



## LINWOOD TOWNSHIP

ANOKA COUNTY

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### Town Board Meeting Minutes

**April 9, 2024**

Board Members Present: Supervisors Jonn Olson, Bob Millerbernd, and Andy Luedtke; Supervisors Mike Parker and Carol Searing attended by Zoom for personal reasons; Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Lloyd Horton, Carol Ladd, Linda Madsen, Sara Nelson, D. Luedtke, Laura Hermann, Steve Strandlund, Jr., Nathan Bostrom, Michelle Brown, Leroy Ramirez, Tony DeChaine, Lisa Henrickson, Judy Hanna, L. Campbell, L. Keister, Emily Herold via Zoom

**Call to Order and Approval of the Agenda:** Supervisor Olson called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 9, 2024, and the clerk performed the roll call.

CLERK'S NOTE: Due to one or more supervisors attending remotely, all votes during this meeting were conducted by roll call vote. Supervisor Parker joined the meeting at 6:20 p.m.

Supervisor Millerbernd moved to approve the agenda; Supervisor Luedtke seconded. All ayes; motion carried 4-0.

**Lakes Center for Youth & Families:** Linda Madsen, Community Outreach Director for Lakes Center for Youth and Families (LCFYF), informed the Board of the many services provided for Anoka, Chisago, and Washington counties. Services include counseling, intervention, and enrichment programs such as Youth First and Safety Camp. Linwood Elementary Principal Gretchen Madsen reported that, because of LCFYF, two counselors at the school have impacted 252 students by having access to other adults to talk with and work through issues.

**Ordinance #215:** The planner gave an overview of amendments to the code that would clarify and eliminate inconsistencies. Changes included standardizing language for escrow returns, front yard setbacks from prospective county roads, alterations to nonconforming buildings, allowing kitchens and baths in accessory buildings, and changing the sign ordinances. Supervisor Parker moved to adopt Ordinance #215; Supervisor Searing seconded. All ayes; motion carried.

**Resolution #2024-04:** Supervisor Luedtke moved to adopt Resolution #2024-04 Approving Summary Language for Publication of Ordinance Amendments to Chapter 2, Chapter 6, Chapter 22, and Chapter 30 of the Linwood Town Code. Supervisor Parker seconded the motion, which carried unanimously. (Full resolution on file.)

**Business zoning:** Because staff receives requests looking for commercial property in Linwood, Supervisor Parker moved to direct Planning and Zoning to move forward with identifying areas or districts where commercial development would be appropriate; Supervisor Luedtke seconded. All ayes; motion passed. Supervisor Searing asked the Town Board to give P&Z their vision of business zoning.

**PARCs:** Sara Nelson asked about the grant writer process and was informed that the Town Board would select a grant writer for the Township. Sealing the concrete in the reuse/warming house will be scheduled.

**LFFD:** Supervisor Luedtke reported that the Linwood Family Fun Day committee met with the History Committee to work on plans for this year's celebration. Agreements for entertainers will be approved later in the meeting.

**Road & Bridge:** Supervisor Olson reported that the Road and Bridge committee will be doing a road review soon. Busy beavers have been creating issues for the culverts at County Road 85 and on Hornsby Street. Trappers are engaged.

**Road Grading Proposals:** Supervisor Olson reported that he spoke with each of the three contractors who had submitted proposals for road grading. The technology in the graders who proposed \$190 and \$150 per hour were the same. The contractor who proposed \$140 per hour is located a further distance from the Township and there was some history with the contractor that would not make it the best choice for the Township. Supervisor Olson moved to move forward with hiring Shermik Farms for road grading at \$150 per hour; Supervisor Parker seconded. All ayes; motion carried.

**Additional Aggregate Proposals:** Four proposals for additional aggregate were received. The lowest proposal was from DW Companies, LLC. Supervisor Millerbernd moved to accept DW Companies quote of \$86,800.00 for the aggregate; Supervisor Luedtke seconded. All ayes; motion carried.

**Lyons St Maintenance Agreement:** Supervisor Olson met with Stacy public works to discuss a maintenance agreement for Lyons Street north of County Road 36, a town line road. The consensus was to have the first plow truck to arrive at Lyons Street plow both sides of the road and the second plow truck would sand or salt the road as needed. Supervisor Olson moved to move forward with the Agreement for the Division of Maintenance Responsibilities for a Municipal Line Road; Supervisor Luedtke seconded. All ayes; motion passed.

**LRIP grants:** The Township was awarded a 2023 Local Road Improvement Program (LRIP) grant for the 227<sup>th</sup> Avenue/Martin Lake Road project in the amount of \$1,445,000.00. The Township did not get a LRIP grant for the 245<sup>th</sup> Avenue reconstruction project.

**Park Attendant position:** Supervisors Millerbernd and Olson met to discuss how to merge the positions of park attendant and public works. Supervisor Olson proposed that the position be 30 hours per week year-round and had updated the Park Attendant job description. Supervisor Parker moved to combine the two positions to get it started; Supervisor Millerbernd seconded. The motion carried unanimously. An updated version of the job description will be provided for approval at the next meeting.

**Resolution #2024-05:** The Township adopted a Records Retention Schedule for townships in 1991, but since many of the documents that the Township retains are not on the schedule, staff proposed a retention schedule similar to what is used by cities. Adopting a new schedule must be approved by the Records Disposition Panel. Supervisor Parker moved to adopt Resolution #2024-05 A Resolution to Adopt A New Records Retention Schedule; Supervisor Luedtke seconded. All ayes; motion carried. The new retention schedule will be effective on the date when the Township is notified that the retention schedule was approved.

**Attorney invoice:** Supervisor Olson spoke with the attorney's office regarding services provided on a previous invoice. The invoice can be approved to pay.

**Schedule work sessions:** Suggested dates for a training session with the attorney work session to discuss the Employee Handbook amendments were May 23, May 30, or June 13. The dates will be determined by the availability of the attorney.

**Adobe Cloud renewal:** The introductory rate for the Adobe Cloud license last year was \$350, and the renewal rate this year is approximately \$660. Supervisor Olson moved to table the decision until the next meeting; Supervisor Parker seconded. All ayes; motion carried.

**Martin Laker Annual Meeting:** A quorum of supervisors will not be attending the Martin Laker Annual Meeting on May 9<sup>th</sup>.

**Claims List for Approval:** Supervisor Millerbernd moved to pay the claims list, including claims #38124 through #38158, in the amount of \$31,659.22; Supervisor Parker seconded. The motion carried 4-0 with Supervisor Luedtke abstaining due to conflict of interest. Supervisor Millerbernd pointed out that neither he nor Supervisor Parker had been consulted about the A Dynamic Door invoice for the fire station.

**Consent Agenda:** Supervisor Luedtke moved to approve the Consent Agenda; Supervisor Millerbernd seconded. All ayes; motion passed.

- ✓ Approval of March 26, 2024 Town Board Meeting Minutes
- ✓ Regular Payroll – 3/29/24; Direct Deposits #21085-21094 & EFTs #21095-21097 = \$21,270.61
- ✓ Treasurer's Bank Reconciliation 03/31/2024 = \$1,823,373.97
- ✓ LFFD Contracts = \$12,380
  - a. Little Blues Traveling Zoo - \$1,250
  - b. Pony Trail Blazers - \$1,980
  - c. Flying Train Wreck - \$1,650
  - d. Hollywood Pyrotechnics - \$7,000
  - e. Karl Achilles - \$500
- ✓ Resolution #2024-06 Accepting 1Q 2024 Donations

**Kiwi Club:** Supervisor Millerbernd moved to allow the Kiwi Club to use the hockey rink area on Saturday, June 15 for ATV training; Supervisor Olson seconded. All ayes; motion carried.

**Adjournment:** Supervisor Luedtke moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:48 p.m.

Approved on April 23, 2024

Attested:

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Jonn Olson, Vice Chairman

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Pamela Olson, Clerk