

January Road and Bridge Meeting was cancelled.



# **LINWOOD TOWNSHIP**

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 ☐ Fax (651) 462-0500

Email: [info@linwoodtownship.org](mailto:info@linwoodtownship.org)

Website: <http://linwoodtownship.org>

## **Road & Bridge Meeting Minutes**

**February 5, 2019**

Chairman Tom Sausen called the meeting to order on Tuesday, February 5, 2019 at 7:05 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Shawn McLane, Dan Utecht, Craig Rylander, and Christina Smentek

Supervisor Kramer was present

Members absent: Craig Bachman and Jim Windingstad

Approval of agenda – Craig Rylander made a motion to approve agenda; Dan Utecht seconded. All ayes; motion carried.

Discussed updated from Anoka count on the Fawn Lake Drive project, will present to the Town Board for their review

233<sup>rd</sup> Street Project - \$450,000 estimate from engineer – make sure to add riprap at end of flumes for storm drain (not shown on engineers drawing) and make sure all signage (to include culvert and curve markings) is included with bids – Shawn McLane made a motion to send out for bids; Craig Rylander seconded. All ayes; motion carried

Approval of December 4, 2018 minutes – Craig Rylander made a motion to approve minutes; Dan Utecht seconded. All ayes; motion carried.

Motion to adjourn. – Shawn McLane made motion to adjourn at 7:48 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 3/5/2019

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Road & Bridge Chairman



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### **Road & Bridge Meeting Minutes**

**March 5, 2019**

Chairman Tom Sausen called the meeting to order on Tuesday, March 5, 2019 at 7:00 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Shawn McLane, Jim Windingstad, Dan Utecht, Craig Rylander, and Christina Smentek  
Supervisor Kramer was present

Members absent: Craig Bachman

Approval of agenda – Jim Windingstad made a motion to approve agenda; Dan Utecht seconded. All ayes; motion carried.

Opening of bids for 233<sup>rd</sup> Street Project will be Wednesday March 13, 2019 at 10:00 a.m. at Linwood Town Hall.

Send letter to Craig Bachman – motion to approve Michael Gabrick as new Road & Bridge committee member if Craig resigns made by Jim Windingstad; Dan Utecht seconded. All ayes; motion carried.

Set priorities: South Linwood Drive, Ryan Lake Drive (1/4 mile), Sunset Road NE (Joint effort with East Bethel 2020 or 2021), 233<sup>rd</sup> Avenue (this year), 245<sup>th</sup> Avenue (joint effort with Oxford in a few years), Minnie B. Grant, Cranberry Drive, this is in no particular order

If hotbox is purchased – some of the roads would be patched by the Township

Craig Rylander made motion for Ed Kramer to research cost and availability of a hotbox; Jim Windingstad seconded. All ayes; motion carried.

Approval of February 5, 2019 minutes – Shawn McLane made a motion to approve minutes; Craig Rylander seconded. All ayes; motion carried.

Motion to adjourn. – Shawn McLane made motion to adjourn at 7:48 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 4/2/2019

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Road & Bridge Chairman



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### **Road & Bridge Meeting Minutes**

**April 2, 2019**

Chairman Tom Sausen called the meeting to order on Tuesday, April 2, 2019 at 7:02 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Shawn McLane, Jim Windingstad, Dan Utecht, Craig Rylander, Mike Gabrick, and Christina Smentek

Supervisor Kramer was present

Members absent: None

Approval of agenda – Jim Windingstad made a motion to approve agenda; Shawn McLane seconded. All ayes; motion carried.

Discussed Spring Road Review – broke the review into territories and gave to committee members to assess the roads and give feedback to Chairman.

Hotbox was purchased so that the Township can do their own patching of the roads

Need to talk to East Bethel about Sunset Rd and let them know that we will not be able to do the project until 2021.

Knife River received request for modifications for bids to remove striping/concrete curbing/storm sewer

Remove tree from easement – need permission from property owner

Next year – no blacktopping

Buy Road Grader

Black top in 2021

Approval of March 5, 2019 minutes – Jim Windingstad made a motion to approve minutes; Dan Utecht seconded. All ayes; motion carried.

Motion to adjourn – Dan Utecht made motion to adjourn at 8:08 p.m.; Craig Rylander seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 5/7/2019

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Road & Bridge Chairman



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### **Road & Bridge Meeting Minutes May 7, 2019**

Chairman Tom Sausen called the meeting to order on Tuesday, May 7, 2019 at 7:02 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Jim Windingstad, Dan Utecht, Craig Rylander, Mike Gabrick, and Christina Smentek

Supervisor Kramer was present

Members absent: Shawn McLane

Approval of agenda with addition of 2a - Review spreadsheet Mike Gabrick created/developing system tracking of all street in township and if they truly are aggregate & their length– Jim Windingstad made a motion to approve agenda; Dan Utecht seconded. All ayes; motion carried.

Discussed Spring Road Review – need to discuss with committee how they want the review presented

County will stripe Martin Lake Rd when they are striping the other roads in the area

No black topping of 233<sup>rd</sup> this year – road grader still in plan for next year

Not planning on doing crack filling this year

Approval of April 2, 2019 minutes – Jim Windingstad made a motion to approve minutes; Craig Rylander seconded. All ayes; motion carried.

Jim Windingstad made motion to adjourn at 8:00 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 6/4/2019

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Road & Bridge Chairman



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### Road & Bridge Meeting Minutes

June 4, 2019

Chairman Tom Sausen called the meeting to order on Tuesday, June 4, 2019 at 7:00 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Dan Utecht, Craig Rylander, Mike Gabrick, and Shawn McLane (late)

Supervisor Kramer was present

Members absent: Jim Windingstad and Christina Smentek

Approval of agenda – Craig Rylander made a motion to approve the agenda; Dan Utecht seconded. All ayes; motion carried.

Review of Spreadsheet created by Mike Gabrick – discussion was had – no motions made

County will stripe Martin Lake Rd when they are striping the other roads in the area

Approval of May 7, 2019 minutes – Dan Utecht made a motion to approve minutes; Shawn McLane seconded. All ayes; motion carried.

Craig Rylander made motion to adjourn.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 7/2/2019

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Road & Bridge Chairman



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## **Road & Bridge Meeting Minutes July 2, 2019**

Chairman Tom Sausen called the meeting to order on Tuesday, July 2, 2019 at 7:00 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Dan Utecht, Jim Windingstad, Mike Gabrick, Christina Smentek, and Shawn McLane (late)

Supervisor Kramer was present

Members absent: Craig Rylander

Approval of agenda – Jim Windingstad made a motion to approve the agenda; Dan Utecht seconded. All ayes; motion carried.

Review of updates to the Spring Road Review – update information – document culverts, catch basins, & signs. Create spreadsheets (Mike Gabrick to create) – inventory of all signs.

Martin Lake Dam – Snow fence is currently up and neighbors are complaining – looking for advice on something permanent instead of something temporary. Snow fence up in winter – take down in Spring Jim Windingstad made motion; Dan Utecht seconded. All ayes; motion carried.

Street Surface Doc – agg. or bit road – Jason Windingstad to handle and review – make sure all streets are listed and spelled correctly. Street Right of Way Doc – Jason Windingstad to review Street Cost Estimates – Jim Windingstad to bring in document that is used in Columbus when making decisions on paving roads – committee will review at next meeting.

Purchase of Road Grader – recommendation to Town Board for purchase of Road Grader from Columbus – Shawn McLane made motion for purchase; Dan Utecht seconded; Mike Gabrick and Tom Sausen were ayes; Christina Smentek was opposed to the motion; Jim Windingstad abstained from the vote.

Variance from P&Z – P&Z wanted R&B opinion on if the cul-de-sac driveway access with less than 300 feet of road frontage will be an issue – Road and Bridge discussed the variance and did not see any issue with this

November 5, 2019 meeting – Election Day – Road Bridge discussed and decided to cancel the meeting – Jim Windingstad made the motion; Dan Utecht seconded. All ayes; motion carried.

Approval of June 4, 2019 minutes – Shawn McLane made a motion to approve minutes; Dan Utecht seconded. All ayes; motion carried.

Jim Windingstad made motion to adjourn at 7:59 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 8/6/2019

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Road & Bridge Chairman



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## Road & Bridge Meeting Minutes

August 6, 2019

Chairman Tom Sausen called the meeting to order on Tuesday, August 6 2019 at 7:01 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Dan Utecht, Jim Windingstad (late), Mike Gabrick, Christina Smentek, and Craig Rylander

Members absent: Shawn McLane and Supervisor Kramer

Public Works attendance: Jason Windingstad

No approval of the agenda since there was nothing on the agenda

Add Mike to agenda – street surface type spreadsheet/purposes of road to be shown on spreadsheet/splits of roads are not all listed on sheet

Mike researching if Linwood has legal authority to assess residents to improve the road @ the residents request – Mike will find out answer

Street standard –does Linwood have one – if not then one needs to be created.

Review if someone splits parcels and the paving of the road – establish policy about road standards

Save money and do not do a project every year – do one every other year

Jim W to bring in street improvement standards that Columbus is currently using for Linwood to use as a guide

Road Grader – Columbus is not purchasing a new grader at this time/Linwood should set money aside in Capital Improvement fund to purchase grader in future

Approval of July 2 2019 minutes – Dan Utecht made a motion to approve minutes; Craig Rylander seconded. All ayes; motion carried.

Jim Windingstad made motion to adjourn.at 7:0 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 9/3/2019

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Road & Bridge Chairman





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## **Road & Bridge Meeting Minutes September 3, 2019**

Chairman Tom Sausen called the meeting to order on Tuesday, September 3, 2019 at 7:01 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Dan Utecht, Jim Windingstad, Shawn McLane, Christina Smentek, Craig Rylander, and Supervisor Kramer

Members absent: Mike Gabrick

No approval of the agenda since there was nothing on the agenda for approval

Jim W. gave road standards to Ed to give to Mike G for review

Road Patching will be done over the next few days – Public Works Workers are currently working on Family Fun Day needs.

Keller upgraded his road grader

233<sup>rd</sup> will be on the plan for 2020 to be paved

October 1<sup>st</sup> meeting moved the time to 7:30 p.m. along with all future meetings. Dan Utecht made a motion to approve; Tom Sausen seconded. All ayes; motion carried

No Meeting in November due to Election Day

Approval of August 6, 2019 minutes – Criag Rylander made a motion to approve minutes; Shawn McLane seconded. All ayes; motion carried.

Shawn McLane made motion to adjourn.at 7:27 p.m.; Jim Windingstad seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 10/1/2019

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Road & Bridge Chairman



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## **Road & Bridge Meeting Minutes October 1, 2019**

Chairman Tom Sausen called the meeting to order on Tuesday, October 1, 2019 at 7:33 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Dan Utecht, Jim Windingstad, Shawn McLane, Christina Smentek, Mike Gabrick, and Supervisor Kramer

Members absent: Craig Rylander

Public in attendance: Tony DeChaine

Jim Windingstad. made a motion to approve the agenda; Shawn McLane seconded. All ayes; motion carried.

205<sup>th</sup> Culvert – Kiwi club requesting to put culvert in and pay for it – trail maintenance by Kiwi Club – Ed to check with DNR for flow of water – 2020 plan Mike Gabrick made a motion to recommend this to the board; Dan Utecht seconded. All ayes; motion carried.

Police Officer would like a stop sign at Birchwood Circle going into the Circle – committee does not see the benefit in putting up the sign – does not warrant a sign – not enough traffic on road engineer said.

Columbus & Linwood Street Standards – Linwood Street Standards are for developers – very well written no need for updating. Policy for upgrading road with residents – cost sharing – what if residents petition

Shape and Pave – cross that bridge when it comes up

Age of roads/needs – Gabrick working on - equipment/men

Mike Gabrick's immediate recommendations requesting 2 seasonal employees for mowing so men can be out taking care of roads

Road Rating system – when doing road review

Adding equipment not just replacing it

2 year plan for grader - \$50,000/year going in every year

Identify streets based on usage (principal, secondary, and/or feeder), put on rating system

Columbus has 30 year road plan

Plan development – Martin Lake estimate \$546,783.00

Ryan Lake Dr estimate \$272,365.00

S. Linwood Dr estimate \$329,275.00/43 residents

2" base 1 ½" wear

Traffic counters at Carlos Avery off of 205<sup>th</sup> into Carlos Avery

Joint Powers – cities for maintenance – Carlos Avery – maintain 205<sup>th</sup> – Sunset – joint powers – joint share roads – maintenance & improvement – Mike Gabrick is working on

Approval of minutes Shawn McLane made a motion to approve; Jim Windingstad seconded. All ayes; motion carried.

Jim Windingstad made a motion to adjourn at 9:11 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 11/18/2019

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Road & Bridge Chairman



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## Road & Bridge Meeting Minutes November 18, 2019

Chairman Tom Sausen called the meeting to order on Monday, November 18, 2019 at 7:35 p.m. in the Board Room of the Linwood Town Hall.

The roll call was taken.

Members present: Tom Sausen, Dan Utecht, Craig Rylander, Jim Windingstad, Shawn McLane, Christina Smentek, Mike Gabrick, and Supervisor Kramer

Members absent: none

Public in attendance: none

Jim Windingstad made a motion to approve the agenda; Shawn McLane seconded. All ayes; motion carried.

Mike Gabrick attended the last town board meeting and he had presented the proposed budget, equipment budget, and constructions projects

3 cable guard rail on Ryan Lake Drive is suggestion that has been made

Sunrise River bridge- anything done would be townships financial responsibility

South Linwood Drive – storm sewer system- \$500,000 over the cost of the road

Plan of action for roads

County Road 22 to East Martin Lake Road – Phase 1

Next meeting discuss new budget

30 year building plan

John Deere boom mower/brush mower/forestry mower/front & back mower will run around \$180,000

Approval of minutes Jim Windingstad made a motion to approve; Craig Rylander seconded. All ayes; motion carried.

Shawn McLane made a motion to adjourn at 9:00 p.m.; Jim Windingstad seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 12/3/2019

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Road & Bridge Chairman



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## Road & Bridge Meeting Minutes

December 3, 2019

Appointed Chairman Craig Rylander called the meeting to order on Tuesday December 3, 2019 at 7:34 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

Members present: Dan Utecht, Craig Rylander, Shawn McLane, Christina Smentek, Mike Gabrick, and Supervisor Kramer

Members absent: Tom Sausen, Jim Windingstand

Public in attendance: none

Shawn McLane made a motion to approve the agenda; Dan Utecht seconded. All ayes; motion carried.

Budget Spreadsheets – Road Construction Worksheets/Equipment Worksheets/Wage Worksheet/Contract Work Worksheet – discussion of the worksheets that Mike Gabrick has created

New Equipment Storage building – had discussion about size, layout, needs and wants, Mike Gabrick would like to get something sketched up for reference.

2020 Meeting Schedule – 3/3/2020 is an election night – will move Road and Bridge meeting to 3/2/2020 and 11/3/2020 is an election will move Road and Bridge meeting to 11/2/2020.

Shawn McLane made a motion to approve the November 18, 2019 meeting minutes; Dan Utecht seconded. All ayes; motion carried.

Dan Utecht made a motion to adjourn at 8:21 p.m.; Shawn McLane seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 1/7/2020

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Road & Bridge Chairman