



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 Fax (651) 462-0500

Email: info@linwoodtownship.org

Website: <http://linwoodtownship.org>

Road & Bridge Meeting Minutes

January 7, 2020

Appointed Chairman Jim Windingstad called the meeting to order on Tuesday January 7, 2020 at 7:33 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 (arrived at 7:37), Jim Windingstad, Shawn McLane, Christina Smentek, Mike Gabrick, and Supervisor Kramer

Members absent: Tom Sausen, Craig Rylander

Public in attendance: none

Shawn McLane made a motion to approve the agenda; Jim Windingstad 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 – Mike is going to present budget 1 to Town Board as plan for Road and Bridge future plans.

Mike Gabrick to complete 2021 proposed budget and send to Andrea N – will have Public Works employees review for day-to-day operation and adjust as needed prior to sending to Andrea.

Discussed layout of new equipment building - will discuss with public works employees to see what they feel is the best layout to make their job the building the most efficient – make sure wherever you put the building, that future expansion is possible.

Shawn McLane made a motion to approve the December 3, 2019 meeting minutes; Dan Utecht seconded. All ayes; motion carried.

Dan Utecht made a motion to adjourn at 8:58 p.m.; Shawn McLane seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 3/2/2020

Road & Bridge Chairman

02-2020_RB_Minutes

No Road & Bridge Mtg in February



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Road & Bridge Meeting Minutes

March 2, 2020

Chairman Tom Sausen called the meeting to order on Monday March 2, 2020 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, Tom Sausen, 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.

Spring Road Review

Road rating on roads (1-100)

Recommendation on bituminous roads – wide banding

Most critical

If delay – this is what will cost in future

Traffic counts in fall

Pavement qualify index

Distance meter

Cracking and deterioration

233rd project will start in March – take down trees – start digging in May – gas line will need to be moved before mucking can begin

Jim Windingstad made a motion to approve the March 2, 2020 meeting minutes; Craig Rylander seconded. All ayes; motion carried. (There are no minutes from February meeting – there was no meeting)

Jim Windingstad made a motion to adjourn at 8:03 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 6/2/2020

Road & Bridge Chairman

04-2020 RB Minutes

The meeting was cancelled for April

05-2020 RB Minutes

The meeting was cancelled for May



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Road & Bridge Meeting Minutes

June 2, 2020

Chairman Tom Sausen called the meeting to order on Tuesday June 2, 2020 at 7:05 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, Tom Sausen, 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.

Road Excavating for Utilities and Road Right of Way: cut through road, do repair, gravel, Linwood Township will repair road and bill back to utility company. Cannot put material back in that was taken out. Mike Gabrick and Ed Kramer to work on Utility Permits.

Bituminous Roadway Patching – Public Works is down to 1 person – summer help with parks and potential help in winter with plowing – would like 2 FT and 2 PT employees in Public works – (2 pt to mow grass) 2 full time to focus on public works – contract out patching this summer due to limited resources – Ed Kramer to recommend hiring 2 PT employees for summer to mow grass

Would like to get rid of John Deere and upgrade to front end loader – specs are in budget – CAT 926 – better for loading plow trucks/moving large sums of material/removal of snow from cul de sacs & dead ends

Road Review – Township statutes state Board should be reviewing – Mike Gabrick has not started will be grading (number grade) bituminous roads/gravel roads are not up to par/Mike Gabrick to go out and start review

Shawn McLane made a motion to approve the March 2, 2020 meeting minutes; Dan Utecht seconded. All ayes; motion carried.

Jim Windingstad made a motion to adjourn at 8:10 p.m.; Craig Rylander seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on July 7, 2020

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

July 7, 2020

Chairman Tom Sausen called the meeting to order on Tuesday July 7, 2020 at 7:00 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, Tom Sausen, Shawn McLane, Christina Smentek, Mike Gabrick, and Supervisor Kramer

Members absent: Jim Windingstad

Public in attendance: none

Craig Rylander made a motion to approve the agenda with addition of graveling on roads after Road Review; Dan Utecht seconded. All ayes; motion carried.

Road Review is 75% completed – the road review will be reviewing conditions of road signs and putting GPS locations of culverts and basins.

Mike Gabrick wants to meet with SealTech to look at some of the roads in Township for Mastic Minor cracks are starting to cup and will need to put filler in on deeper cracks (Ed will try to set up meeting)

Board approved sand Bituminous mix on T-cracks

Mike Gabrick to create summary report and submit to R&B committee for review and then once approved will forward to Town Board

Keller grading to look at aggregate roads – says they look really good – Jodrell needs work – Keller recommends putting recycle on

Contract signed and dated for S. Linwood and Martin Lake Rd for Seal Tech to patch

Ditch mowing will be done by Mow Right again this year

Front End Loader to be brought up at next board meeting – Ed K. talked to sales guy today about other options (CAT 906, used return options/lease options) – it will fit in garage stall- hopefully will have numbers by Tuesday July 16th

Mike Gabrick to send spreadsheet for signs to committee members.

Shawn McLane made a motion to approve the revised March 2, 2020 meeting minutes; Dan Utecht seconded. All ayes; motion carried.

Shawn McLane made a motion to approve the June 2, 2020 meeting minutes; Dan Utecht seconded. All ayes; motion carried

Shawn McLane made a motion to adjourn at 7:55 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 8/4/2020

Road & Bridge Chairman



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Members absent: Jim Windingstad

Public in attendance: none

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Shawn McLane made a motion to approve the revised March 2, 2020 meeting minutes; Dan Utecht seconded. All ayes; motion carried.

Shawn McLane made a motion to approve the June 2, 2020 meeting minutes; Dan Utecht seconded. All ayes; motion carried

Shawn McLane made a motion to adjourn at 7:55 p.m.; Dan Utecht seconded. All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 8/4/2020

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

August 4, 2020

Chairman Tom Sausen called the meeting to order on Tuesday August 4, 2020 at 6:59 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, Tom Sausen, Jim Windingstad, Christina Smentek, Mike Gabrick, and Supervisor Kramer

Members absent: Shawn McLane

Public in attendance: none

Jim Windingstad made a motion to approve the agenda; Craig Rylander seconded. All ayes; motion carried.

Road Review –packet of all items – street ratings – pavement quality index (PQI) number was created – crack fill needs rated 1- 10 (1 low need and 10 is need to do) – bituminous crack fill – sand mix – information sheets – PQI number and remarks – general assessment of streets bituminous ratings and estimated cost on sheets with expenditure years – budgetary number – no history of the bituminous roads now we will have history this will help for better budgeting for future. Liquid asphalt (hot asphalt –crack filling) based on \$7,500/mile for year 2022, for 2023 based on \$6,500/mile. We need a standard routine instead of just patching the roads- bituminous patching and crack filling is recommendation. 36 miles of black top road \$25,000/mile to blacktop for seal coating - mill and overlay is \$156,000/mile – reclaim and repave is \$350,000/mile. Way behind in budgeting for roads – need to maintain paved roads. First year under water, need to start maintaining and stop paving roads.

Minnie B Grant and South Linwood Drive and Martin Lake – patch

Mike G recommending tack caulk and spray whole area with tack for crack fill – follow with vibratory roller

Would like Town Board Members to attend meeting and hear what R&B committee has to say about roads

Mike G has done a great deal of work to present a plan to the Board and the committee feels it has not been appreciated

Bituminous and crack fill budget – throw in Fawn Lake Drive for reclaim for 2022

Should be putting away \$340,00/year for paving

\$321,000 grade and pave Ryan Lake Drive

Potentially look at increasing levy and put it in capital improvement fund for roads

For reclaim and repave of South Linwood Drive – possible to have resident's pay 60% and Township cover 40%

Need to figure out date for Town Board Supervisors to attend – need 5 days for posting of open meetings (possible dates August 20th or August 27th)

Create budget for expenditures if buy in from board

Approve plan for Jim's paperwork for 2022 and then work on trying to fund it in March for 2022

If no assessment, will need to add \$500,000 in addition to the \$340,000 that is currently being put aside for paving

Mike G to set up meeting with Craig J. and verify Mike G's number is correct for S. Linwood Drive

Craig Rylander made a motion to approve the July 7, 2020 minutes; Mike Gabrick seconded;

All ayes; motion carried

Tom Sausen made a motion to adjourn at 8:26 p.m.; Craig Rylander seconded; All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 9/1/2020

Road & Bridge Chairman



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Road & Bridge Meeting Minutes September 1, 2020

Chairman Tom Sausen called the meeting to order on Tuesday September 1, 2020 at 7:00 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, Tom Sausen, Jim Windingstad, Christina Smentek, Mike Gabrick, and Supervisor Kramer

Members absent: Shawn McLane and Craig Rylander

Public in attendance: Sandy Lathrop, Mike Halliday, Bob Millebrand, Mike Parker, Joe Dolphy, Gary Gustafson, Joe Hermann, Tim Peterson, Tony DeChaine, Rick, Maureen Sausen, Peggy Sausen, and Gary Lamb

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

Discussion of maintaining paved roads - rating on paved roads - need for improvement on segmented road - broke into segments - each segment has rating - crack filling determining by number of cracks and severity of cracks - transverse cracks are most noted - spreadsheet is lowest number has greatest need - 3 streets are first priority - set aside budget and prioritize the roads - S. Linwood Drive, S Martin Lake and West Martin Lake - assessing number of cracks and rating them accordingly - re-evaluate every two years and create history of expenditures on segments of roads - cost to do roads and budget accordingly (Mike G.)

Jim figures cost per mile and uses for budgeting and used spreadsheet for Linwood Roads - 36 miles of roads in Linwood - \$150,000 /year for seal coat every 6 years - pay 1/2 million to pave roads and then pay nothing to maintain the road - then they get cracks and pot holes - what do we need to do to maintain infrastructure of Linwood roads? everyone drives the roads in Linwood - roads with higher traffic need more maintenance - roads with less traffic need less maintenance - seal coat (\$150,000), mill and overlay 25 miles (\$130,000) 11 miles collector road reclaim and repave (\$128,343) plus \$15,000 crack filling a year and \$60,000 gravel= \$483, . Staggering cost - no one wants to pay more money in taxes - if we do not

maintain then the cost goes up. Mill and overlay - if there are already cracks they will come through in a year or two - page 2 removes mill and overlay - reclaim and repave all - page 3 is keep going the way we are and just levy for the money every year - Linwood absorbs cost and just fixes roads where its needed - residents can be assessed (after 30 years for reclaim and repave) if there road is being repaired or paved - and Linwood absorbs rest of cost. If we wait another 2 years the cost will be \$800,000 and if we continue to wait it will be a million - costs money to maintain the roads - need to educate the community on the need for maintenance on the roads - biggest infrastructure cost in every community. Importance of budgeting for future needs - as a community if we are not going to do anything with the information - then why are we (Road and Bridge committee) doing all of this? intent of budgeting is to set a number and have that number every year - sand mix to get rid of transverse cracks - mastic - have not researched it - behind in budgeting - if we continue to wait - the more it will cost? Last years budget was \$622,000 for road and 233rd was over \$300,000 - we had 10 year projection plan created and presented - what does the town board want to see from us to discuss at board meeting - capital dollars fund - pavement - equipment - replace dump trucks every 12 years - what kind of plan do you want us to come up with - 10 year plan - costs are set and it is incremental changes - 30 year plan is best way –

Rick- 205th - gravel road - not being bladed properly and it is all dust - calcium chloride \$50,000 year to put on all gravel roads - road grader - a place to put it - would need another employee to run a road grader - not spending money on a grader is costing us more money because the road grader is not working effectively - not budgeting enough for infrastructure. Residents have a say in paving or not paving a road? the roads that have been paved so far are connector roads - does not want it paved due to speed being an issue

Gary Gustafson - budget is \$600,000 - portion was set aside for paving new roads - South Linwood Drive - would be willing to share in cost of re-do the cost of the road - spending a little more money and get the projects going - Town Board needs to agree to assess residents on projects - the projects needs to increase the value of the house for the assessment to be implemented

Maureen Sausen - 205th is easy to forget - it is a sandy road - class 4 down on 205th 2 years ago and there were complaints because it was too muddy - wants to be remembered

Joe Dolphy - \$60,000/year for gravel and limestone - what is budget now - \$60,000 currently - reclaim and repave - similar to what they did on Fawn Lake Drive - lift 2 inches - changes ability on the moisture to drain through - our roads are 9 ton roads currently - what does Columbus to do pave the road? resident pays to initially pave the road then Columbus pays to maintain - P & Z needs project plan for 2021 sent to planning and zoning

Mike H. - arent going to be new pavement roads - should be able to devote more of the budget to devote to maintaining the roads - easier pill to swallow for community - if we get different company to grade roads - Capital improvement funds - new loader came out of captial fund - capital improvement for equipment also - once we are done paving in 5 years - Ryan Lake Dr and Sunset Rd (joint venture w/East Bethel) Town board would need be on board now that they have seen the proposal - we have been budgeting - just not enough to accomplish paving a new road and maintaining - how you present it - it you live on gravel and you want it paved - you will be assessed - will need same amount of money to maintain the roads that we have paved

Linwood we do not budget for calcium chloride - gravel needs good binder to use calcium chloride -

Spending money to pave the roads and not maintain them -

Would like to try calcium chloride on 205th - works best on new gravel -

3. Sign summary - 942 signs \$65/sq feet = \$206,000 - policy is when sign goes bad it gets replaced

4. South Linwood Drive Estimate - see hand out from Mike G. - begin construction in 2023 - review South Linwood in the spring for drainage issues and ponding issues - not planning on clearing road right of way - culverts will be needed in some areas (12) - Mike H thought it was budgeted for 2022 - if we assess on this project -will need to assess going forward

Jim Windingstad made a motion to approve the August 4, 2020 minutes; Dan Utecht seconded; All ayes; motion carried

Jim Windingstad made a motion to adjourn at 8:28 p.m.; Dan Utecht seconded; All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 10/6/2020

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

October 6, 2020

Chairman Tom Sausen called the meeting to order on Tuesday October 6, 2020 at 6:59 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

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

Members absent: Dan Utecht

Public in attendance: Firefighter Matt

Jim Windingstad made a motion to approve the agenda, with addition of employee and discussion of road grader contractor; Shawn McLane seconded. All ayes; motion carried.

Jim W. discussed public works employee – one full time employee going into winter and we have had 2 full time employees in previous years –time to discuss another full time employee before the snow flies.

Jim W. discussed the road grader employee (Keller employee) that verbally acosted and theartened a resident – 2 issues here – Linwood Township hires someone that is a representative of our community and he should never verbally abuse a resident – 2nd not doing the job he should be doing – Keller was angry at his grader guy because there was an edge on the side of the road. Jim W makes a motion to not accept Keller's bid for next year – Rick Keller will not grade in Linwood Township for the remainder of this year – Christina S. seconded; All ayes; motion carried.

Mike Gabrick discussed him planning on creating a budget format system that will correspond with the township budget system – Each item will fall under the corresponding line item for the Township budget. Extend the budget system out and make it interactive and have it feed into the main sheet. Ed tried to have the budgets ready for meeting tonight and Pam was unable to get them ready. Mike Gabrick will be meeting with Mike Halliday to ensure the

format is acceptable prior to launching it. CAT loader was \$137,000 with a 15 year replacement program. South Linwood Drive budget number has been given to Town Board for review. Next summer would like to go through each individual parcel and see what is concept of what will happen on each parcel – no assessment policy and Mike Gabrick has received one from the City of East Bethel and he will modify for Linwood Township and propose to Town Board for approval and then to Anoka County.

Traffic Counts – plan on doing traffic counts again

Jim Windingstad made a motion to approve the September 1, 2020 minutes; Craig Rylander seconded; All ayes; motion carried

Jim Windingstad made a motion to adjourn at 7:32 p.m.; Shawn McLane seconded; All ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 11/2/2020

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

November 3, 2020

Chairman Tom Sausen called the meeting to order on Tuesday November 3, 2020 at 7:01 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

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

Members absent: Jim Windingstad

Public in attendance: none

Shawn McLane made a motion to approve the agenda, with addition of 205th Avenue NE (plat approval) added to agenda; Dan Utecht seconded. All ayes; motion carried.

Assessment policy received from Jack Davis at East Bethel – changed the verbiage to apply to Linwood Township – R&B approves the assessment and then goes to Town Board for approval and then to county attorney (single sheet handed out by Mike G). Maintaining arterial roads – adding verbiage in the assessment policy – making it clearer to the board. Any road that intersect – 233rd- Ryan Lake Road – Thames (North End) – Township will maintain roads for 30 years and then cost shard with residents 60% township and 40% residents – motion to approve assessment policy with modification to include arterial road and township to have cost sharing on the arterial roads. – Mike G made motion and Shawn seconded; All ayes; motion carried.

South Linwood Drive – preliminary paving petition – what parcels would be assessed – feasibility study to be conducted by engineer – to go to Town board for final approval and then on to county attorney for final review. Obtained GIS for estimate on South Linwood Drive – profiles on all driveways next spring on South Linwood Drive. Aggregate shoulder – propose 1 ½ foot ditch – capture water

Road and bridge budget aligns with Town board budget system

Dive into history of where did we put aggregate and track it for previous years

Major construction line is South Linwood Drive project – construct in 2022

Discuss mastic with Dusty during his off-season

205th Avenue NE – letter sent to residents n regards to back blading the road and the fact Keller has observed the deterioration of the road – private parties that are back blading the road are wrecking the road – Tom Sausen feels that Keller is wrecking the road – 20,000 acres at Carlos Avery and road count is 3,000 on 205th – the traffic count on that road is way too high for the number of houses on that road.

Approval of October 6, 2020 minutes – Craig Rylander made a motion- Shawn McLane seconded; all ayes; motion carried.

Dan Utecht made a motion to adjourn at 7:55 p.m.; Craig Rylander seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 12/1/2020

Road & Bridge Chairman



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Road & Bridge Meeting Minutes

December 1, 2020

Co-Chairman Jim Windingstad called the meeting to order on Tuesday December 1, 2020 at 7:01 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

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

Members absent: Tom Sausen

Public in attendance: Rick Keller

Shawn McLane made a motion to approve the agenda; Craig Rylander seconded. All ayes; motion carried.

Rick Keller was present to discuss 205th (Tom Sausen's Road) In 1971 Rick Keller began grading roads and Darren began grading in 1990 – they grade Oxford and Harris also – use to plow the North End for the town ship – sends his drivers to training every year – there was an incident with a resident – the resident came out and was yelling at Rick Keller – Rick took it for a little while and then he did not – he apologizes for screaming back at the resident and states this will not happen again – Rick states the residents on 205th are grading the road themselves and pushing 1 inch to an 1 ½ inch of gravel into the ditch – 24 feet of gravel road – grader does not make the road dusty – his recommendation is to black top 205th – binder is what holds the gravel road together and this road does not have it. Lime Rock works really well – does not get rutted as easy – is more dusty. Lent does not have enough guys to plow roads would like to do mutual aid for plowing – Jim W's issue is the confrontation that took place between Rick Keller and the resident – not the quality of Rick's work. Road and Bridge committee makes the recommendation and then the Town Board makes the final decision. Make sure the blading is done at the right time –when there is moisture on the ground go out and grade. Mike G. asked if Rick could have someone else from his company grade the road in the future and Rick stated that he did have someone else that could do it. Mike G's recommendation is to pave 205th also – Jim W will get the application for Ed K. for the DNR grant for 205th.

People maintaining the roads should be the ones rating the roads (grader and public works)

Assessment policy: Assessment on a property does not exceed the amount by which the property's market value is increased by the improvement.

Preliminary Budget: if we did Ryan Lake in 2021 – will we be able to have money to do South Linwood Drive in 2022 – how much money do we put in for the road projects every year? New paved roads \$340,000

Gravel roads - \$60,000/year

Crack filling - \$50,000/year

Snow plowing - \$37,000/year

Line item budget is separate than capital improvement (need to see if there is one for roads)

Capital improvement needs to be set up to show how much you start with and how much you spent and how much you ended with and you cannot end in a negative number.

Track crack filling year over year for better budgeting

Presentation for board to present to residents on the need to increase our budget/levy – we are falling farther behind on road maintenance

Meeting dates for 2021: all are good for the committee

Approval of November 2, 2020 minutes – Craig Rylander made a motion- Shawn McLane seconded; all ayes; motion carried.

Dan Utecht made a motion to adjourn at 8:17 p.m.; Jim Windingstad seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 1/5/2021

Road & Bridge Chairman