frego, Concha Brown, Andy Luedtke, Ed Kramer, Sarah Raymond, Pam Hoppe, Natalie Zabrzanski

**Call to Order:** 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, MN on Tuesday, November 9, 2021 and performed the roll call.

**Approval of the Agenda:** Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Peterson. The motion passed unanimously.

**Fire Department:** Fire Chief Ballman reported 17 runs for the month of October, with 10 being medical, six being fire, and one auto aide.

Fire Marshal Andy Luedtke reported that five candidates have passed the physical ability testing and the initial interview process. The next step is to extend a conditional offer of employment to allow for the required background checks and medical exams. Supervisor Halliday moved to extend a conditional offer of employment to Tyler Beck, Eric Byars, Jason Kellerhuis, Justin Meyer, and Troy Schesso; Supervisor Millerbernd seconded. All ayes; motion passed.

Cole Klingbeil graduated from the Anoka County Fire Training Academy on November 2<sup>nd</sup> and will be attending the EMT classes starting in December.

Linwood Firefighters volunteered with Engine 2 at the Covenant Church for the Trunk or Treat event and several firefighters volunteered for traffic control for the Halloween Party. The Linwood Fire Department was invited to take part in the Forest Lake High School First Responder Appreciation night.

**Road & Bridge:** Supervisor Millerbernd reported that the Road and Bridge committee is moving forward with the budgeting process and discussing crack sealing projects for next year. The

committee received a complaint of how rough 205<sup>th</sup> Avenue is with the influx of hunters going into Carlos Avery. The grader is done grading the roads for this year. Now that the monarch season is over, the ditch mower should be called to return to mow Jodrell Street in preparation for the plowing season. Supervisor Millerbernd and Parker will be conducting an interview for the full-time public works position.

**Recycling cargo trailer:** Of the four quotes provided for the enclosed recycling trailer, only one of the trailers is currently available. Supervisor Peterson moved to spend up to \$8,600.00 for a trailer. The motion died for lack of a second. Supervisor Parker moved to spend up to \$10,000.00 for the quoted trailer from Forest Lake Trailer; Supervisor Millerbernd seconded. All ayes; motion carried.

**Cemetery benches:** Supervisor Halliday spoke to Mr. Ayers about replacing the benches in the cemetery. Mr. Ayers was willing to pay for one new bench. The cost when Mr. Ayers originally purchased the benches as a memorial for his wife was \$550.00 each. The cost is now \$1,300.00 each. Recycling Coordinator Paul Deuth is able to get benches made from recycled plastic bags for no cost to the Township. By participating in collecting enough tonnage, the Township will earn two free benches per year. By consensus, the Board chose to replace the cemetery benches with the free recycled benches, but wait until spring. Supervisor Halliday will check with Mr. Ayers to see if he wants the one usable bench back or would like to have it placed somewhere else in the Township.

**Accountant/Treasurer job description and pay scale:** Supervisor Halliday moved to approve the Accountant/Treasurer job description as presented and the pay scale to run \$25.00 to \$30.00 per hour, depending on qualifications; Supervisor Millerbernd seconded. All ayes; motion passed. Supervisor Halliday spoke with the current treasurer and she understood the Board's decision to fill her position with a full-time person. The current treasurer is willing to help out in the interim.

**SRWMO representative resignation:** Having received a letter of resignation, Supervisor Halliday moved to accept Dan Babineau's resignation from the Sunrise River Watershed Management Organization effective immediately; Supervisor Millerbernd seconded. Supervisors Halliday, Millerbernd, Parker and Searing voted aye; Supervisor Peterson voted nay. Motion carried 4-1.

**Temporary maintenance wage:** In the absence of the full-time maintenance worker, Supervisor Millerbernd contacted a maintenance worker that has been employee by the Township for various snowplowing and other temporary duties. According to Supervisor Millerbernd, this temporary employee is extremely qualified and has agreed to fill in at the wage he was being paid when first hired. Supervisors Millerbernd and Parker asked the temporary person to make sure the trucks were ready for snowplowing and any other duties to be ready for winter. Supervisor Millerbernd moved to set the pay for the temporary maintenance worker at \$25.00 per hour and would work as needed; Supervisor Searing seconded. All ayes; motion passed.

**Resolution #2021-23 Accepting Road Dedication:** The Township received an application proposing to dedicate land for a town road. The dedicated road is secondary to an administrative subdivision and is intended to expand the right-of-way for Notre Dame Street NE to accommodate maintenance and future improvements of Notre Dame Street. The road is in a

condition sufficient for conditional acceptance and no improvements are required to be constructed by the applicant. Supervisor Searing moved to adopt Resolution 2021-23 Accepting a Dedication of Land for a Town Road; Supervisor Millerbernd seconded. All ayes; motion carried. (Full resolution on file.)

**Halloween Party follow-up:** Resident Ed Kramer reported that over 840 people registered for the Halloween Party. This created parking hazards with all parking lots full and people parking on both sides of the roads. The School Forest Committee has discussed next year's event and plan to have attendees start at the Elementary School and take the hayride into the School Forest on the south end. This would eliminate the hay wagons on the roads. The Fire Department will be involved in the planning process to mitigate any hazards. The Board received a letter from a concerned citizen regarding the traffic safety concerns. Supervisor Parker moved to purchase four more "Community Event in Process" signs for events such as this; Supervisor Millerbernd seconded. All ayes; motion carried.

**Resolution #2021-24:** Supervisor Parker moved to approve Resolution No. 2021-24 Establishing Precinct and Polling Locations for 2022 Election Year; Supervisor Millerbernd seconded. (Full resolution on file.)

**Contract renewals:** Supervisor Millerbernd moved to renew the annual maintenance agreement with Embedded Systems for \$46.12 per month per siren for 2022; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Parker moved to renew Adam's Pest Control agreement for \$141.70 per treatment; Supervisor Millerbernd seconded. All ayes; motion carried.

**Employee reviews:** The annual employee reviews will take place on November 29 and November 30 starting at 5:00 p.m. and will be scheduled 45 minutes apart.

**Deputy Clerk 60-day review:** The deputy clerk position is appointed by the clerk so the Board will not do a 60-day review, rather regular employment may be offered after completing sixty days of employment.

**Senior Coordinator updates:** Pamela Hoppe asked that the Township give gift cards for the bread drivers. Supervisor Millerbernd moved to get \$100.00 gift cards for gas for the three volunteer drivers, depending on what balance is left in the volunteer appreciation fund; Supervisor Parker seconded. All ayes; motion carried.

Sr. Coordinator Sarah Raymond reported that she is cleaning out the storage room to make room for the elections equipment to be moved in there. Small kitchen appliances such as a coffee maker, stand mixer and water coolers will be offered back to the public and will be laid out for sale on December 2<sup>nd</sup>. Surplus wheelchairs and walkers will be donated to the non-profit organization Hope Haven Ministries.

The senior lounge area has been used only for storage, but the senior coordinator would like to remove the unused furniture and advertise the room as a small meeting room, and rent it hourly such as for online meetings. The love seats will be replaced with more practical furniture to make the space more usable. Supervisor Parker moved to have the senior coordinator to

reorganize and set up the lounge as a rental space; Supervisor Millerbernd seconded. All ayes; motion carried.

Other upcoming community activities include Toy for Tots collections drop off, Pie Bingo on the day before Thanksgiving, Social Security/Medicare class, and toddler class making cards to bring to the Meadows in Wyoming.

**Credit cards:** For convenience of ordering supplies for their departments, Supervisor Searing moved to get township credit cards for the senior coordinator and the deputy clerk; Supervisor Millerbernd seconded. All ayes; motion carried.

**Clerk's Comments:** Supervisor Searing moved to have the office closed and observe Christmas Eve and Christmas Day holidays on Thursday, December 23 and Friday, December 24; Supervisor Millerbernd seconded. All ayes; motion carried.

The deputy clerk will become a notary public to be able to serve residents' needs in the office.

**Approval of Minutes:** Supervisor Parker moved to approve the meeting minutes for the October 26, 2021 Town Board meeting; Supervisor Millerbernd seconded. All ayes; motion carried.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for October 27 through November 9, 2021, claims #36233 through #36256, with the dollar amount of \$11,304.77. Supervisor Parker seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the regular payroll for October 15, 2021 in the amount of \$18,011.66, including direct deposits #19217 to #19230, and EFTs #19231 to #19233; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the third quarter fire department payroll for November 3, 2021 in the amount of \$22,426.13, including direct deposits #19249 to #19272, and EFT #19273; Supervisor Parker seconded. All ayes; motion passed.

Supervisor Halliday moved to pay the regular payroll for November 12, 2021 in the amount of \$15,978.05, including direct deposits #19276 to #19291, and EFTs #19292 to #19294; Supervisor Parker seconded. All ayes; motion passed.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Peterson seconded. The motion carried. The meeting was adjourned at 7:10 p.m.

Approved on November 23, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



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### Special Town Board Meeting November 16, 2021

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Tim Peterson; Mike Parker; Clerk Pam Olson (via Zoom for health reasons)

Board Members Absent: none

Others Present: Tom Searing, Jamie Schurbon, Candice Kantor, Natalie Zabrzenski

**Call to Order:** Chairman Halliday called the Linwood Special Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, MN on Tuesday, November 16, 2021 and performed the roll call.

**Business:** The purpose of this Special Town Board Meeting was to conduct a work session to receive information and discuss suggested amendments to the Sunrise River Watershed Management Organization (SRWMO) Joint Powers Agreement. Two other time sensitive matters included: to approve a drainage and utility easement, and to revisit group health benefits for employees.

The Board had reviewed the materials presented which detailed each of the suggested amendments to the SRWMO Joint Powers Agreement and were agreeable to each of the changes.

Supervisor Halliday moved to approve up to \$2,000.00 for lead staff time and lead attorney time; Supervisor Parker seconded. All ayes; motion carried. The SRWMO will be billed and subsequently invoice each member community. This is above and beyond the SRWMO's approved budgets. This figure is based on the following:

- a) **Lead Staff time** –The SRWMO's administrator/staff will facilitate the process. Estimated cost is **\$1,760 total, or \$440 per community**. This is based on 20 hours at \$88/hour but is dependent upon the person selected and actual hours.
- b) **Attorney time** – The attorney will draft the JPA updates from the common language JPA recommendations. Attorney Troy Gilchrist from Kennedy & Graven is recommended because of his expertise in watershed organization law. He has estimated his expense at \$4,000 total, or \$1,000 per community. This is based on 20 hours at \$205/hr.

The Town Board expressed that they are not interested in looking at other allocation models, as suggested by the City of Columbus.

**Resolution #2021-25:** Supervisor Halliday moved to adopt Resolution No. 2021-25 Accepting Drainage and Utility Easement; Supervisor Parker seconded. All ayes; motion carried. (Full resolution on file.)

**Group Health Insurance Benefits:** Based on information provided regarding tax costs and benefits for the township and employees, the Board discussed their prior decision regarding benefits in excess of the premium amount not being deposited into an employee HSA account. Supervisor Halliday moved to change the health insurance benefit to be up to \$685.00 regardless of which plan the employee chooses, and allowing amounts over the premium for the HSA plan to be deposited into the employee's HSA account. Supervisor Parker seconded the motion, which carried unanimously.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Peterson seconded. The motion carried. The meeting was adjourned at 6:28 p.m.

Approved on November 23, 2021

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk





## LINWOOD TOWNSHIP

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### Town Board Meeting Minutes

**December 14, 2021**

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

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Candace Kantor, Darryl Ballman, Jack Sawatzky, Concha Brown, Ed Kramer

**Call to Order:** 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, MN on Tuesday, December 14, 2021. The clerk performed the roll call. Supervisor Peterson was absent.

**Approval of the Agenda:** Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed 4-0.

**SRWMO JPA updates:** Sunrise River Water Management Organization (SRWMO) representative Candace Kantor informed the Town Board of discussions and proposals from the other entities in the SRWMO Joint Powers Agreement (JPA).

--The City of Columbus approved up to \$2,000 for the cost of updating the JPA. Columbus was in favor of the recommended JPA, but would like to have further discussions on the operating and administrative allocation of costs per community and may wish to amend that section depending of that future discussion.

--The Ham Lake City Council requested an amendment to the JPA such that operating expenses would be based on the same formula as non-operating expenses. The Council didn't agree with the operating expenses being split equally among the four entities. Ham Lake wasn't agreeable to continuing the discussions without revisiting the operational funding formulas, nor paying the \$2,000 for amending the JPA, unless their operating expenses were at 3.8%, the same as their non-operating portion.

--The City of East Bethel was in favor of the recommended JPA amendments, except the proposed change to allow adoption of an annual budget with less than all four cities ratifying the budget. They wish to keep the requirement that an annual budget be approved only after ratification by all communities. East Bethel City Council was not in favor of changing the funding formula,

recalling the changes were made to categorizing the operating expenses in an effort to appease Ham Lake's opposition to the operating formulas. East Bethel doesn't wish to revisit that discussion. East Bethel was willing to contribute up to \$2,000 for attorney and staff time to carry out the JPA amendment process. They asked that costs be minimized until it was known that the process will not be blocked by Ham Lake because other entities weren't interested in changing the funding formula.

After much discussion with Ms. Kantor, the Linwood Town Board decided that they would hold off on moving forward until they get more information from Columbus and East Bethel about if they are willing to move forward with the JPA amendments without Ham Lake making a contribution to the staff/legal fees. The Board was concerned that the \$6,000 contributed by the three entities may not be enough to complete making the JPA amendments or that once the work was done, the JPA may not be approved by all the entities. The Board would like to move forward, but felt strongly that the operating expenses should be split evenly among the communities because all communities would benefit from a strong JPA. They are not interest in changing funding formulas that would result in a significant cost increase to Linwood. The Township currently pays approximately \$3,125 per year for SRWMO operating costs, but with the proposed formula change, the Township portion would increase to approximately \$5,880 per year. The Township ended up with higher costs in the last round of funding discussions that re-classified operating vs. non-operating costs. Linwood has the largest area and contributes accordingly in the non-operating cost splits. With a large area and low population, it ends up being a larger impact on the residents. All communities get equal voting capabilities on the SRWMO board, so there should be some level of equal cost contribution. The supervisors were generally in agreement with leaving the requirement that all four entities must ratify the annual budget, but were concerned about the impact to the SRWMO and the Township if one community were to not approve the annual budget. Candace will report the Township's comments and concerns to Jamie Schurbon.

**Historical committee:** Ed Kramer was present to inform the Town Board that the history committee intends to incorporate the "Friends of Linwood Township History" as a non-profit organization, with the mission to preserve and record the landmarks in the history of Linwood Township. The group requested permission to use the Township logo. The Township logo is not registered; it was created by employee Rudi McCurdy. Supervisor Searing moved to allow the history committee to use the Township logo for their non-profit organization; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. An ultimate goal for the history committee is to acquire the Grange Hall for the Township. The stories gathered for the sesquicentennial and documenting the celebration were consolidated into a book that will be sold and the profits will be a source of funding for the non-profit. The logo will be used in the book.

**Road & Bridge:** Supervisor Parker moved to accept the resignation of Tom Sausen from the Road and Bridge committee; Supervisor Millerbernd seconded. All ayes; motion passed 4-0. When Mr. Sausen quit at the beginning of the last R&B meeting, there wasn't a quorum and the meeting couldn't continue. The members of the R&B that have missed several meetings will be contacted to see if they intend to continue as members of the committee. Once the determination has been made there will be more openings, the opportunity will be advertised on the website, electronic sign, and in the upcoming newsletter.

**School Forest:** Supervisor Millerbernd moved to accept Beth Wallin-Ralles as a Township representative on the School Forest committee. Supervisor Parker seconded the motion, which carried 4-0.

Supervisor Halliday read a heartfelt letter from the 150<sup>th</sup> Anniversary parade grand marshal, Gene Balland. Mr. Balland was the Linwood Elementary School principal for decades and stated that he was thrilled to see so many former students, parents and community members from the past. He was part of the process of establishing the School Forest and was pleased to see the continued cooperation between the Town Board, elementary school, and the School Forest Committee.

Supervisor Halliday relayed that the student who put the cameras and experimental food boxes in the School Forest reported there were no interesting animal sightings. The biology teacher and her student expressed their appreciation to the Town Board for the opportunity to conduct the experiment.

**Fire Department:** Fire Chief Ballman reported 23 runs for the month of November, with 17 being medical, seven being fire, and provided auto aide to two surrounding communities for house fires.

The request for approval to purchase and install cabinets in the SCBA room was denied, pending providing the Board with a second quote for the cabinets. There was a good turnout for the Santa Drive-by event and the chief expressed his gratitude to the Board and Township staff for their support and assistance. The Assistance to Firefighters Grant application is being written for the firefighters' SCBA equipment. The Linwood Fire Association received a donation from the Oakwood Club.

**Building inspector vehicle:** The fire department was offered the opportunity to purchase the building official's vehicle, but the car wouldn't be big enough to work as a fire car. Since the vehicle is no longer needed for the building department and wasn't used by Township staff, the discussion moved to offering the vehicle for public sale. It was determined that the value was approximately \$26,000 and should be advertised to the public for the best offer for two weeks. The vehicle, a 2018 Ford Escape SE with 6,953 miles, was purchased new in 2019, from building permit funds.

**Treasurer position:** Supervisor Halliday moved to release Andrea Nekowitsch from the treasurer position effective at the end of the day on January 10, 2022; Supervisor Parker seconded. All ayes; motion carried 4-0.

Five applications were received for the treasurer/accountant position. Of those, one applicant completed a phone interview, skill aptitude testing, and a final interview with Supervisor Halliday. In addition to the statutory duties, the position includes assisting office staff, preparing and distributing monthly reports, and attending Town Board meetings, at least monthly, and other duties included in the job description. Supervisor Halliday moved to make an offer of employment to Alyssa Dehn for the Town treasurer position, working 40 hours per week with benefits, first day of work to be December 20<sup>th</sup>, with a starting wage at \$25.00 per hour; Supervisor Parker seconded. All four supervisors were in favor; motion carried. Ms. Dehn will be sworn into office on January 11<sup>th</sup>.

Supervisor Halliday moved, contingent on Alyssa Dehn accepting the offer of employment and passing the background check, to remove Andrea Nekowitsch as an authorized signer on all Linwood Township bank accounts, and from online bank access for any purpose, effective January 11, 2022; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Supervisor Halliday moved, contingent upon acceptance of the offer of employment, to authorize Alyssa Dehn, Township Treasurer, to be a signer on all Township bank accounts, to originate ACH payrolls up to \$30,000.00 with a limit of 40 items per payroll for the Town of Linwood, to authorize online transfers between Township checking accounts, and to view online account activity through First State Bank of Wyoming's Online Banking System, effective January 11, 2022; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

**Release of security deposit:** The Developer's Agreement for Lincoln Estates required a security deposit to ensure that all work was completed according to the Agreement. The Anoka County Highway Department gave final approval for the driveways constructed along Typo Creek Drive, and the township engineer recommended a return of the balance of the security deposit. The developer provided a written request for the refund of their security deposit for Lincoln Estates. Supervisor Millerbernd moved to return the Developer's Agreement security deposit to Chris and Carolyn Trost at \$16,142.00; Supervisor Parker seconded. All ayes; motion passed 4-0.

**Newsletter:** Webmaster Natalie Zabrzenski reported that the deadline for submitting articles for the spring newsletter will be January 15<sup>th</sup>. The recycling guide will be mailed separately if there are enough articles for the Township newsletter. Articles are anticipated from the senior center and fire department. Articles will be solicited from the sheriff's office. The levy process and information regarding the Annual Meeting will be included. Supervisor Searing requested that all submissions are complete so no editing will be necessary.

**Public works department:** Approximately two weeks ago, the supervisors were notified that public works employee, Tony DeChaine, had resigned. To formalize the resignation, Supervisor Halliday moved to accept Tony DeChaine's resignation; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Previously, the Board had hired Mike Olson temporarily to train the new public works employee. In order to continue the training and perform maintenance duties, Supervisor Parker moved to hire that temporary worker on a part-time basis, working Tuesday through Thursday, 8:00 a.m. to 4:30 p.m., approximately 24 hours per week, and to be on-call for other hours, as needed. Supervisor Searing seconded the motion, which passed with all four supervisors voting in favor.

Supervisor Parker moved to have the part-time worker complete his CDL licensing with air brake endorsement and have the Township pay the cost, since Mike is familiar with the roads and has been plowing with the small trucks. Supervisor Millerbernd seconded the motion, which carried 4-0.

The small quantity of gravel/rock that was in the salt shed for ice control was used during the first several snow events. Due to urgent conditions, approval was given to staff to order the delivery of two loads of sand/salt mix. Quotes from four contractors to haul sand/salt mix were available for the Board. Supervisor Parker moved to have Dresel Contracting provide the road materials at a price of \$38.95 per ton; Supervisor Searing seconded. All ayes; motion passed 4-0.

The Board acknowledged a quote from Keller Excavating for back up snowplowing that would be performed after their other contracts are completed. The rates quoted were \$140.00 per hour, including man and truck, and hauling sanding mix for \$120.00 per ton from Dresser. The public works employees will monitor the salt and sand supply and order materials as necessary.

The snowplow drivers and Supervisor Parker met to plan for the upcoming snow season. Board members agreed that Jack would be responsible for monitoring weather conditions, calling out plow drivers, and informing the supervisors of the plans.

Supervisor Parker moved to change the Snowplow Policy to change the protocol that snow plows would be dispatched for gravel and blacktop roads with 3" of snow or at the discretion of the public works department. Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

The procedure for dealing with residents who plow snow across the road will be for the drivers to contact office staff, letters will be sent as a warning to cease the offense. A recurring violation will result in fines for the offender.

Supervisor Parker moved to adopt the changes to the Mailbox Policy; Supervisor Searing seconded. All ayes; motion carried 4-0.

Two quotes were provided to replace the tires on the 1-ton truck. Supervisor Halliday moved to approve purchasing six tires for the 1-ton from Fisk Tire at a cost of \$1,417.08; Supervisor Searing seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to have the two maintenance men and the recycling coordinator attend the 10-hour virtual online safety classes through Cintas in January; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Supervisor Searing moved to appoint the maintenance department as the driveway inspector; Supervisor Parker seconded. All ayes; motion passed. 4-0.

Supervisor Parker requested when the maintenance workers are too busy to clean, the cleaning company who cleans the fire station be contacted to clean the town hall and senior center. It was determined that staff will have to step in and clean their own areas if the maintenance department is too busy to get it done.

**Contract renewals:** Animal Control Authority, Tammy Gimpl, reported that she brought in 22 animals this year, but the bulk of her calls is to post for lost animals and finding homes for strays. Supervisor Halliday moved to approve the Animal Control Contract with Gratitude Farms for the term ending December 31, 2023; Supervisor Parker seconded. All ayes; motion carried 4-0.

**Board room chairs:** The topic of purchasing new chairs for the board room was tabled until the next meeting.

**Resolution 2021-26:** As a formal action to the Board's previously approved tax-forfeit property classifications, Supervisor Halliday moved to adopt Resolution 2021-26 Approving Classification and Sale of Tax-Forfeit Properties; Supervisor Millerbernd seconded. All ayes; motion carried. (Full resolution on file.)

**Anoka County Broadband update:** In a meeting with county officials, overviews of local, regional, and federal broadband grant opportunities were presented. The county plans to do a feasibility

study for Northern Anoka County to gather data to assist with preparing for grant opportunities. Linwood HRA funds can be used for bringing broadband internet to unserved and underserved households in the Township.

**2022 meeting schedule:** Supervisor Parker moved to cancel the Town Board meetings scheduled on election nights in 2022 and adopt the meeting schedule; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Supervisor Millerbernd moved to change the August 9, 2022 meeting to August 10, 2022 and the November 8, 2022 meeting to November 9, 2022. Supervisor Parker seconded the motion, which carried 4-0.

**Police substation update:** The Anoka County Sheriff's Office (ACSO) would like to have the substation in the townhall complex operational on February 1<sup>st</sup>. The Township's obligations to preparing the space are to re-key the doors, install electrical outlets, lighting and countertops in the office space, mount the lockers to the wall, and purchase three garage door openers. The ACSO is considering two options for the internet access, one of which would be to reconnect to Zayo lines. This could cost the Township approximately \$1,880 per month, as opposed to an encrypted line through Midco, which would be a more economical option. ACSO will provide quotes as they are available.

Supervisor Searing moved to approve \$750.00 for Project #1 from the K-Lee Electric quote for wiring in the police substation office; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

**Waive rental fees:** Two event organizers have requested the use of the senior center for their not-for-profit events. Supervisor Halliday moved to waive the rental fees for the caucus in February 2022, and the Fix-It-Clinic in May 2022, but damage deposits will be required; Supervisor Searing seconded. All ayes; motion carried 4-0.

**Senior Center lobby hours:** Permission was granted to change the hours of opening the senior center lobby during the week from 8:00 a.m. to 8:30 a.m. This will allow the senior coordinator time to count and unload the food without interference of the public. The change will be published in the newsletter, website and electronic sign.

**Clerk's Comments:** The LRIP grant for paving 205<sup>th</sup> Avenue was submitted, with letters of support from the Anoka County Highway Department and the DNR. This is a 75%/25% matching grant, of which the Township's portion would be approximately \$102,370.

Two past Township supervisors passed away recently: Joseph Dolphy, Sr. and Norman Olson, who served as Town Board supervisors during the years 1976-1978 and 1978-1980 respectively.

**Approval of Minutes:** Supervisor Halliday moved to approve the meeting minutes for the November 23, 2021 Regular Town Board meeting and the November 30, 2021 Special Town Board meeting; Supervisor Parker seconded. All ayes; motion carried 4-0.

**Approval of Bills & Payroll:** Supervisor Halliday moved to pay the claims list for November 24 through December 14, 2021, claims #36283 through #36337, with the dollar amount of \$76,163.47. Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to pay the regular payroll for December 10, 2021 in the amount of \$16,932.44, including direct deposits #19312 to #19327, and EFTs #19328 to #19330; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

**Adjournment:** Supervisor Millerbernd moved to adjourn; Supervisor Parker seconded. The motion carried 4-0. The meeting was adjourned at 8:31 p.m.

Approved on

Attested:

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Michael Halliday, Chair

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Pamela Olson, Clerk



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

**December 28, 2021**

Board Members Present: Supervisors Bob Millerbernd, Carol Searing, Mike Parker, Tim Peterson

Board Members Absent: Supervisor Mike Halliday; Clerk Pam Olson

Others Present: Tom Searing, Andy Luedtke

**Call to Order:** Vice 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, MN on Tuesday, December 28, 2021.

**Approval of the Agenda:** Supervisor Parker moved to approve the agenda with one addition; seconded by Supervisor Peterson. The motion passed 4-0.

**Approval of firefighter candidates:** Fire Marshal Andy Luedtke reported that the five firefighter candidates have successfully completed their background checks, medical exams and final interviews with the chief officers. Supervisor Peterson moved to approve the new firefighter candidates with a start date of January 1, 2022: Tyler Beck, Eric Byars, Jason Kellerhuis, Justin Meyer, and Troy Schesso; Supervisor Parker seconded. All ayes; motion carried 4-0.

Supervisor Parker moved to approve Stevie Young's return to service after her leave of absence from the fire department; Supervisor Peterson seconded the motion. All ayes; motion passed 4-0. The return date will be January 1, 2022.

Captain Luedtke informed the supervisors of Vector Solutions, which is an online compliance module for OSHA compliance and make up trainings for fire training and EMS. The department used a free version provided by the State. It fulfills all the annual training requirements. According to Captain Luedtke, the funds in the training budget will support this expense. The cost is reimbursable by the MBFTE. Supervisor Parker moved to purchase the Vector Solutions program, up to \$3,100.00; Supervisor Searing seconded. All ayes; motion carried 4-0.

Supervisor Peterson moved to pay the recycling coordinator 8 hours to attend safety training on Monday, January 11<sup>th</sup>, because it is his day off. The motion died when it was pointed out that January 11<sup>th</sup> was on a Tuesday, a regularly scheduled workday.



**Approval of minutes:** Supervisor Parker moved to approve the December 14, 2021 Town Board meeting minutes; Supervisor Peterson seconded. All ayes; motion passed 4-0.

**Approval of bills & payroll:** Supervisor Millerbernd moved to approve the Claims List for 12/15-12/28/21, with claims #36346 to #36362, in the amount of \$17,674.79; Supervisor Peterson seconded. One of the claims will be reduced because sales tax will be removed from the payment. All ayes; motion passed 4-0.

Supervisor Millerbernd moved to approve the 12/24/21 regular payroll, direct deposits #19341 to #19350 and EFTs #19351 to #19353, in the amount of \$17,028.22; Supervisor Parker seconded. All ayes; motion carried 4-0.

**Adjournment:** Supervisor Parker moved to adjourn; Supervisor Peterson seconded. The motion carried 4-0. The meeting was adjourned at 7:12 p.m.

Approved on January 11, 2022

Attested:

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Robert Millerbernd, Vice Chairman

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Pamela Olson, Clerk