



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

Website: linwoodtownship.org

Town Board Meeting Minutes

January 9, 2024

Board Members Present: Supervisors Bob Millerbernd, Searing, Parker, Olson and Luedtke; Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Ed Kramer, Corey Williams, Darryl Ballman

Call to Order and Approval of the Agenda: The clerk 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 9, 2024, and performed the roll call. Supervisor Olson nominated Mike Parker for chairman; Supervisor Luedtke seconded. Supervisor Searing nominated Bob Millerbernd for chairman; Supervisor Millerbernd seconded. Supervisors Olson, Luedtke, and Parker voted in favor of Mike Parker. Supervisor Parker proceeded to chair the meeting.

Supervisor Searing nominated Bob Millerbernd for Vice Chairman and Supervisor Luedtke nominated Jonn Olson. Supervisors Searing and Millerbernd voted in favor of Bob Millerbernd. Supervisors Luedtke, Olson, and Parker voter in favor of Jonn Olson. Supervisor Jonn Olson accepted the position of Board Vice Chairman.

Reorganizational meeting:

Action:	Approved for 2024
Town Board Chair	Mike Parker
Town Board Vice-Chair	Jonn Olson
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
The Board agreed unanimously to keep the meeting dates, official newspaper, posting places and town depository the same, as listed above.	
Designated officials to sign checks (3 signatures required)	Chairman- Mike Parker; Vice Chair-Jonn Olson Clerk-Pam Olson; Deputy Clerk – Pam Matti Treasurer-Alyssa Dehn; Deputy Treasurer- Sarah Raymond
The designated bank signers will be updated to reflect the change of Chairman and Vice Chair. All	

other signers remain the same. <i>(Approved as shown above)</i>	
Mileage reimbursement rate	67¢ per mile
Supervisor Millerbernd moved to use the federal mileage rate of 67 cents per mile. Supervisor Luedtke seconded. All ayes; motion carried.	
WH Security contact list	Mike Parker, Bob Millerbernd, Jonn Olson
Supervisor Olson moved to leave the WH Security contact list the same; Supervisor Millerbernd seconded. All ayes; motion carried. <i>(Approved as shown above)</i>	
Credit card users	Bob Millerbernd, Mike Parker, Pam Olson, Darryl Ballman, Pam Matti, Sarah Raymond, Paul Deuth, Jack Sawatzky, Alyssa Dehn, Jeff Olson
Supervisor Olson moved to keep the credit card users the same; Supervisor Luedtke seconded. All ayes; motion passed. <i>(Approved as shown above)</i>	
Menards purchasers	Will be updated at next meeting
Kwik Trip card user (FD use only)	Darryl Ballman
Supervisor Parker moved to leave Darryl Ballman as the Kwik Trip card user; Supervisor Millerbernd seconded. All ayes; motion passed.	
Data Practice Responsible Authority	Pam Olson
Supervisor Parker moved to keep Pam Olson as the DPA Responsible Authority; Supervisor Millerbernd seconded. All ayes; motion carried.	
Data Practice Compliance Official	Kennedy & Graven
Supervisor Olson moved to keep Kennedy & Graven as the Data Compliance Official; Supervisor Luedtke seconded. All ayes; motion passed.	
Township Services:	
Attorney	Kennedy & Graven
Auditor	Smith Schafer & Associates
Building Official	Rum River Construction Consultants
Planning & Zoning Administrator	MSA
Engineer	Hakanson Anderson Engineering
Health Authority	Dr. Nik Vuljaj
Road Foreman	Craig Rylander
Weed inspector	Jack Sawatzky
Supervisor Parker moved to keep the Township Services the same for 2024 as they were in 2023; Supervisor Millerbernd seconded. All ayes; motion passed. <i>(Approved as shown above)</i>	
Committee & Department Liaisons:	
Building Maintenance	Bob Millerbernd
Cemetery	Carol Searing
Enforcements	Carol Searing/Bob Millerbernd
Family Fun Day	Andy Luedtke
Fire Department	Mike Parker
Human Resources	Carol Searing & Bob Millerbernd
I.T. (Information Technology)	Jonn Olson
Media, Newsletter and Webpage	Carol Searing
Office Staff	Carol Searing
Park & Recreation Commission	Bob Millerbernd
Planning & Zoning Commission	Carol Searing

Police	Mike Parker
Public Works	Bob Millerbernd
Recycling	Jonn Olson
Road & Bridge Committee	Jonn Olson
Safety/Workplace	Andy Luedtke
Security	Mike Parker
Senior Center/Transportation	Mike Parker
School Forest Committee	Bob Millerbernd
Sunrise River Watershed Management Org.	Jonn Olson

Supervisor Searing moved to keep the Committee and Department Liaisons as is, with Supervisor Parker taking Police; Supervisor Luedtke seconded. Supervisors Searing, Parker, Olson and Millerbernd voted in favor; Supervisor Luedtke voted against. The motion passed 4-1. *(Approved assignments shown above)*

Fire Department: Fire Chief Darryl Ballman reported 29 runs in December, with 24 being medical, 4 being fire, and one other call. Supervisor Parker moved to approve the use of Engine 1 for parades in Forest Lake, East Bethel, Isanti, Stacy and Linwood Family Fun Days. Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Parker moved allow the fire station to be used for Anoka County Fire Training; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Parker moved to accept the retirements of Shawn McLane and Scott Smith effective January 1, 2024; Supervisor Millerbernd seconded. The motion carried by a unanimous vote. Linwood Firefighters Shawn McLane retired after 15 years of distinguished service and Scott Smith retired after 26 years of distinguished service.

Supervisor Millerbernd moved to send one firefighter to the Arrowhead EMS training in Duluth not to exceed \$600.00; Supervisor Olson seconded. All ayes; motion carried.

Chief Ballman respectfully declined the wage increase that was recently approved for him.

Road & Bridge: Supervisor Olson moved to direct staff to move forward with going out for gravel bids; Supervisor Searing seconded. The list of roads to be used will be the same as last year with the addition of 240th and 241st that was omitted last year. The quotes will include materials, hauling, grading and packing. The motion carried unanimously.

SRWMO report: The Sunrise River Water Management Organization (SRWMO) developed its recommended 2025 budget. To reduce the funding requested from each of the member communities, the budget will include a \$3,500.00 spend-down of undesignated reserve funds, in order to stay below the undesignated amount cap regulated in the SRWMO policy. Supervisor Parker moved to approve the SRWMO 2025 budget at \$47,189.00; Supervisor Searing seconded. The Township's portion of that budget is proposed to be \$18,194.19. All ayes; motion carried.

The SRWMO board and attorney drafted bylaws and are requesting the Board to review the bylaws and provide comments. Supervisor Parker moved to allow the clerk to review the bylaws and bring comments to the Board for discussion. Each supervisor was encouraged to review the

bylaws and send comments to the clerk by January 25th. Supervisor Olson seconded the motion, which carried unanimously.

Supervisor Olson moved to appoint Janet Hegland and Ron Moore as representatives to of the SRWMO on the Lower St. Croix Watershed Partnership; Supervisor Luedtke seconded. All ayes; motion passed.

Brian's Insulation: Supervisor Olson moved to pay the new invoice amount for Brian's Insulation for \$4,678.00; Supervisor Luedtke seconded. Supervisor Olson explained that the additional cost was due to some of the upper wall sheeting being installed before the insulators arrived. All ayes; motion carried.

Scheduling Budget Meetings, Board of Audit Meeting, and Local Board of Appeals Meeting: The 2025 budget meetings will be held on February 8, Feb. 12., and Feb. 22 at 6:00 p.m. The Board of Audit meeting will be held during the February 27th Town Board meeting. The date requested for Local Board of Appeals will be May 9th at 6:00 p.m., with an alternate date of May 13th at 6:00 p.m.

Recycling fee schedule: Supervisor Olson moved to approve the 2024 Recycling Fee Schedule; Supervisor Luedtke seconded. The proposed schedule included an increase to several of the fees to cover costs associated with handling and processing materials. All ayes; motion carried.

On-call plow driver: Supervisor Olson reported that he had interviewed one applicant, but would like to table the hiring pending contacting another applicant. Supervisor Olson moved to adopt the On-Call Plow Driver Job Description as presented; Supervisor Luedtke seconded. Supervisor Parker suggested a friendly amendment to include a requirement that Class B driver must also have an air brake endorsement. Supervisor Olson accepted the amendment; Supervisor Luedtke seconded the amendment. All ayes; motion passed.

Street sign replacements: Supervisor Olson moved to spend up to \$1,500.00 in signs designated on the Linwood Street Sign Plan sheet; Supervisor Luedtke seconded. The sheet included 51 street signs and seven directional signs. All ayes; motion passed.

Pressure washer quotes: Supervisor Parker moved to purchase the NorthStar Electric Wet Steam Pressure Washer for \$3,999.99; Supervisor Luedtke seconded. It was suggested that the washer could be used for cleaning plow trucks, recycling, and parks equipment, so the cost could be coded to each department. Supervisors Millerbernd, Olson, Parker, and Searing voted aye; Supervisor Luedtke voted nay. Motion carried 4-1.

Animal Control Contract: Supervisor Searing moved to sign the agreement for Animal Control with Gratitude Farms; Supervisor Olson seconded. The term of the agreement is for two years at \$200.00 per month. All ayes; motion carried.

Consent Agenda: Supervisor Luedtke moved to approve the consent agenda; Supervisor Olson seconded. All ayes; motion carried.

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| <ul style="list-style-type: none">✓ Approval of December 26, 2023 Town Board Meeting Minutes✓ Claims List for Approval - Claims #37947-37984 = \$121,090.36✓ Regular Payroll – 1/5/24; Direct Deposits #20861-20875 & EFTs #20876-20878 = \$21,217.69✓ Treasurer's Reconciliation Report as of 12/29/2023 = \$2,175,510.89 |
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Adjournment: Supervisor Olson moved to adjourn; Supervisor Luedtke seconded. All voted in favor; the motion carried. The meeting adjourned at 7:37 p.m.

Approved on January 23, 2024

Attested:

Michael Parker, Chair

Pamela Olson, Clerk