



## **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**

**January 5, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday January 5, 2021 at 7:08 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, Shawn McLane, Christina Smentek, Mike Gabrick, and Supervisor Kramer

Members absent: Jim Windingstad and Craig Rylander

Public in attendance: Supervisor Bob Millerbernd

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

Budget minor changes pending - modifying Township budget and refer back to our road and bridge worksheet for more detail - create capital reserve line for equipment and projects- Ryan Lake will be pushed to 2022 due to budget restraints and South Linwood will be pushed to 2024 - \$30,000 in 2021 for sand bituminous mixture for bit street crack filling, contract - attack key cracks with bituminous mix - will we want to include street sweeping? Only sweeping the areas around the lakes this year - Mike to write specs for the crack filling - bridge on Sunrise - erosion control - quote by contractor that can move rocks to that area - crack fill - liquid bituminous - route and seal the joint instead of blowing out - Jim and Mike will write specs for it -

Joint powers agreement - City of Wyoming, Lent Township, State of Minnesota, Oxford Township, and City of East Bethel - discuss what is in house and see if we want to continue - meet with all agencies and get a signed document on file - present to town board in February for approval - need to review joint powers agreement and discuss at next months committee meeting -

Pam to ask for approval on crack filling budget at town board meeting

Budget process will be refined - Pam has Mike's spreadsheet so it can be modified as needed -

Dig deeper in our review of roads and figure out what are we going to do on this road in the future - what is the level of maintenance - what is the cost? level of priority, arterial roads, secondary roads, feeder roads (rating on them) construction?? what year and what is our budget?

Tom Sausen is upset about the minutes and has an issue with Supervisor Kramer not responding to his message and says he has no regard for the truth - he just took Mr. Kellers word for it and did not talk to Mr. Sausen or his wife about the situation - he has an issue with the comment that the grader does not make the road dusty - Tom says that Mr. Keller is the one that started yelling at him and it was not Tom that started the yelling.

Mastic - Mike to talk to Dusty and Anoka County (see if you can piggy back)

We obtained the loader

Shawn McLane made a motion to approve the minutes; Dan Utecht seconded; all ayes; motion carried

Christina Smentek made a motion to adjourn at 8:09 p.m.; Shawn McLane seconded; all ayes; motion carried

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 2/2/2021

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Road & Bridge Chairman



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

**February 2, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday February 2, 2021 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: Mike Gabrick, Craig Rylander, Tom Sausen, Shawn McLane, Christina Smentek, Jim Windingstad, Supervisor Parker and Supervisor Millerbernd

Members absent: Dan Utecht

Public in attendance: none

Approval of agenda Craig Rylander made a motion; Mike Gabrick seconded - moved bituminous crack filling to #2; all ayes; motion carried

2. Mike wrote specs for bituminous crack filling - performance bond is 10% of contract - his work meets our needs - maximum on contract is \$25,000 - \$5,00 for sweeping of roads - monitor sweepings that we are hauling out - pollution control - sunrise watershed wants us to make sure we are not having our sweepings end up in the water

quote for pick up for CAT loader - can one be rented (it is \$18,000 to purchase) to ensure it meets the needs and does what we want it to do

3/8 minus rock is only made at St. Paul Asphalt Plant Mix

Dustin Westland with Sealtech is concerned that the performance bond will increase the cost of the contract, would like to demonstrate a product that is a step down from Mastic on Lyons Street

237th where it turns into Ryan - Mastic program

Resolution by this committee approving specs to submit to Townboard for approval to start seeking bids for 2021 construction

Motion to submit specs to town board for approval - schedule A with contract documents - Christina made motion and Craig R seconded; all ayes; motion carried

3. LRIP - local road improvement fund - can receive payment of up to \$1.25 million - phase 1 and phase 2 of Martin Lake - 22 to to East Martin Lake Drive - safety

improvements - sharp inslopes will be addressed - 3 cable - Anoka County would have to act as our sponsor - would have to send application over to engineer (Hakanson-Anderson) - 3 residents on Martin Lake our writing support letters - Anoka County Highway dept oversees project and runs it - timeframe - this has to be in by March 3rd - Mike should be done with application by this week - Hakanson- Anderson should not take too long to get plans done and submitted to the county for review

4. budget - preliminary - construct Ryan Lake in 2021 - would like to include capital funds to be listed in budget sheet so that we can see if we can make purchases - in 2021 for crack fill/sealcoat/mastic \$25,000 will be spent in 2021 - would like to see our public works dept hit our more severe roads - Martin Lake - South Linwood Dr - more in depth analysis of the roads from the road level not from driving them - Supervisor Millerbernd asked if its more important to do Ryan Lake in 2021 or crack filling - Mike G stated that we have a lot of roads that need attention - if you pave roads you have to maintain them - if we push Ryan Lake Dr then we push everything back - t-cracks have to be patched with sand mix - long range budget - how much does it cost per mile will depend on severity of cracks.

5. if assessment is an option - need to research and develop an assessment policy - if a petition is brought to board then assessment will be assessed - if no petition and township just decides to pave roads - resident can contest - no maintenance policy for roads - need to create that for life of road - history of road need to work on that - all road maintenance has to come out of capital fund

6. next month meeting - joint powers agreement - need to review and bring comments to next meeting for Mike - send email to all committee members with Joint Powers Agreement

7. Mike has time to review right of way document - what we have is questionable - would someone like to review the right of way document that Mike has created and give feedback

8. Labeling of our streets - arterial streets - feeder streets

Approval of minutes Craig Rylander made a motion; Shawn McLane seconded; all ayes; motion carried

Motion to adjourn at 8:53 p.m. Jim Windingstad made a motion; Christina Smentek seconded; all ayes; motion carried

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 3/2/2021

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Road & Bridge Chairman



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

**March 2, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday March 2, 2021 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: Mike Gabrick, Craig Rylander, Tom Sausen, Shawn McLane, Christina Smentek, Jim Windingstad, Supervisor Parker and Supervisor Millerbernd

Members absent: Dan Utecht

Public in attendance: none

Planning and Zoning in attendance: Sandy Lathrop

Approval of agenda: Jim Windingstad made a motion; Shawn McLane seconded – with addition of approval of LRIP funding request and addition of crack sealing quote to #3; all ayes; motion carried

2. Lincoln Estates: Lot 6 & 7 having shared driveway - Sandy spoke to Craig J- meet at road and then split into separate driveways - Mike 12 foot minimum for emergency vehicles - culverts should be inspected prior to final acceptance - recommend 4:1 inslope and 4:1 backslope - sewer treatment areas appears to go right up to road right away - 10 feet from right away - sight triangle at 237th and County road 85

3. Crack Fill- poly flex patch - Dusty Westland - recommends the poly flex patch in lieu of sand/bit mix - mastic is double the cost - crack fill with our own staff - south linwood/martin lake road/minne b grant bituminuous in house patching - measure after poly flex patch - starting date of May 15th for poly flex patch - reject proposal from Allied Blacktop because we changed the specifications to using Poly Flex Patch - Mike made motion to reject all propsals for sand/bit mix; Jim Windingstad seconded; all ayes; motion carried

Mike Gabrick made a motion to pursue bids for poly flex patch per schedule A sheet/Jim Windingstad seconded; all ayes; motion carried

4. Street Sweeping - do with our own staff - price rental \$1,820/month - only ones we have to sweep - ones with run off into public waters - Mike Gabrick made a motion to

approve/Tom Sausen seconded; discussion was had in regards to cost and maintenance - will there be additional cost - Jim to check with Corbin; open and close hopper; and run brush constantly - table until April meeting and then get accurate costs and make motion.

5. Joint powers agreement: do we want to have a joint powers agreement - Mike will take to the board and see if they want to have one - 245th Craig Rylander spot center line - alignment correction - joint powers agreement on cost sharing. What is present agreement and what is proposed agreement - will not bring to board in March or may not be in April - joint powers agreement is more for maintenance of roads - discuss next month - Mike Gabrick made motion to discuss joint powers agreement next month; Jim Windingstad seconded; all ayes; motion carried

6. LRIP funding: Completed today - Craig J sent to county engineer Joe Mcpherson - total package is completed

7. Schedule of Ryan Lake & South Linwood - Supervisor Parker will discuss with town board and bring back to road and bridge committee

8. Road Review - budget system in place that takes the township budget system and fits into our system -would like be done with budgeting in November 2021 - Jims thoughts on road review - public works department drives these roads every day - they should be able to conduct the road review - Mike can create the sheets for public works to do road review - Craig Rylander made motion to recommend that the public works department is included in the road review; Jim Windingstad seconded; all ayes; motion carried.

9. Jim makes motion for public works deparment to inventory road signs; Shawn McLane seconded; all ayes; motion carried.

10. Mike Gabrick spoke with Sup parker this afternoon and went over where we have been and where we are going

Approval of minutes Craig Rylander made a motion; Jim Windingstad seconded; all ayes; motion carried

Motion to adjourn at 8:48 p.m. Jim Windingstad made a motion; Shawn McLabe seconded; all ayes; motion carried

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 4/6/2021

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Road & Bridge Chairman



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

**April 6, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday April 6, 2021 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: Mike Gabrick, Tom Sausen, Dan Utecht, Christina Smentek, Jim Windingstad, Supervisor Parker and Supervisor Millerbernd

Members absent: Craig Rylander and Shawn McLane

Public in attendance: Tony DeChaine

Approval of agenda: Jim Windingstad made a motion; Mike Gabrick seconded; all ayes; motion carried

Sweeper box: rent or purchase larger model sweeper box - rent \$80/inch how long will it take you to sweep what you want to sweep will have to replace broom - \$933.04 to replace broom plus labor - will not get close enough to side of road for street sweeping - pretty trouble free - biggest maintenance is brushes - no swivel wheel on front - truck would go along with sweeper to be able to empty the hopper - how much did it cost for company to come out and sweep all roads- \$2,700/year for the past 10 years - curb and gutter should be swept - everything by the lakes should be swept - not going to pick up everything you need to pick up - when contractor is hired - all roads that have a lot of build up are to be swept - St. Francis has a sweeper that we can either use/rent/or buy - hire out to contractor for this year - utilize the St. Francis sweeper box to see if it will satisfy Linwood's needs. Mike Gabrick made the motion to contract out the sweeping and Jim Windingstad seconded; all ayes; motion carried.

Joint powers agreement - recommendation is to have the joint powers agreement - Jim Windingstad made motion to send joint powers agreement to board for review; Christina seconded; all ayes; motion carried.

Road Construction - project - South Linwood would be next project and then Minnie B Grant - South Linwood has issues with drainage in the cul-de-sac - drain right towards the street - address the cul-de-sac for drainage issues - Craig Jochum - Mike Gabrick meet with him about

options or drainage on the cul-de-sac and work out estimates bituminous lip versus curb and gutter - lake easement has potential for sedimentation pond - boards approval for Mike Gabrick to meet with Craig Jochum to discuss options - discuss assessments at future meeting - life cycle of roads - road maintenance plan - justify that we did our maintenance plan in order to assess residents ( crack fill , seal coat and flex patch - 30 year plan) what is the plan after 30 years for each road?

Aggregate for Streets - recycled concrete on Jordell - amount of steel in aggregate (Keller brought it in, not sure where it came from) - Columbus uses Bjorklund for aggregate \$15/ton - waiting on Keller for roads to add aggregate to - recommended miles - class 5 is the recommendation and township will seek quotes.

Next meeting discuss maintenance plan for roads

Approval of March 2, 2021 minutes Dan Utecht made a motion; Jim Windingstad seconded; all ayes; motion carried

Motion to adjourn at 8:10 p.m. Jim Windingstad made a motion; Mike Gabrick seconded; all ayes; motion carried

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 5/4/2021

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Road & Bridge Chairman





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

**May 4, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday May 4, 2021 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: Mike Gabrick, Tom Sausen, Dan Utecht, Christina Smentek, Jim Windingstad, Craig Rylander, Supervisor Parker and Supervisor Millerbernd

Members absent: Shawn McLane

Public in attendance: none

Approval of agenda: Dan Utecht made a motion; Craig Rylander seconded; all ayes; motion carried

Road maintenance plan: proposal to go to board - need to come up with plan to submit recommendation - plan that Columbus works on is -30 year plan - crack fill (\$20,00 each year/do as many roads as you can for \$20,000) micro surfacing takes away some of depression in roads - levels it out - more money than seal coating - what do we want to for a process? Reclaim and repave - first step would be determine how long should we go/number of years/ last road inspection - most roads in Linwood were in fairly good shape - road standards have been met on some roads in newer developments - develop long range plan - sequence for streets (continued maintenance plan and budget system) - what are you going to do for maintenance (reclaim and repave, micro surface, , seal coat, crack fill, poly flex, etc) roughly 37 miles of asphalt \$350,000 per mile for reclaim and repave, seal coat cost is /2.5% inflation number /Jim put together a sequence and a cost per mile/Poly flex, micro-seal, seal-coating, and reclaim and repave and 30 year plan, low ADT - any maintenance plan for non-paved roads (gravel) - options - paving/dust/calcium-chloride - Mike to work on funding for 205th - gravel road mileage 26

Doing no maintenance is wrong

3. Poly crack filling quotes:

Allied Black Top - \$5.85/linear foot 4,273 linear feet \$25,000 will buy

Seal Tech - \$2.00/linear foot 12,450 linear feet \$24,900

Mike Gabrick made motion to accept Seal Tech bid and have Hakansan Anderson do all measuring for linear footage and send to Town board for approval; Jim Windingstad seconded; all ayes; motion carried

Street Sweeping has not started yet

Approval of April 6, 2021 minutes: Jim Windingstad made a motion to approve; Mike Gabrick seconded; all ayes; motion carried

Motion to adjourn: Jim W made a motion to adjourn at 7:55 p.m.; Mike Gabrick seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 6/1/2021

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Road & Bridge Chairman



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

**June 1, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday June 1, 2021 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: Mike Gabrick, Tom Sausen, Dan Utecht, Christina Smentek, Jim Windingstad, Craig Rylander, and Supervisor Millerbernd

Members absent: Shawn McLane and Supervisor Parker

Public in attendance: none

Approval of agenda: Jim Windingstad made a motion; Mike Gabrick seconded; all ayes; motion carried

Linwood CIP (Capital Improvement Plan)s spreadsheet - Difference seal coat - 8 years and 6 years , \$25,000/year crack filling budget - review sheets from Jim, suggestion from Mike is put money in capital so cannot take from it - take money from yearly budget for paving roads and put in capital road maintenance - if in captial fund - cannot pull it out unless for road project - town board needs to buy in on dollars -build up fund for the maintenance of roads - how much money are we applying to black top only?? (Bob to ask Pam) report on capital - how much is in it and how much is going in next year (2022). Yearly proposed expenditure based on road necessity (grading of roads (A, B, C) ) cost per mile for seal coating, crack filling, poly flex seal potential expenditure based on 24 foot wide road

Need to think about projects -

Poly flex and then seal coat on the newer roads (roads that are at least 2 years old), reclaim and repave - 6 year and 8 year plan

Advocate for taxpayers who reside on the 20+ miles of non-black top roads in Linwood:

\$68,000 for re-graveling of roads - people that are living on gravel roads are not benefiting like the people who live on paved roads - ground up shingles that would reduce dust - calcium chloride - double chip seal on gravel roads (not weather dependent and does not rust out

everything) - grant for 2022 for paving 205th through state of MN, MN DNR, Carlos Avery, keep in mind that there are people that live on gravel roads.

Lost ditch mower - will need to find a new ditch mower

Approval of May 4, 2021 minutes: Dan Utecht made a motion to approve; Jim Windingstad seconded; all ayes; motion carried

Motion to adjourn: Jim W made a motion to adjourn at 7:46 p.m.; Mike Gabrick seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 07.06.2021

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Road & Bridge Chairman



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

**July 6, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday July 6, 2021 at 7:02 p.m. in the Board Room of the Linwood Town Hall.

Pledge to the Flag was done

The roll call was taken.

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

Members absent: Shawn McLane Jim Windingstad, and Supervisor Parker

Public in attendance: none

Approval of agenda: Dan Utecht made a motion; Craig Rylander seconded; all ayes; motion carried

Lost ditch mower - will need to find a new ditch mower - Did Shawn contact his person or do we need to contact that person? Pam sent out a contract - Shermiks tree farms in Stacy, MN - Committee to make motion to Mike Gabrick - agreement of the price quoted by Shermik, Dan Utecht seconded - motion to go to town board

Fall/Winter newsletter - parking restrictions and no plowing across road - Bob to have office locate and forward

Contract Items - updates on contracts completed - Mike Parker was not in attendance (Mike G's comments), creating a history document - aggregate on what streets, how many tons, what product, did we like it??? What product appears to work best for our needs, pond sedimentation cleaning - get it on a schedule - Poly -flex has not been started at this point - insurance has been turned in

Oxford Township - would like to see their plan for 245th

LRIP funding request - no funding was received - Mike G, will ask Craig J if we should reapply every year - should the residents petition the Township Board to seek Park Road Account

Project Fund Application - if so, they could potentially be assessed for the improvement

following current assessment policy funding application permit with Hakanson Anderson, want 2 more stop signs on 205th and Lyons

Approval of June 1, 2021 minutes: Craig Rylander made a motion to approve; Mike Gabrick seconded; all ayes; motion carried

Motion to adjourn: Dan Utecht made a motion to adjourn at 7:38 p.m.; Dan Craig Rylander seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 8/3/2021

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Road & Bridge Chairman



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### Road & Bridge Meeting Minutes

August 3, 2021

Chairman Tom Sausen called the meeting to order on Tuesday August 3, 2021 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: Mike Gabrick, Tom Sausen, Dan Utecht, Christina Smentek, Jim Windingstad, Supervisor Parker, and Supervisor Millerbernd

Members absent: Shawn McLane and Craig Rylander

1. Public in attendance: none
2. Approval of agenda: Jim Windingstad made a motion with the approval of JPA's update; Dan Utecht seconded; all ayes; motion carried

205th Avenue - residents do not want the road paved - do we have to have a petition? No we do not - why should the residents get the road paved and not get assessed? Tom spoke to DNR engineer about closing the gate permanently and he advised Tom to speak to the DNR manager (Jim LaBar) about this - how is road holding up from Hornsby to the gate - not good - could the committee recommend a sign of some sort to the Town Board. Just paving the road is \$175,000. Jim makes the motion to proceed with park road account fund request to the township board for review, if approved by town board, have Hakanson Anderson write the grant; Dan Utecht seconded; all ayes; motion carried

Contract updates: production reports prior to us approving - periodically get weight tickets - Mike Parker has not seen any - can we see production reports and weight tickets? Keller bought material and laid it - do we want to change the aggregate spec? MNDot spec use 8 - 12% clay binder - Poly flex fill update Seal tech - scheduling work 2nd week for August - 3 days of work - Craig J ( HA) will do inspection - Aggregate history sheet - where we replaced it and where it came from and average depth - comments from residents - contract calendar - create a calendar of all contract we have going - grading roads, crack filling, street sweeping, to keep better track of everything - Mike G will need help from staff with creating this file - see specs and make recommendations as needed.

Root Rake Grapple for Cat Loader - root debris - chipping brush and level out area - either lease it or buy it out right - research and see if we can lease it - need for debris and recycle center - Showtime Fabrication specializes in grapples - Jim will check in with Ziegler and see if leasing in an option - Dan Utecht will reach out to Showtime Fabrication for a quote on the grapple for the 920 loader

C1 Driveway standards - turn around should be located on private property - set back 10 feet from right away or property line

B3 Compacted thickness (see Mikes notes) Jim motion, Dan U seconded 3.5 across the board

C2 - would like to remove Dan Utecht made a motion - Jim W seconded, all ayes

Driveway should be a minimum of 10' setbacks from property line - if no other option - would require a variance

Minimum .6% and maximum of 5% gradients

Inspections - company that does building inspections to do driveway inspections

Present R&B budget at next month's meeting and how it ties into town board budget

JPA updates - went out to Lent Township and East Bethel for their review

Approval of July 6, 2021 minutes: Dan Utecht made a motion to approve; Mike Gabrick seconded; all ayes; motion carried

Motion to adjourn: Mike Gabrick 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 9/7/2021

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Road & Bridge Chairman





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

**September 7, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday September 7, 2021 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: Mike Gabrick, Tom Sausen, Dan Utecht, Craig Rylander, Christina Smentek, Jim Windingstad, and Supervisor Parker

Members absent: Shawn McLane and Supervisor Millerbernd

1. Public in attendance:
2. Approval of agenda: Jim Windingstad made a motion with the addition of Lyons Street patching and class 5 on 205<sup>th</sup> from Hornsby to DNR; Craig Rylander seconded; all ayes; motion carried

Lyons Street patching 1/2 done through Wyoming and 1/2 done through Linwood - why is it done this way when we have staff; unable to hire more staff, no one wants to take the job; Mike had initial conversation with Wyoming about joint powers agreement - put in what we would like to see in the agreement - who is responsible for patching and bill the other party appropriately.

Class 5 on 205<sup>th</sup> from Hornsby to DNR - specification was for Class 5 - did we receive the production records from Keller; run gradations on the materials that was used on the roads; we receive weight tickets and what type of material and the source - deduct table written in your specs/contract. If he was presented with a set of specs and he did not provide us with that then it should be redone. When you hire someone to do a job, someone needs to go out and look at the job and make sure it is done correctly. When he submits his bid proposal, his proposal should include his gradations

Isanti/Anoka County Line - 245<sup>th</sup> could get paved - lots of proponents to get it paved - these men would like to keep it an unpaved road - it is not a high priority for Linwood Township to pave that road - LRIP funding - Oxford Township was applying for this grant - 245<sup>th</sup> township border is center line but road is not center - would like to see their

road a dead end - access for police, fire and emergency - action for both agencies - board action to do anything - material cost gravel vs paved  
Poly Flex Crack Filling - met with Contractor today (Mike) Word doc will be linked to quantity sheets at township and will become part of history - complaints about product or quantity. Report of what actually took place - what worked and what didn't work - Mike Parker called SealTech last week and told them that there were 2 road 244th and one other road and he said he drove them again today and they are repaired - he is impressed with the product. Request a map from them so we know how far they got, so we know where to start next year. Recommend make a list of streets  
Budget discussion sheet - list of construction activities - Poly flex, liquid bituminous crack filling, ---what is general and what is capital fund? When are we going to seek bids for construction projects? Pick out roads we think we want to work out - where they (SealTech) left off. Sit down with office staff and figure out the budget format - potentially meeting with office staff 3rd week of September.  
Next month - finalize proposed budget - review current joint powers agreements, review yearly requests for quotes for needs for road and bridge committee input or action, sand, salt, etc.

Approval of August 3, 2021 minutes: Craig Rylander made a motion to approve; Dan Utecht seconded; all ayes; motion carried  
Motion to adjourn: Jim Windingstad made a motion to adjourn at 7:59 p.m.; Mike Gabrick seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 11/2/2021

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Road & Bridge Chairman



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

**October 5, 2021**

Chairman Tom Sausen called the meeting to order on Tuesday October 5, 2021 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: Mike Gabrick, Tom Sausen, Dan Utecht, and Supervisor Millerbernd

Members absent: Shawn McLane, Jim Windingstad, Christina Smentek, Craig Rylander, and Supervisor Parker

1. Public in attendance: none
2. The meeting was held without a quorum of Road and Bridge Committee members in attendance. No Official action taken during the meeting.
3. Approval of agenda: Mike Gabrick requested delaying the discussion of JPAs until the November meeting when he will have met again with agencies involved with the JPAs.

Review of Yearly requests for quotes. Mike Gabrick presented his current spreadsheet summary of yearly requests for quotes. A general discussion of the summary of yearly requests for quotes took place. A short discussion took place on possibly doing random sampling testing of the aggregate delivered to the Township. Mike Gabrick to talk to Hakanson Anderson about the costs of the testing and writing the specs for the contract. Mike Gabrick to report back to the Committee. No action taken on Yearly requests for quotes.

Proposed Budget. Mike Gabrick presented his current budget format. Mike Gabrick stated that the budget format would be easier to follow if column and row headings would have been printed on the presentation spreadsheets. Mike Gabrick stated the column and row headings will be printed on future budget presentations. A short discussion took place on equipment replacement funding. Mike Gabrick stated that he will review equipment replacement funding and revise the spreadsheets involved. Mike Gabrick is requesting a meeting with Supervisor Parker and the Township Clerk to review the current budget format. No action taken the Proposed Budget.

Approval of August 3, 2021 minutes: Craig Rylander made a motion to approve; Dan

Meeting closed at 7:50 PM

Minutes respectfully submitted by Mike Gabrick, Committee Member.

Approved on 11/2/2021

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Road & Bridge Chairman



## 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 November 2, 2021**

Interim Chairman Jim Windingstad called the meeting to order on Tuesday November 2, 2021 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: Mike Gabrick, Dan Utecht, Craig Rylander, Christina Smentek, Jim Windingstad, and Supervisor Millerbernd

Members absent: Shawn McLane, Tom Sausen, and Supervisor Millerbernd

1. Public in attendance: None
2. Approval of agenda: add discussion of employees to agenda after compile a list of plans; motion made to approve agenda with addition by Dan Utecht; Craig Rylander seconded; all ayes; motion carried

Budget - each form pulls into main form- bituminous is where we use a lot of money - reclamation - capital is where we have out street funds- focus on crack-filling - give thoughts on poly-flex crack filling - identify streets that get poly-flex or route and seal for crack-filling. Creating 2 year-3 year plan for crack-filling to present to town board - Aggregate streets - how do we pay the bill if there are no weight tickets provided to the township? Some of the issue is that some of the jobs are contracted out and not done in house (Rybek and Barton) Take samples off of truck and send to Braun Intertec for testing for gradation testing Survey for design for South Linwood should be done - 2023 target - soil boring is being done JPA - letter of understanding instead of a joint powers of agreement - this would be for snow plowing in the winter - Meeting schedule for next year - looks great Tax forfeiture property - Mike recommends to the town board that we acquire the property on 241st and Jim Windingstad seconded; all ayes; motion carried Compile a list of projects for 2022 - poly flex and gravel roads, as many as our budget allows. Employee discussion: do we have a posting out - have been out for 8 months - post on league of MN website - Indeed, Talked to dressel and keller about plow drivers for back up in the winter

Grading done for the year  
233rd new driveway put in and damaged the new road  
Next month discuss budget and letters of understanding  
Plugged culvert on 242nd

Approval of September 7, 2021 and October 5, 2021 motion made by Craig Rylander;  
Dan Utecht; all ayes; motion carried;  
Motion to adjourn: Dan Utecht made a motion to adjourn at 8:03 p.m.; Jim Windingstad  
seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 2/1/2022

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Road & Bridge Chairman



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Stacy, Minnesota 55079  
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### Road & Bridge Meeting Minutes December 7, 2021

Chairman Tom Sausen called the meeting to order on Tuesday December 7, 2021 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: Mike Gabrick, Tom Sausen, Dan Utecht, Christina Smentek, and Supervisor Parker

Members absent: Shawn McLane, Jim Windingstad, Craig Rylander, and Supervisor Millerbernd

1. Public in attendance: None
2. Approval of agenda: Dan Utecht made a motion to approve; Tom Sausen seconded; all ayes; motion carried

Tom is disappointed with grader - just about frozen and he came out and grades and blade was not touching the ground - just stirring up dust - just makes gravel and dust and does not do any good - Linwood hired Wyoming to grade 205th and they had that road in perfect shape - Linwood did not pay them that was the only problem - Jason Windingstad held their hand to grade when he was supervisor - Tom Sausen officially resigns from the committee - he walked out at 7:05 p.m. - request Town Board to request members for Road and Bridge

No longer a quorum - no motions can be made - discussion had

New employee has been hired for maintenance and Tony DeChaine has resigned

Poly Flex roads - Dustin Westland from Seal Tech (Mike met with him) pay for by pound versus linear foot - group things in an area - clustered in sections by year of project

Crack fill special - specs from Anoka County highway dept - paid for by pound - covers all streets in Township

LRIP funds for Martin Lake road - did not get it last year - trying again this year  
(see Mike's notes)

Once budget is set - then we will let Pam know to put out for bids for grading for 2022

Adding to our specs - gradient requirements - will there be penalties for non-compliance

Motion to adjourn: Dan Utecht made a motion to adjourn at 7:47 p.m.; Christina Smentek seconded; all ayes; motion carried.

Minutes respectfully submitted by Christina Smentek, recording secretary.

Approved on 2/1/2022

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Road & Bridge Chairman