



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 11, 2022

Board Members Present: Supervisors Mike Halliday and Bob Millerbernd; Supervisor Carol Searing (via Zoom); Clerk Pam Olson

Board Members Absent: Supervisors Mike Parker and Tim Peterson

Others Present: Chief Darryl Ballman, Sandy Lathrop, Natalie Zabrzenski, Becky Frego, Scott Lecy, Lyle Reynolds, Lee Hennen, Ashley Millerbernd

Call to Order and Approval of the Agenda: Chairman Halliday 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 11, 2022, and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda; seconded by Supervisor Searing. The motion passed 3-0.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

Reorganizational meeting: After reviewing, amending and updating the reorganization list provided, the following were approved:

Action:	
Town Board Chair	Mike Halliday
Town Board Vice-Chair	Bob Millerbernd
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
Designated officials to sign checks (3 signatures required)	Chair-Mike Halliday; Vice Chair-Bob Millerbernd Clerk-Pam Olson; Deputy Clerk – Pam Matti Treasurer-Alyssa Dehn; Deputy Treasurer- None
Mileage reimbursement rate	58.5¢ per mile
WH Security contact list	Mike Parker, Mike Halliday, Bob Millerbernd
Credit card users	Bob Millerbernd, Mike Parker, Pam Olson, Darryl B, Pam Matti, Sarah Raymond, Paul Deuth, Jack Sawatzky, Alyssa Dehn

Menards purchasers	Bob Millerbernd, Mike Parker, Pam Olson, Tim Peterson, Jack Sawatzky, Alyssa Dehn
Kwik Trip card users	Darryl B, Jack Sawatzky
Data Practice Responsible Authority	Pam Olson
Data Practice Compliance Official	Kennedy & Graven

Supervisor Halliday moved to approve the first portion of the reorganization list; Supervisor Millerbernd seconded. All ayes; motion passed 3-0. (Approved as shown above)

Township Services:	
Attorney	Kennedy & Graven
Auditor	Smith Schafer & Associates
Building Official	Rum River Construction Consultants
Planning & Zoning Administrator	Northwest Associated Consultants
Engineer	Hakanson Anderson Engineering
Health Authority	Dr. Nik Vuljaj
Road Foreman	Craig Rylander
Weed inspector	Jack Sawatzky
Charges for Services:	
Assessment Search	\$10.00
Bad Check Fee	\$35.00
Copies (per side)	\$.25 (per side)
Credit Card Convenience Fee	3% *(amount amended by motion later in meeting)
Data Request Response Staff Time	\$40.00/hr after first hour
Dog License (Annual)	\$2.00
Faxes (send or receive)	\$2 per 10 pages
Notary Fee	\$2 (no charge for residents)
Town Code book	\$75.00
Township Maps	\$1.00 to \$10.00
Senior Center Hall Rental	\$200 Hall/\$250 w/Kitchen
Senior Center Hall Damage Deposit	\$200 Hall/\$250 w/Kitchen
Senior Center Hall Rental Application	\$50.00
Senior Center Table Rental	\$5.00 each
Senior Center Chair Rental	\$1.00 each (minimum fee \$10.00)
Senior Traveler	\$.75 per mile (non-medical)
Swing Away Mailbox Post	\$65.00 plus sales tax
Swing Away Mailbox Post w/Installation	\$150.00 plus sales tax

Supervisor Halliday moved to approved the Township Services and Charges for Services; Supervisor Millerbernd seconded. All ayes; motion passed 3-0. (Approved as shown above)

Committee & Department Liaisons:	
Building Maintenance	Bob Millerbernd
Cemetery	Carol Searing
Enforcements	Bob Millerbernd/Mike Halliday
Family Fun Day	Bob Millerbernd
Fire Department	Bob Millerbernd/Mike Parker
Human Resources	Mike Halliday & Carol Searing

Insurance	Mike Halliday
I.T. (Information Technology)	Mike Halliday
Media, Newsletter and Webpage	Carol Searing
Park & Recreation Commission	Mike Halliday/Tim Peterson
Planning & Zoning Commission	Carol Searing
Police	Tim Peterson
Recycling	Bob Millerbernd/Tim Peterson
Road & Bridge Committee	Bob Millerbernd
Safety/Workplace	Tim Peterson
Security	Mike Parker/Mike Halliday
Senior Center/Transportation	Mike Parker
School Forest Committee	Bob Millerbernd
Sunrise River Watershed Management Org.	Tim Peterson/Mike Halliday

Supervisor Halliday moved to approve the Committee and Department Liaisons of the reorganization list; Supervisor Millerbernd seconded. All ayes; motion passed 3-0. (Approved as shown above)

Ordinance #194: Supervisor Halliday moved to adopt Ordinance #194, An Ordinance Amending Chapter 30, Section 30-329 of the Linwood Town Code, Known as the Zoning Ordinance and Associated Zoning Map, by Rezoning the Subject Property from R-A, Residential Agricultural District to R-1, Single Family Residence District, PID number 07-33-22-23-0001, 07-33-22-22-0001, and a portion of 07-33-22-32-0001, lying north of the centerline of Anoka County Road 74. Supervisor Searing seconded the motion. The subject property, proposed to be known as Dellwood Country Estates, was rezoned by the Town Board on September 28, 2021 by Resolution #2021-18, and is now being adopted by ordinance to be published in its entirety. All ayes; motion passed 3-0.

Dellwood Country Estates Variance #21-08: Supervisor Searing reported that the Planning and Zoning Commission reviewed a proposal for a subdivision to be known as Dellwood Country Estates, property located north of 215th Avenue NE (County Road 74). The P&Z Commission recommended that the Town Board approve the variance request to allow a dead-end street approximately 2,100 feet in length, ending in a cul-de-sac on the north portion of the developable area. One of the conditions would be to have an emergency easement, but the surface of the easement would be determined by the Town Board. Supervisor Searing expressed her personal concerns that the concept hasn't gone to the Road & Bridge Committee or the fire department for their comments. Lyle Reynolds, the surveyor for the proposed subdivision, suggested that there will need to be an extension in order to comply with the 60-day rule. The surveyor explained the various alternatives that were considered in an attempt to comply with the ordinances, but the property is bound on the north and east by DNR-controlled wetlands and DNR-owned land, as well as a driveway parcel along the west boundary owned by the DNR and used for access to its land. Supervisor Searing moved to table the variance request until it goes to the Road & Bridge Committee, Fire Department and the Public Works employees; Supervisor Millerbernd seconded. The motion carried 3-0. The concept will also be sent to the engineer for his comments.

Fire Department: Fire Chief Ballman reported 22 runs for the month of December, with 18 being medical and four being fire. The total runs for 2021 was 242, down from the 2020 total of 252 runs.

Chief Ballman was directed to get quotes for purchasing and installing a new water softener and service doors at the fire station. The reasons for the requests were that the toilets were staining and the north doors were starting to rust through.

Kevin Kane and the M-Health team will attend the January 25th Town Board meeting. M-Health provides the Advanced Life Support services for Linwood Township.

Supervisor Millerbernd admitted that the Board wasn't aware when they approved the Vector Solutions software at the last meeting that the expense was not a one-time fee, but an annual expense of approximately \$3,000. Chief Ballman confirmed that the expense will be reimbursed by the MBFTE grant. Supervisor Millerbernd also questioned who signed the Vector Solutions contract. The Town Board reiterated that only the Board has the authority to enter into contracts for the Township. This is a protection for the Township, but also removes liability from any officer who takes it upon themselves to bind the Township by contract. Chief Ballman acknowledged the invoice, but will investigate if there was a contract with Vector Solutions.

SRWMO report: There was no report on the recent Sunrise River Water Management Organization meeting, since Supervisor Peterson was not in attendance at the Town Board meeting.

Parks: Supervisor Halliday reported that the last PARCs committee meeting was cancelled. Supervisor Halliday expressed kudos to the rink volunteers for all the time that they've put into flooding and sweeping the ice rinks. Thanks to the volunteers, the skating rinks are open and being used.

School Forest annual budget report: Supervisor Millerbernd presented the School Forest annual budget report. This report is a requirement of the School Forest and Community Park joint agreement with the Elementary School.

Road & Bridge resignation: Supervisor Millerbernd moved to accept Shawn McLane's resignation from the Road and Bridge Committee; Supervisor Halliday seconded. All ayes; motion carried 3-0.

Road & Bridge letter of interest: Supervisor Halliday moved to appoint Erin Clarkowski to the Road and Bridge Committee; Supervisor Millerbernd seconded. All ayes; motion passed 3-0.

SRWMO letter of interest: Supervisor Halliday moved to appoint Ashley Millerbernd to the Sunrise River Water Management Organization as a representative of Linwood; Supervisor Searing seconded. All ayes; motion passed 3-0.

Website transition & credit card merchant: After reviewing the GovOffice contract, the Board approved giving GovOffice 60 days' notice to cancel the website agreement, when the webmaster has determined that she is ready to transition to the new website. Once the website agreement ceases, access to the site will terminate, so all archived items will need to be backed up off the site.

It was determined that SpotOn will provide the online credit card merchant services on the new website. SpotOn currently supports the Township credit card services. Because there is a \$15.00 monthly statement fee, the suggestion was to increase the convenience fee to cover the cost. Supervisor Halliday moved to adjust all credit card fees to 3.25% and then rescinded his motion. After some discussion, Supervisor Halliday moved to add an additional credit card fee of 3.25% for online payments; Supervisor Millerbernd seconded. Discussion included staff request to keep the fees consistent for in-person and online payments. The motion failed 0-3. Supervisor Halliday moved to set all credit card fees at 3.25%; Supervisor Millerbernd seconded. All ayes; motion passed 3-0.

Auditor letter of engagement: Supervisor Millerbernd moved to have the chairman sign the Letter of Engagement with Smith Schafer & Associates for auditing services; Supervisor Searing seconded. The fee for auditing the Township's financial statements for the year ending December 31, 2021 will not exceed \$24,850.00, including expenses. All ayes; motion carried 3-0.

Recycling Center February schedule: Supervisor Millerbernd requested that the Recycling Center be closed on Tuesdays and Thursdays in February to allow the recycling coordinator to use some vacation time. Traditionally, February is a slow month in the center. After exploring options to keep the center open, Supervisor Millerbernd moved to close the Recycling Center on Tuesdays February 8, 15 and 22, and Thursdays February 10, 17, and 24; Supervisor Halliday seconded. All ayes; motion passed 3-0. The Recycling Center will be kept open on Saturdays by the volunteers and with supervisors assisting.

Schedule budget meetings: Budget meetings for developing a proposed budget for 2023 will be held at 6:00 p.m. on Thursday, January 27th, Wednesday, February 2nd, and Tuesday, February 15th.

Schedule Board of Audit meeting: The annual Board of Audit meeting will take place during the regular Town Board meeting on Tuesday, February 22nd.

Schedule Local Board of Appeals & Equalization: The requested first choice for date of the Local Board of Appeals and Equalization meeting will be Tuesday, April 19th at 6:00 p.m. and the second choice will be Tuesday, April 26th at 5:30 p.m.

Treasurer training: MN Association of Townships is offering training opportunities for clerks and treasurers. Supervisor Halliday moved to approve the treasurer to attend the January 25th Beginning CTAS and January 26th Clerk and Treasurer training at \$40.00 per day; Supervisor Millerbernd seconded. All ayes; motion carried 3-0.

Clerk's comments: In lieu of the previously approved OSHA training, public works will be attending online safety classes that allow more flexibility for the employees to take the training as it fits their work schedule. Because the classes are offered directly through OSHA, the cost was approximately \$62 per person.

After considering alternatives and the benefits of having a phone in the maintenance shop, Supervisor Halliday moved to add a phone in the maintenance shop at a cost of approximately

\$20.00 per month and the installation charge; Supervisor Millerbernd seconded. All ayes; motion carried 3-0.

Work is progressing on the deputy room renovations. When the electrician is onsite to do the wiring for the deputy office, the request for a quote for purchasing and installing a ceiling fan in the stall will be made.

There hasn't been much interest in the 2018 Ford Escape that the Township is selling. Discussion ensued about using the vehicle as a trade-in, but it was the opinion of the maintenance worker that the 2011 Ford 1-ton has several more years before it will need to be replaced. It was the consensus of the Board to reduce selling price of the vehicle to \$24,000.00.

Approval of Minutes: Supervisor Millerbernd moved, and Supervisor Searing seconded, to approve the December 28, 2021 Town Board meeting minutes, as presented. Supervisors Searing and Millerbernd voted aye; Supervisor Halliday abstained due to not being in attendance at said meeting. The motion failed for lack of a quorum vote.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for 12/29/2021-1/11/2022, including claims #36363 through #36388, in the amount of \$48,715.07; Supervisor Millerbernd seconded the motion, which passed 3-0.

Supervisor Halliday moved to pay the regular payroll for 1/7/2022, including direct deposits #19355 to #19370 and EFTs #19371 to #19373, for the dollar amount of \$17,898.86; Supervisor Millerbernd seconded. All ayes; motion carried 3-0.

Natalie reminded everyone that the newsletter articles were due by the weekend.

Becky Frego, a member of the Friends of Linwood Township History, a non-profit organization, reported that the 150-year community quilt is done and there will be a dedication ceremony on Sunday, January 16th at 2:00 p.m. in the senior center. Becky Frego expressed her appreciate to the community, elementary school principal and students, and the Town Board for their support and participation in creating the commemorative quilt. The history books will be sold for \$10.00.

The senior center was double booked for Sunday because the senior coordinator wasn't consulted. A reminder was stated that all activities in the senior center must be approved by the senior coordinator. There have been several instances when people have let themselves in and used the center without ever contacting the coordinator.

Adjournment: Supervisor Millerbernd moved to adjourn; Supervisor Halliday seconded. All voted in favor; the motion carried. The meeting adjourned at 7:55 p.m.

Approved on January 25, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

January 25, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, and Tim Peterson; Supervisors Carol Searing & Mike Parker (via Zoom); Clerk Pam Olson

Board Members Absent: none

Others Present: Mike Raml, Kevin Kane, Tom Dunn, Natalie Zabrzenski, Sarah Raymond

Call to Order and Approval of the Agenda: Chairman Halliday 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 25, 2022, and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed unanimously.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

M-Health: Tom Dunn, Deputy Chief of EMS for M-Health presented data for advanced life support services provided to the northern region, including Linwood Township residents. The department has maximized their coverage by assessing the call volumes and moving the ambulances to the most strategic locations. Because of the longer distances, the average response time in Linwood is approximately 15 minutes. There were 156 scene responses in Linwood from October 2020 to October 2021.

Kevin Kane, Operations Supervisor for M-Health Northern Region, reported that partnering with the fire department for training and medical direction has been beneficial. The Linwood Fire Department and M-Health has been meeting monthly to discuss the data and issues related to calls for service.

1st quarter training opportunities: Assistant Chief Mike Raml informed the Board of the upcoming training opportunities, including HazMat, Fire Officer Training, and Fire Instructor II classes. Supervisor Millerbernd moved to spend up to \$4,700.00 for 1st quarter training; Supervisor Peterson seconded. Supervisor Searing questioned if the lodging rates were consistent with the employee handbook. The Board would like further information on the venue, single room rates, and if there is a government discount. Assistant Chief Raml informed

the Board that generally the attendees board at the same location as the training. Otherwise, there is travel to a remote hotel and parking expenses. Supervisor Peterson voted aye; Supervisors Millerbernd, Searing, Halliday, and Parker voted nay. The motion failed 4-1. The topic was tabled to the next meeting, pending more information.

Assistant Chief Raml reported that following a repair call on the boiler, a leak on water heater safety valve was discovered. Quotes for replacing the water softener are being solicited.

Planning & Zoning: Supervisor Searing reported that the Planning and Zoning Commission is working on an amendment to the home occupations ordinance and an updated zoning map.

Parks: Supervisor Halliday reported that the PARCs committee prepared a preliminary budget. Thanks to volunteers, both ice skating rinks are open and new volunteers have offered to tend the warming house. Culprits who vandalized the warming house have been identified and at least one of them will be asked to clean up the damage and reimburse the Township for the cost of replacing the discharged fire extinguisher. They may also be asked to do community service by helping to shovel the rink. The warming house is temporarily closed until it is cleaned and repaired.

PARCs was informed of three potential developments and recommended each subdivision pay the park dedication fee in lieu of acquiring property for a park.

SRWMO report: Supervisor Peterson reported that the Sunrise River Water Management Organization (SRWMO) has no major projects planned in Linwood Township. When questioned about the status of the SRWMO JPA negotiations, Supervisor Peterson stated that there was no meeting planned for the participating communities. Since implementing the carp removal program, water quality has improved in all of the lakes in Linwood Township.

Amendments to Reorganization List: Supervisor Halliday moved to amend the reorganization list with the correction that the fee for Data Request Response for Staff Time should be \$40.00 after the first half hour. Supervisor Peterson seconded the motion, which carried unanimously.

Finding that it would be beneficial to have either one of the maintenance workers capable of picking up necessary supplies, Supervisor Halliday moved to add Mike Olson to the list of authorized users on the Menards account; Supervisor Peterson seconded. All ayes; motion carried.

Newsletter delivery: Supervisor Searing reported that the new website is live. Because of the recent delays in mail delivery, Supervisor Searing was concerned that the newsletter may not reach the residents until after the Annual Meeting. Staff was directed to send a postcard with a link to the website, which will have the proposed levy once the Board has determined the amount.

Annual Meeting planning: The senior center will be set up as an overflow for those residents who prefer to social distance. The Annual Meeting will be streamed on YouTube for residents who choose to view the meeting remotely. Only those in attendance will be able to vote on the issues.

Recycling assistant pay: In order to maintain Township representation in the recycling center when the recycling coordinator is not available, Supervisor Millerbernd moved to offer Ed

Kramer \$20.00 per hour as a recycling assistant; Supervisor Peterson seconded. Supervisor Millerbernd made a friendly amendment to include that it would be a paid, on-call position, up to 15 hours per week, as needed. Supervisor Peterson accepted the friendly amendment. All ayes; motion passed.

Road & Bridge appointment: Supervisor Millerbernd moved to appoint Ed Kramer to the Road and Bridge committee; Supervisor Parker seconded. All ayes; motion carried.

Employee 60-day review: Supervisor Halliday commented that public works employee Jack Sawatzky is nearing 60 days of employment and will be receiving his review. Supervisor Halliday informed the Board that he is extremely pleased with Jack's performance and commitment, offering to work on days when the Town offices are closed. Supervisor Parker remarked that Jack has been making good use of his time. Supervisor Halliday moved to accept Jack Sawatzky as a regular employee; Supervisor Peterson seconded. All ayes; motion passed. There will be no increase in wages at this time.

Senior conference room carpet: Senior Coordinator Sarah Raymond provided the Board with quotes for replacing the carpet in the conference room. The carpet wasn't properly installed and is very stained. Supervisor Halliday moved to approve the 651-Carpet proposal for up to \$2,098.41 to provide and install carpet in the conference room. Supervisor Millerbernd seconded the motion, which carried unanimously.

Senior van quote: The Board received a quote to repair the oil cooler hose on the senior van. Supervisor Halliday moved to approve the repair estimate from NearMe Auto for \$325.39; Supervisor Peterson seconded. All ayes; motion passed.

Letter of Credit release: The Board received a written request from Buy Back, Inc. to release their letter of credit, having completed the improvements and grading on Lots 5, 6, and 7 in Cliff's Westlund Acres. Supervisor Halliday moved to adopt Resolution 2022-01 Accepting Work and Releasing Letter of Credit for Cliff's Westlund Acres; Supervisor Millerbernd seconded. All ayes; motion carried. (Full resolution on file.)

Shoreland Ordinance JPA: Anoka County contacted Linwood Township to inform staff that, in the process of trying to determine the owner of a ditch, the DNR discovered that the Shoreland Ordinance adopted by Anoka County was improperly adopted. The DNR will not approve the ordinance as it stands. The ordinance will need to be amended, so the Anoka County attorney would like to know what the status of the Township adopting their own shoreland ordinance is. According to the Shoreland Joint Powers Agreement, Anoka County's responsibility is to amend the Shoreland Ordinance when necessary. The clerk was directed to respond to Anoka County citing the JPA and the MN Rules regarding shoreland ordinances, and that the Township is complying with the JPA, and not interested in adopting a Township Shoreland Ordinance. The residents who have pending applications will have to work with the County and DNR to resolve their issue.

OSHA annual report: The Board reviewed the 2021 OSHA Form 300A report, which detailed that there was only one reportable injury among the staff in 2021. The report will be posted until April 30th.

Clerk's comments: The new phone line for the maintenance department has been installed with significant savings by having the maintenance workers install the CAT-6 line. The phone will be an economy seat at \$9.90 per month.

Supervisor Halliday moved to issue keys and building access to Treasurer Alyssa Dehn prior to her 60 days of employment; seconded by Millerbernd. All ayes; motion carried.

Approval of Minutes: Supervisor Peterson moved, and Supervisor Millerbernd seconded, to approve the December 28, 2021 Town Board meeting minutes, as presented. Supervisors Peterson, Millerbernd, Searing & Parker voted aye; Supervisor Halliday abstained due to not being in attendance at said meeting. The motion carried 4-0, and one abstention.

Supervisor Halliday moved to approve the January 11, 2022 Town Board meeting minutes; Supervisor Millerbernd seconded. Supervisors Halliday, Millerbernd and Searing voted aye; Supervisor Peterson and Parker abstained due to not being present at said meeting. The motion passed 3-0, with two abstentions.

Approval of Bills & Payroll: Supervisor Peterson moved to pay the claims list for 1/11-1/24/2022, including claims #36389 through #36421, in the amount of \$106,179.27; Supervisor Millerbernd seconded the motion, which passed with all ayes.

Supervisor Halliday moved to pay the regular payroll for 1/21/2022, including checks #39906 to #39916 and EFTs #19383 to #19385, for the dollar amount of \$20,307.62; Supervisor Peterson seconded. All ayes; motion carried.

Because the budget meeting scheduled for January 27th wasn't properly noticed, the Board plans to meet on Monday, January 31st at 5:45 p.m.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried. The meeting adjourned at 7:40 p.m.

Approved on February 8, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Special Town Board Meeting Minutes

Budget Workshop

January 31, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, and Tim Peterson; Supervisors Carol Searing & Mike Parker (via Zoom); Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Natalie Zabrzanski

Call to Order and Approval of the Agenda: Chairman Millerbernd called the Special Linwood Town Board meeting to order at 5:45 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Monday, January 31, 2022, and the clerk performed the roll call. Supervisor Millerbernd announced that the purpose of the meeting was to discuss the proposed 2023 budget and other financial considerations.

A revision was made to the agenda so that the Police Fund budget was discussed first. Supervisor Peterson moved to approve the agenda as amended; seconded by Supervisor Parker. The motion passed 4-0.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

Police Fund: Based on the 2022 police contract cost of \$252,282, and not knowing the cost for a secure network line for the police substation, the proposed budget for the Police Fund was set at \$275,000. This is subject to change, pending more information from Anoka County Sheriff's Office.

Supervisor Halliday arrived at the meeting 5:53 p.m.

Parks Fund: Supervisor Halliday explained that there were no major projects in the parks in 2021 because the contractors weren't available. \$20,000 was allocated to the Non-Building Repair & Maintenance-Contractual line item for crack and seal coating in the parks. The Board was agreeable to PARCs committee recommendation for the total Parks Fund of \$82,500.

Park Capital: Future projects include building a new warming house combined with space to store the John Deere mower for cleaning the ice rinks and flooding apparatus. The warming house was a used building that was moved in and has been patched and repaired to keep it

usable. Other Park maintenance equipment could be stored in the new building, freeing up valuable space in the maintenance garage. A slide would be added to the playground equipment at Boettcher Park. The PARCs committee recommended putting \$20,000 in Park Capital Reserves in the General Capital Fund, but the Board settled on \$10,000.

Park Dedication Fund: The Park Dedication Fund is funded entirely by fees from subdivision platting and can be used for land acquisition and for capital improvements, not maintenance. Some of these funds could be used towards a new warming house and better security system. No money is levied for the Park Dedication Fund. No expenditures were budgeted for 2023.

Recycling budget: The Board members were impressed with how the program has grown and discussed the benefits to the community. In 2021, recycling revenue from recycling fees, trash, reuse donations and sale of recyclable materials totaled \$46,722, plus \$64,889 in grants. The expenditures for recycling administration, collection, enhancements, and organics totaled \$129,665 in 2021. The Board reviewed the recycling budget and added \$6,000 for a part-time recycling assistant. The recycling coordinator proposed several improvements for the recycling center. The Board was in favor of a new cement staging pad (138' x 14') estimated at \$6,500, the purchase of a yard cart at approximately \$10,000, and updated security systems at approximately \$3,000. This resulted in adding a line item in the General Capital Fund for Recycling Reserves with \$10,000 budgeted for 2023. The total 2023 preliminary recycling operating budget totaled \$121,886.

General Fund: Discussion related to changes in office staff, hiring outside consultants for building inspections and zoning issues, and more accurate coding, led to increasing the wages paid for clerk duties performed by multiple office staff, increase in treasurer wages, and a decrease in Planning and Zoning wages. The staff will code planning expenses and zoning related expenses separately in 2022. Escrow expenses will be coded differently so as not to show up as a direct expense and revenue source. Enforcements expenses will be set up as an account to track the various object code within the expenditures. \$15,000 was budgeted for enforcements in 2023.

The budget for Community Celebrations (LFFD, Halloween, Easter) was set at \$18,000 for the General Fund and \$2,000 for the Senior Center Fund. A total request of \$20,000 for community celebrations will be requested at the Annual Meeting.

On average, the Communications Fund wages were averaged at approximately 15 hours per week, so the wages were increased to \$15,000. The wages include maintaining the website, creating newsletters, assisting with technology for meetings and township social media pages, updating the electronic sign, and other communication-related duties.

The 2023 proposed budget for the SRWMO was not available, so the Water Resources budget was tentatively set at \$22,000. Supervisor Peterson will provide the proposed amount in the future.

The overall General Fund preliminary budget totaled \$613,224, with a few open-ended questions.

Supervisor Halliday left the meeting at 7:15 p.m. due to prior commitments.

General Capital Fund: The General Capital Fund will be revisited once the Senior Center/Transportation and Fire Capital budgets have been presented.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried 4-0. The meeting adjourned at 7:40 p.m.

Approved on February 8, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Special Town Board Meeting Minutes

Budget Workshop

February 2, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, and Tim Peterson; Supervisors Carol Searing & Mike Parker (via Zoom); Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Mike Gabrick, Darryl Ballman, Andy Luedtke, Sarah Raymond, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Halliday called the Special Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, February 2, 2022, and the clerk performed the roll call. Supervisor Halliday announced that the purpose of the meeting was to discuss the proposed 2023 budget and other financial considerations.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

Fire Fund: The Fire Fund proposed budget presented by the fire department reflected an overall increase of 15% from the 2022 operating budget. The proposed budget included \$10,000 added to the Fire Fighting section for a contribution to the firefighter's pension plan. The board recommended leaving the pension contribution at zero, citing that the board recently agreed to a years-of-service increase for the firefighter's pension based on the investments that currently cover the pension liability. The township needs to be prepared if the value of the investments should decrease significantly.

The Education & Instructors' Fees line item in the Fire Training section was reduced from the proposed \$20,000 to \$15,000. The Vector Solutions software for tracking firefighting training includes online training classes. The state certified classes enable instructors to move to officers. Three firefighters who have attained the status of Instructor are teaching at the Anoka County Fire Training Academy. The board was assured by Chief Ballman that none of them are getting paid for being an instructor at the ACFTA using the education paid for by Linwood Township. Fire training reimbursements from MBFTE do not cover mileage and training, but the registration fees are reimbursable.

The Fire Communications section was proposed for a 16% increase due to a county plan to implement GPS computers into all apparatuses. These units will allow for real time updates from dispatchers in addition to shared information with county deputies.

The board set the overall Fire Fund budget for 2023 at \$263,500.

Fire Capital Fund: Fire Capital requests from the firefighters included an itemized list, the reason for the requests, and estimated costs. There were varied opinions on the need for a generator at the fire station, but ultimately it wasn't included in the capital budget. A grant was applied for in January 2022 to replace the air packs, cylinders and masks that need to be updated. The grant is a matching grant with the township's portion being 10%. \$15,000 was added to the Fire Capital Fund towards replacing SCBA packs.

Rescue 5 is currently a 1997 model, owned by the DNR, and is slated to be replaced in 2023. The estimated cost is approximately \$100,000. Engine 2 is currently a 1996 model and is slated to be replaced in 2026. The estimated cost for that replacement is \$675,000. The Board put \$50,000 towards the purchase of each of the two vehicles. It's not anticipated that the department will need to purchase any more vehicles in the interim.

Station ventilation and parking lot lighting were also discussed, but were brought to the board as low priority items. The board requested that \$15,000 be put in reserves to start building towards future capital expenditures.

The total amount of reserves put into the preliminary Fire Capital Fund was \$130,000.

Senior Center/Transportation Fund: Senior Coordinator Sarah Raymond presented the Senior Center/Transportation Fund budget for 2023, with \$2,000 for Community Celebrations; \$62,300 for Recreation; and \$3,640 for the transportation services. The board approved the Senior Center/Transportation budget at \$68,530.

Road & Bridge Fund: Within the Road & Bridge Fund, the Paved Streets section was increased to \$50,000 to accommodate for Polyflex crack filling followed by the crack sealing. The plan is to have all paved township roads will be done in a five-year rotation. The plan for the unpaved streets is to provide gravel on all streets on a seven-year rotation, as necessary. The planning for future maintenance will provide a history so there's no unnecessary double coverage. The R&B committee recommended raising the Wages and the Street Maintenance Materials lines to \$30,000 each, so the roads will be better maintained in the winter. After some discussion that it is more of a timing issue for the snow removal process, than that of buying more salt, the board determined to set each of the two aforementioned line items at \$20,000 each. The Road & Bridge operating budget had a proposed amount of \$318,880 for 2023.

Road & Bridge Capital Fund: Road & Bridge Committee member, Mike Gabrick was present to inform the board of proposed major road projects. South Linwood Drive reclamation is slated for 2023. An LRIP grant for the first phase of resurfacing Martin Lake Road was submitted and would require \$140,000 matching grant from the township, which would need to be completed by 2024. It was determined that \$400,000 should be put into reserves for the upcoming road projects. R&B recommended purchasing a 279D skid loader in 2023. In an effort to be prepared for future road equipment replacements, the board chose to put \$50,000 in Road Equipment Capital for reserves. The total amount budgeted for capital reserves was \$450,000.

Building Department Fund: The Building Department Fund is not levied for, its source of income being from building permits, and expenditures are related to maintaining the building department. The Wages were decreased from prior years to \$10,000 to cover staff time associated with building permits, but the Inspections line item was set at \$60,000. There are currently 125 open permits, with the building inspector portion being due at the time the permits are closed. The Consultant line item was set at \$10,000 to cover the costs of the zoning reviews that are done for the value permits. The overall Building Department Fund budget was set at \$87,765, slightly lower than the last couple of years' budgets.

Cemetery Fund: \$5,000 was budgeted for the Cemetery Fund for future fence and sign replacement. The existing red metal bench in the cemetery will be moved to a different location within the cemetery.

Police Fund: At the previous budget workshop, there was a question of what the cost for providing a secure internet connection for the police substation was going to cost. It was since confirmed with the Anoka County Sheriff's Office that the deputies will use the Township's Midco connection. Knowing that there will be minimal monthly expenses, the Board chose to leave the Police Fund budget at \$275,000.

Building Capital Fund: The Building Capital budget was set at \$100,000 for 2023, with \$75,000 specifically designated to Fire Stations and Buildings for upcoming repairs, and \$25,000 for Capital Reserves for other township capital expenses.

General Capital Fund: The General Capital Fund total preliminary budget was set at \$60,000, with \$25,000 to Capital Improvement Projects reserves, \$5,000 to Senior Center/Transportation reserves, \$10,000 to Parks Reserves, and \$20,000 to Recycling Center Reserves.

The clerk recommended that the ARPA funds be invested in Certificates of Deposits, since the timeline for all disbursements is the end of 2026. Supervisor Searing requested more information on funds that may be available for township using the Loss of Revenue formula in the ARPA funding.

Scenarios: The clerk and treasurer will present several scenarios, to include: no increase to the levy; a scenario using the full preliminary budgets presented by each department, with no cuts; a scenario showing a \$500,000 increase to the levy; and a scenario with the levy at a midpoint between no increase and full preliminary budgets.

Supervisor Peterson reported that the 2023 proposed SRWMO budget was \$20,500.

Adjournment: Supervisor Millerbernd moved to adjourn; Supervisor Parker seconded. Supervisors Millerbernd, Parker, Searing, and Halliday voted aye; Supervisor Peterson voted nay. The motion carried 4-1. The meeting adjourned at 8:05 p.m.

Approved on February 8, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

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Town Board Meeting Minutes

February 8, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson;
Supervisors Carol Searing & Mike Parker (via Zoom);
Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Scott Lecy, Candice Kantor, Jeff & Carol Ladd, Andy
Luedtke, Darryl Ballman, Mike Raml, Jack Sawatzky, Buck &
Theresa Johnson, Natalie Zabrzanski

Call to Order and Approval of the Agenda: Chairman Halliday 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, February 8, 2022, and the clerk performed the roll call. Supervisor Millerbernd added truck repairs to the agenda. Supervisor Peterson moved to approve the agenda, as amended; seconded by Supervisor Millerbernd. The motion passed with a unanimous vote.

CLERK'S NOTE: Due to some supervisors attending remotely, all votes during this meeting were conducted by roll call vote.

SRWMO report: Sunrise River Water Management Organization (SRWMO) representative Candice Kantor was present to explain the SRWMO 2023 proposed budget. Based on the proposed projects for 2023, the budget was reduced by 11%. The total proposed budget was \$44,500.00, with Linwood's share being \$17,847.64. Due to the information presented, staff was instructed to adjust the township budget to reflect the correct amount of Linwood's portion.

Ms. Kantor reported that the water quality has improved due to carp harvesting, but an alum study would not be feasible because the shallow depth creates too much stirred up sediment with the incoming water.

When questioned about the status of the JPA amendments, as of now, the JPA stands as is. Each of the four entities will need to approve the 2023 budget by April 7, 2022. If all of the entities do not approve the budget, the dissenting entity would be in default. It was uncertain what the ramifications of such actions and how the entities would proceed with the JPA.

Treasurer's report: Treasurer Alyssa Dehn gave an overview of the remaining budget for each of the funds as of January 31, 2022. The actual amount spent to date was \$118,843.30. Per the CTAS training the treasurer attended, the Township should only have one bank checking account. The recommendation was to code all escrow revenue and expenditures separate from the General Fund.

Supervisor Halliday moved to direct the treasurer to transfer all escrow funds from the Escrow Checking Account into the General Fund Checking Account at the First State Bank of Wyoming; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Halliday moved to direct the treasurer to close the Escrow Checking Account at the First State Bank of Wyoming; Supervisor Peterson seconded. All ayes; motion passed.

Supervisor Halliday moved to direct staff to create an 800 Fund for tracking escrow revenue and expenses; Supervisor Parker seconded. All ayes; motion carried.

Road & Bridge: Supervisor Millerbernd reported that the Road and Bridge Committee finalized and submitted their preliminary 2023 budget. They discussed the capital needed for upcoming road projects, equipment purchases, and replacement schedules. Gravel estimates were available and proposals will be requested. Road maintenance plans will include graveling, crack filling and seal coating on an ongoing schedule. The committee currently has a full roster of members who are actively involved. No chairperson has been selected yet.

Fire Department: Fire Chief Darryl Ballman reported 24 runs in January, with 17 being medical and 7 being fire. Fire Marshall Andy Luedtke provided information to clarify what training expenditures are reimbursable through the MN Board of Firefighter Training and Education (MBFTE) grant. The Vector Solutions supplies supplemental online training for the mandatory trainings. It is a platform for tracking firefighter training, asset, equipment, and inventory management, and the department can create their own training videos. This software has a different purpose than the PS Trax used for tracking personal protection equipment and SCBA gear and vehicle maintenance.

Training scheduled for February includes fire investigation, CPR and Ice Rescue classes. Lieutenant Steve Esperson has completed his training and is now a fully certified State Fire Inspector.

It was clarified that mileage reimbursements are based on the difference of mileage that would have been driven if the attendee would have driven to or from home from their starting location.

The department will be exploring the option to incorporate box alarms in the response vehicles. Anoka County is in the process of developing a standard for radio rules and procedures.

Assistant Chief Raml informed the Board that the fire station boiler has been having issues and may need regular maintenance to keep the exhaust clear and have a guard around the exhaust vent.

The Board expressed that replacing the SCBA air packs are a priority item from the Fire Equipment Capital list. Plans should be made to replace them regardless of whether the grant is

awarded. The department applied for a \$125,000 fire grant. Chief Ballman will send the grant application to the clerk for the permanent records.

The department suggested that the installation of the blue address markers be required at the time of issuance of a building permit. It was not determined where the signs would come from, only that they should be consistent in size and color.

Fire training & lodging: The request for training and lodging had been tabled pending further information regarding room rates. Supervisor Searing requested that future requests include that the lodging will be at single room rate per person as opposed to actual dollar amounts. Supervisor Searing moved to approve the 2022 Quarter 1 training opportunities with no lodging rates, but stating that rooms will be at the single room rate; Supervisor Millerbernd seconded. All ayes; motion passed. (The trainings included Hazmat Operations certification for ten firefighters, not to exceed \$2,100.00; State Fire Chiefs Annual Fire Officer Training in Duluth, up to three attendees, training not to exceed \$900.00, plus lodging; and Fire Instructor II eight-week virtual classes, not to exceed \$495.00, with one attendee.)

Police stall fan: Supervisor Millerbernd moved to approve the installation of a fan in the police bay in the amount of \$450.00; Supervisor Peterson seconded. All ayes; motion carried.

ARPA funds: The clerk reported that American Rescue Plan Act (ARPA) funds were received in 2021 and the balance would be received in 2022. The funds would be more easily reported if they were not coded within the General Fund. Supervisor Millerbernd moved to direct staff to create an 800 Fund for the ARPA funds; Supervisor Halliday seconded. All ayes; motion carried.

MN Benefit Association: Supervisor Halliday moved to renew the life insurance policy for the Board members at \$805.00; Supervisor Peterson seconded. All ayes; motion passed.

Burial Services contract renewal: Supervisor Parker moved to renew the Burial Services Contract with D&K Outdoor Services; Supervisor Millerbernd seconded. According to Supervisor Searing, though burial rates have increased, they are reasonable compared to area rates. The renewal is for two years. All ayes; motion carried.

Plow truck cutting blades: Supervisor Millerbernd moved to spend up to \$1,800.00 for new cutting blades for the plow trucks; Supervisor Halliday seconded. A quote from H&L Mesabi Company was provided. All ayes; motion passed.

Supervisor approval limits: Supervisor Millerbernd requested some leniency to authorize the maintenance workers to get necessary supplies and repairs. It was determined that the limits for approval should be raised for all supervisors for the departments that they have been appointed liaisons to. Supervisor Halliday moved to allow individual supervisors to approve up to \$1,000.00 and two supervisors to approve up to \$2,500.00. Supervisor Peterson seconded the motion. The Board would be notified of any emergency approvals at the meeting following the event. All ayes; motion carried.

Truck repair: Plow truck #1 is at I-State due to a necessary power steering pump repair. By consensus, the Board approved the \$1,700.00 repair.

Supervisor Millerbernd informed the Board that he and Supervisor Parker had approved the purchase of a cutting torch for the maintenance shop. The tool was necessary because none of the local shops were available to remove the bolts on the plow cutting blades for replacement. A torch use safety plan was submitted by the maintenance workers to Supervisor Millerbernd and a copy will be sent to Supervisor Peterson.

CDL driving test: An appointment for the CDL driving test was made for February 16th in Duluth. A CDL licensed driver would need to accompany the permitted driver to the test location. On-call driver Joe Dolphy will be contacted to see if he is willing to ride along to Duluth. He would be paid for his time. Supervisor Halliday moved to allow the public works employee to take the township plow truck to Duluth to take the driving test; Supervisor Millerbernd seconded. All ayes; motion passed.

Redistricting: Due to legislative redistricting, the Township has the opportunity to consider redistricting the polling precincts. Precinct 1 is made up of two thirds of the population, but due to the popularity of absentee voting, the wait time wasn't excessive even in the last presidential election voting. By consensus, the Board chose not to consider realigning the precinct borders.

Annual Meeting: Supervisor Millerbernd will make the requests for funds at the Annual Meeting. In addition to the previously budgeted \$20,000 for community celebrations and \$1,000 for health, social and recreational services, Supervisor Millerbernd was directed to request up to \$2,000 for recognition of service by retirees, volunteers, and special service efforts. If other guests request to speak at the Annual Meeting, they will be redirected to attend a regular town board meeting.

Clerk's comments: There is \$95.18 remaining in the donations to the senior center for the sesquicentennial quilt. Quotes for some kind of protective covering will be sought. The Township received a Thank You card from Dario Lametti, Eagle Scout, for the opportunity to build a flag collection box at the town hall.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Millerbernd seconded, to approve the January 25, 2022 Town Board meeting minutes, the January 31, 2022 Budget Meeting minutes, and the February 2, 2022 Budget Meeting minutes. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for 1/26-2/8/2022, including claims #36422 through #36462, in the amount of \$18,812.54; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 2/4/2022, including direct deposits #19415 to #19428 and EFTs #19429 to #19431, for the dollar amount of \$19,694.85; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday moved to pay the 4th quarter 2022 fire department payroll, including direct deposits #19389 to #19411 and EFTs #19412 to #19413, for the dollar amount of \$30,100.10; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Halliday moved to pay the 2021 Annual Parks, P&Z, and Cemetery payroll, including checks #39947 to #39959 and EFT #19414, for the dollar amount of \$3,616.32; Supervisor Millerbernd seconded. All ayes; motion carried.

Adjournment: Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:22 p.m.

Approved on February 22, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Stacy, Minnesota 55079

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Special Town Board Meeting Minutes

Budget Workshop

February 15, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, and Tim Peterson; Supervisors Carol Searing & Mike Parker (via Zoom); Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Natalie Zabrzinski

Call to Order and Approval of the Agenda: Chairman Halliday called the Special Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, February 15, 2022, and the clerk performed the roll call. Supervisor Halliday announced that the purpose of the meeting was to discuss the proposed 2023 budget and other financial considerations.

CLERK'S NOTE: Due to some supervisors attending remotely, all votes during this meeting were conducted by roll call vote.

Supervisor Parker joined the meeting at 6:08 p.m.

ARPA funds: The clerk informed the Board that American Rescue Plan Act (ARPA) funds will need to be obligated to a project by December 31, 2024. Unobligated funds will be returned to the state who will use the money at their discretion. All funds need to be spent by December 31, 2026. Further information provided included the following:

Restrictions to use of ARPA funds:

- No contributions to a pension fund
- No payments for debt service or rainy-day fund
- No satisfaction of lawsuits
- No uses that violate the ARPA rules or other laws

Approved uses of ARPA funds: 4 Categories:

- Support of COVID-19 public health & economic responses
- Provide premium pay for eligible workers performing essential work
- Invest in water, sewer & broadband infrastructure

- Replace lost public sector revenue
 - Loss of Revenue funds - used for any 'government services', anything that the township would typically pay for; including construction of roads & infrastructure, etc.
 - Except the other three items listed above, they need to be spent under specific category, authority for townships only under ARPA rules.

For lost public revenue, the Township doesn't need to show actual revenue loss. To calculate the amount of loss of revenue, the standard deduction allows the township to use the total amount that is received. The federal government considers that if levy isn't increased by 4.1% annually, townships have a loss of purchasing power. The total ARPA funds that the Township will receive is \$585,285.09. MAT recommends passing a resolution to state the use of funds, determining which categories for expenditures and pass resolutions per each category. The resolution doesn't define the exact project, only the intended category. The first ARPA report due is due April 30, 2022.

Anoka County is doing a broadband assessment for the entire county. The assessment will show where the unserved and underserved houses are in each community. By having a countywide assessment, it will make the county eligible for large scale grants, more than individual communities applying separately. Anoka County will provide \$150,000 toward broadband within the township, with a 50-50 matching payment from the township. It would be advisable to wait until the county broadband assessment has been completed before the township make decisions regarding another broadband project for the township.

Assigned & Committed Funds: With the amount of the projected ending balance for 2022 for the committed SRWMO funds, it was recommended that the township not levy for the SRWMO budget in 2023. Communications money comes in monthly from cell tower rental and cable franchise fees. The assigned communication funds are used to pay wages, website and newsletter expenses, postage, and computer replacement and maintenance.

Overview: An overview of the budget for the last three years showed that the budget has remained consistent, but the proposed budget for 2023 shows a significant increase due mainly to the increase in capital reserves in the Road and Bridge Capital, Building Capital and Fire Equipment Capital funds.

Scenarios: The treasurer presented a projection of the December 31, 2022 ending fund balance, which was the starting point for the 2023 scenarios. The first scenario portrayed no levy increase from 2022, including the total preliminary budgeted amounts, and no expenditures from the capital funds. The second scenario was predicated on completing the South Linwood Drive reclaiming project in 2022 and increasing the levy by \$50,000. Each of the scenario did not create a budget shortfall.

Annual Meeting proposed budget: Each supervisor expressed their opinions regarding the justification of a levy increase. Discussion included the upcoming expenses to maintain or replace the aging warming house, maintenance building and the fire station and increased fuel prices. The reasons for a currently healthy balance were enumerated, including staffing limitations during 2020 due to the shutdowns and projects that were put on hold due to the availability of contractors and materials in 2020 and 2021. Every supervisor was supportive of proposing the 2023 levy at \$1,775,000.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Peterson seconded. All ayes; motion carried. The meeting was adjourned at 6:39 p.m.

Approved on February 22, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

February 22, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, and Mike Parker; Supervisor Carol Searing (via Zoom); Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Jason Baggenstoss, Darryl Ballman, Steve Strandlund, Natalie Zabrzenski, Sarah Raymond, Sandy Lathrop, Lyle Reynolds, Lee Hennen

Call to Order and Approval of the Agenda: Chairman Halliday 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, February 22, 2022, and the clerk performed the roll call. There was one addition to the agenda. Supervisor Parker moved to approve the agenda as amended; seconded by Supervisor Millerbernd. The motion passed unanimously 4-0.

CLERK'S NOTE: Due to some supervisors attending remotely, all votes during this meeting were conducted by roll call vote.

Dellwood Country Estates variance: The Town Board previously tabled a decision regarding a variance for a 2,100-foot cul-de-sac in the proposed Dellwood Country Estates development, pending input from the fire department, Road and Bridge Committee, public works department, and the town engineer. The Planning and Zoning Commission had recommended approving the variance for the length of the cul-de-sac road with the condition that there be an access road easement for emergency use. The commission left the decision regarding the surface of the access road up to the Town Board.

Township Ordinance Sec. 22-281. prohibits dead-end streets, but cul-de-sacs are permitted where the use is justified due to physical characteristics of the land. The maximum length of a road ending in a cul-de-sac is 1,000 feet. The zoning administrator's report stated: "Because of the DNR access, ownership and wetlands, the applicant is proposing a subdivision that would be served by a single dead-end street from 215th Avenue NE, ending in a cul-de-sac in the northerly portion of the developable area. The cul-de-sac street would be approximately 2,100 linear feet in length if developed and built as proposed. The existing conditions adjoining the buildable

areas here appear to support the use of a cul-de-sac street due to the inaccessibility of surrounding lands to support a future street connection. The question for the Township would be whether there are grounds for a variance.”

The Road and Bridge Committee received the variance request and recommended approval of the longer cul-de-sac, but without the emergency access because they didn’t want an additional road to maintain.

The fire department noted that they had no concerns regarding the proposed emergency access assuming that the construction of the access road is sufficient to carry the weight of the emergency fire apparatus and there is a plan and agreement for year-round maintenance of that road. Their concerns were with the width and construction of the 2,100-foot road and the diameter of the cul-de-sac to accommodate the fire trucks.

The public works department recommended the emergency access be a paved surface and be built to standards that would allow township equipment to perform the necessary right-of-way maintenance and repair duties.

The comments from the town engineer defined the access road as providing an alternate route for emergency services and should be designed following the fire code standards to support the weight of local fire apparatus. Fire access roads can have gates or chains to prevent use by unauthorized vehicles. The access road would need to be maintained by the township regularly to be effective. The engineer’s comments also stated, “I typically see 1,000 feet being the allowable maximum dead-end.”

After having reviewed the feedback from the various departments, each board member expressed their opinion that they were not in favor of a 2,000-foot road, even with an emergency access road. It was noted that the Board is currently dealing with existing subdivisions that were not designed with adequate road accesses in the event that the sole access serving the development were to be blocked. Supervisor Parker moved to deny the variance to allow for a longer cul-de-sac; Supervisor Millerbernd seconded. The concerns were that they may be setting a precedence of allowing dead end roads and that the variance request was more than double the maximum length allowed by ordinance for a cul-de-sac road. The public safety concerns associated with having the proposed 21 homes along a dead-end road and the potential traffic hazard in the event of an emergency were the Board’s primary concern. It was also the opinion of the Town Board members that the variance request was a hardship created by the developer. The developer may need to have less lots in order to accommodate having an acceptable length road serving the homes in the development. All Board members voted in favor of the motion to deny the variance request. Motion carried 4-0.

Steve Strandlund: Steve Strandlund, Carrington Homes, was present to inform the Board that, as he is subdividing property on Sunrise Road, he is not receiving timely responses and the process has not been smooth. Because the zoning administrator hadn’t sent the Planning and Zoning Commission’s recommendations for approval of Sunrise Pines preliminary plat by the deadline, the Town Board wouldn’t be able to consider approval for another month. Supervisor Searing reminded the Board that the zoning administrator was responsible for all of the zoning paperwork and that office staff does just the clerical work. Mr. Strandlund asked who he should

contact when he isn't getting the answers he needs regarding the development and when items from the various departments aren't being processed in a timely manner. He was informed that he should contact Supervisor Searing.

LFFD: Supervisor Millerbernd moved to approve \$1,500.00 for Roadhouse 6 (live band), \$925.00 for The Hitching Company (horse-drawn trolley), and \$500.00 for the Wildlife Science Center (two performances) at Linwood Family Fun Day. Supervisor Parker seconded the motion which carried 4-0.

Fire Department: Fire Captain Jason Baggenstoss informed the Board that the fire department's radios are more than 10 years old. The department currently has 28 portable radios, eight of which are the newer Motorola models. The remaining 20 radios are no longer supported and replacement parts are no longer available. Anoka County Communications informed the department that a price increase is going into effect March 31st, with the current cost at \$3,920.48 per radio. Supervisor Halliday moved to purchase three new portable radios, at a cost not to exceed \$11,761.44; Supervisor Parker seconded. All ayes; motion carried. The purchase will be paid out of the Fire Communication budget.

Captain Baggenstoss noted that the overhead door openers are not shutting the doors properly, as they are the original openers from when the station was built. The fire department will be getting a quote for servicing the door openers at the fire station and, at the request of the Board, the openers at the maintenance garage will be included in the quote.

Supervisor Parker moved to accept Tom Lukkonen's resignation from the Linwood Fire Department; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Fire Chief Ballman reported that the department submitted three box alarms to Anoka County. Chief Ballman also informed the Board that due to not receiving a SAMS number in time, the deadline was missed for submitting the grant application for SCBA gear through the Assistance to Firefighter's Grant. Supervisor Millerbernd requested that updated prices for SCBA gear be submitted to the Board by May 1st. Supervisor Millerbernd also informed the Board that it is possible to repair the cracks in the fire station floor without replacing the entire floor. Supervisor Millerbernd will be meeting with a contractor to discuss the repair.

Lighting proposals: A proposal for additional lighting in the recycling area, the grey maintenance building, the ice rinks and the warming house were available to the Board. PARCs will review the proposals associated with the rinks.

Security camera in senior center: During the process of adding a camera to the senior center, it was discovered that the current security recorder will not accommodate another camera. Options will be explored to either replace the recorder with one that has more capacity or go with a different system. Supervisor Parker will review the capabilities of the options.

Conference room rental form: Senior Coordinator Sarah Raymond reported that the renovation in the conference room in the senior center has been completed. Sarah prepared a rental form for the room and requested Board input on the fees. The rental form outlined that the rental fee would be \$20.00 per hour; the room would be available Monday through Thursday from 9:00 a.m. to 4:00 p.m.; the fee would be waived for non-profits; the renter is responsible for all

damages and the Township is not liable for injuries. Supervisor Halliday moved to approve the form with the addition of \$50.00 damage deposit fee; Supervisor Parker seconded. All ayes; motion carried 4-0.

Resolution #2022-02: Supervisor Halliday moved to adopt Resolution 2022-02 Accepting 4th Quarter 2021 Donations; Supervisor Millerbernd seconded. All ayes; motion passed 4-0. The known value of donations was \$585.00 in cash, and no material goods or services. (Full resolution on file.)

Resolution #2022-03: MN Statute requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted. No precinct boundary changes were necessary in Linwood Township and the polling places didn't change. Supervisor Halliday moved to adopt Resolution 2022-03 Reestablishing Precincts and Polling Places; Supervisor Parker seconded. All ayes; motion carried 4-0. (Full resolution on file.)

SRWMO budget: The Sunrise River Watershed Management Organization (SRWMO) board developed its recommended 2023 budget. The budget must be ratified by each member community before it becomes final. The total budget for 2023 was \$44,500.00. Supervisor Halliday moved to approve the SRWMO 2023 budget with Linwood Township's portion being \$17,847.64; Supervisor Searing seconded. All ayes; motion carried 4-0.

Board of Audit: The Town Board received the clerk's financial report for 2021, showing the beginning balances, receipts, disbursements, investments, and ending balances for all township funds. The funds reconciled with the ending bank statements and petty cash register. Supervisor Halliday made the motion to accept the Clerk's Report for the Year Ending 12-31-2021; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Treasurer 60-day review: Having successfully completed 60 days of employment with the Township, Supervisor Halliday moved to appoint Alyssa Dehn as a regular employee and end the probationary period; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Deputy Treasurer: Treasurer Alyssa Dehn appointed Sarah Raymond as her Deputy Treasurer, with the intention to have the position only as a back up signer in the treasurer's absence. The Deputy Treasurer will not have online bank access or CTAS duties.

Supervisor Halliday moved to pay Sarah Raymond as Deputy Treasurer at her current rate as Senior Coordinator; Supervisor Parker seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to add Sarah Raymond as an authorized signer on the Linwood Township checking account at the First State Bank of Wyoming, effective this date, February 22, 2022. Supervisor Parker seconded the motion, which carried 4-0.

Clerk's comments: Each supervisor expressed that they would like to receive Rum River's weekly building inspection report via email.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Millerbernd seconded, to approve the February 8, 2022 Town Board meeting minutes and the February 15, 2022 Budget Meeting minutes, as presented. All ayes. The motion carried 4-0.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for 2/9-2/22/2022, including claims #36463 through #36485 in the amount of \$23,916.65; Supervisor Parker seconded the motion, which passed 4-0.

Supervisor Halliday moved to pay the regular payroll for 2/18/2022, including direct deposits #19440 to #19448 and EFTs #19449 to #19451, for the dollar amount of \$17,929.91; Supervisor Parker seconded. All ayes; motion carried 4-0.

Public comments: Lyle Reynolds, the surveyor associated with the Dellwood Country Estates plat, was not present when the Board held their discussion and voted on the cul-de-sac variance request. Mr. Reynolds expressed his opinion that the variance application had provided appropriate information that was in line with township ordinances. He explained that his hardship was due to wetlands on the subject property and DNR property along the west line, making a temporary cul-de-sac improbable. Mr. Reynolds questioned whether the Township had ever allowed an exit road into an adjacent city. Board members were not aware that it had ever been permitted by the township. The Board reiterated their concerns of setting precedence by allowing the variance, that the proposed design had created the need for the requested variance, and ultimately that 2,100 feet is too long for safely evacuating residents and accommodating rescue vehicles in emergency situations. The Board's opinion was that the practical difficulty was created by the design and that there would be a means to develop the property with roads in and out of the subdivision. Mr. Reynolds was appreciative of the opportunity to have the Board explain the reasons for their decision.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried 4-0. The meeting adjourned at 7:15 p.m.

Approved on March 8, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes

March 8, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson, and Mike Parker; Supervisor Carol Searing (via Zoom); Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Mike Raml, Terry McCarthy, Nathan McCarthy, Steve Strandlund, Tony DeChaine, Ed Kramer, Natalie Zabrzanski, Sandy Lathrop

Call to Order and Approval of the Agenda: Chairman Halliday 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, March 8, 2022, and the clerk performed the roll call. Parks, Road & Bridge, and LFFD committee reports were removed from the agenda in the interest of time. Supervisor Peterson moved to approve the agenda as amended; seconded by Supervisor Parker. The motion passed unanimously.

CLERK'S NOTE: Due to a supervisor attending remotely, all votes during this meeting were conducted by roll call vote.

Ordinance #195: Supervisor Halliday moved to adopt Ordinance #195 – An Ordinance Amending Chapter 30, Section 30-329 of the Linwood Town Code, Known as the Zoning Ordinance and Associated Zoning Map, by Rezoning the Subject Property from R-A, Residential Agriculture District to R-1, Single Family Residential District. Supervisor Parker seconded the motion. The subject parcel is described as the northeast quarter of the southeast quarter of Section 35, Township 34, Range 22, except that portion lying east of the centerline of County Road 75 (also known as Sunrise Road NE), Anoka County, MN, which is a portion of PID number 35-34-22-41-0001. Carrington Homes, the applicant, is seeking approval of rezoning the platted area to accommodate the development of Sunrise Pines, an 11-lot single family plat along Ryan Lake Drive and Sunrise Road. All ayes; motion carried. The official zoning map will be updated to reflect this ordinance. (Entire ordinance on file.)

Resolution #2022-04: Supervisor Halliday moved to adopt Resolution #2022-04, A Resolution of the Town Board of Linwood Township, Approving a Preliminary Plat for Sunrise Pines, a Single-

Family Plat, PID No. 35-34-22-41-0001. Supervisor Peterson seconded the motion. All ayes; motion carried. (Full resolution on file.)

Fire department cleaning contract: Invoices for cleaning services from Dustbusters & More have been paid on Chief Ballman's township credit card. According to the contract between Linwood Township and the contractor, Heather Hansen, "payments will be audited, reviewed and processed for payment by the Town Board during the next regularly scheduled monthly Town meeting after a claim is submitted". Assistant Chief Mike Raml stated that he had made the payment on the credit card and that he wasn't aware that the Township had a contract with the contractor. The rate of the original contract was \$100.00 per cleaning. That contract was amended in April, 2020 to increase the rate to \$120.00 per cleaning, due to increased cleaning duties associated with the pandemic. The dollar amounts on the invoices for five cleaning service events in December 2021 and January 2022 were overwritten to reflect the payment at \$125.00 per cleaning. Assistant Chief Raml explained that the rate increase was due to the credit card charges that Mrs. Hansen would be charged for the credit card transactions. In order to recoup the overpayments made on the credit card, Supervisor Millerbernd stated that the next invoice must be reduced by the \$25.00 overpayment. In accordance with the contract with Mrs. Hansen, all invoices must be submitted for payment by the Town Board. If Mrs. Hansen would like to renegotiate the cleaning contract with the Township, she will need to submit a proposal to the Town Board. Supervisor Millerbernd questioned whether there were issues with the township credit card use at the fire station. Supervisor Searing referred to a motion that only Chief Ballman was authorized to use the credit card.

Resolution #2022-05: Supervisor Halliday moved to adopt Resolution #2022-05, A Resolution of the Town Board of Linwood Township, Denying a Variance from the Required Maximum Length of a Public Street for the Planned Dellwood Country Estates Plat, PID numbers 07-33-22-23-0001, 07-33-22-22-0001, and a portion of PID number 07-33-22-32-0001. Supervisor Millerbernd seconded the motion. All ayes; motion carried. (Full resolution on file.)

History Committee: Supervisor Searing moved to promote the Linwood History Committee's Facebook page on the Township website; Supervisor Peterson seconded. All ayes; motion passed.

Public Works hiring: Supervisor Millerbernd reported that he interviewed an applicant for the public works position. The applicant has experience with landscaping, snowplowing, and working with his hands. Supervisor Millerbernd moved to make an offer of full-time employment to Jeff Olson for the public works position; Supervisor Peterson seconded. The motion carried unanimously.

Supervisor Millerbernd moved to offer Jeff \$26.00 per hour to start; Supervisor Parker seconded. All ayes; motion passed.

Supervisor Millerbernd moved to give Jack Sawatzky a fifty-cent raise because now Jack is the permanent teacher; Supervisor Peterson seconded. Supervisor Halliday stated that this is justifiable because Jack has extra duties and was coordinating a lot of efforts, and will be part of training the new hire. All ayes; motion carried.

Supervisor Millerbernd moved to keep the part-time employee until at least June 1st; Supervisor Parker seconded. Supervisor Millerbernd stated that even though Jack has been here for a while, Jack still doesn't know the Township and our temporary employee is a wealth of knowledge about the Township. This will coincide with when the summer help will be starting. Supervisor Halliday stated that the part-time temporary person has been working approximately 24 hours per week. The motion passed unanimously.

Clerk's comments: The Board was reminded of upcoming Spring Short Course training by MAT. The deputy officers will be moving into their new space at the town hall complex. The deputies will be using the Midco internet connection for the time being. If there needs to be a more secure connection, the sheriff's office will attend a board meeting to discuss with the Board.

Approval of Minutes: Supervisor Parker moved, and Supervisor Peterson seconded, to approve the February 22, 2022 Town Board meeting minutes as presented. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for 2/23-3/8/2022, including claims #36445 through #36513 in the amount of \$23,723.27; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to pay the regular payroll for 3/8/2022, including direct deposits #19454 to #19468 and EFTs #19469 to #19471, for the dollar amount of \$19,523.34; Supervisor Parker seconded. All ayes; motion carried.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried. The meeting adjourned at 6:24 p.m.

Approved on March 22, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

March 22, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Mike Parker, Tim Peterson, and Carol Searing; Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Jack Sawatzky, Mike Raml, Tom Searing, Jeff Ladd, Carol Ladd, Craig Rylander, Jim Luedtke, Darryl Ballman, Natalie Zabrzenski, Sandy Lathrop

Call to Order and Approval of the Agenda: Chairman Halliday 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, March 22, 2022, and the clerk performed the roll call. The agenda was amended to remove Planning & Zoning, to add hiring summer help, and ditch cleaning. Supervisor Peterson moved to approve the agenda, as amended; seconded by Supervisor Parker. The motion passed unanimously.

LFFD: The Linwood Family Fun Day committee and the Parade committee met to begin planning the activities for this year's celebration.

Parks: Supervisor Halliday reported that the chemical for controlling sandburs is no longer on the market, and that there will be a 5% price increase for this year's fertilizing and weed control in the township parks. The Parks Committee members recommended adding Olympic Green and Playful Shadows parks to the schedule for weed control and fertilizing. TruGreen is offering a 3% discount for pre-season ordering. Supervisor Halliday moved to spend up to \$5,963.00 for weed control for the parks; Supervisor Peterson seconded. All ayes; motion carried.

Summer help: The Board discussed the necessity of hiring two part-time workers for maintaining the parks, so the full-time public works employees can spend more time on road maintenance. The seasonal parks employees could be emptying trash when they are in the parks for mowing. One of the former seasonal employees will be returning and Supervisor Halliday will interview the newest applicant. The Board was supportive of having two seasonal employees to work a total of 40 hours per week.

The focus for the public works employees will be to get many long overdue projects done. Some of the projects planned for public works will be shouldering, crack filling, patching, and ditch and catch basin maintenance. The new public works employee will also be trained to assist with some recycling duties.

The Parks committee is getting quotes for windscreens for the tennis/pickleball courts. Supervisor Halliday will meet with the recycling coordinator to discuss the concept of combining the construction of a warming house, storage building for the seasonal park maintenance equipment, and a recycling building.

Street sweeping specs: The street sweeping specifications will define that the contractor will provide all of the equipment necessary to sweep and dispose of the collected materials. The public works department won't be hauling the sweepings. The Board would like the street sweeping to be completed between April 15 through June 1. The proposed tracking sheet will be used to track how long it takes to sweep each road section. The Board would like more roads swept than were done last year. Jack will check with Ed Kramer to see which roads were done last year. It was questioned who would be responsible for checking the roads that were swept to verify the quality of the work. Supervisor Millerbernd will speak with Ed Kramer about checking the work.

PolyFlex Patch specs: Supervisor Millerbernd moved to approve the PolyFlex Patch Specifications, as presented; Supervisor Parker seconded. The town engineer will be responsible for overseeing the project and checking the temperatures of materials being used. The engineer will review the prior year's work to locate and mark cracks in need of warranty repair. The motion carried unanimously. The specs will be sent out for proposals.

Additional aggregate specs: Supervisor Millerbernd moved to approved the Additional Street Aggregate Specifications, as presented; Supervisor Parker seconded. All aggregate will be limestone except Jodrell Street, which will receive Class 5 in order to build a better base. The motion carried with all aye votes.

Roadside mowing specs: Supervisor Halliday moved to accept the Roadside Mowing Specifications, as presented. Supervisor Millerbernd seconded the motion, which carried unanimously. The road liaison will determine the date to start mowing, based on the need for the mowing.

Recording Secretary pay: The Road and Bridge committee recommended a raise for the recording secretary. Supervisor Peterson moved to increase the Road and Bridge recording secretary's rate to \$75.00 per meeting; Supervisor Millerbernd seconded. Supervisors Peterson, Millerbernd, Parker and Searing voted aye; Supervisor Halliday voted nay. The motion carried 4-1.

Ditch cleaning: Supervisor Millerbernd reported that on Sunday, a drainage pipe was plugged on 225th Lane, and the melted snow had flooded into a resident's garage and basement. Supervisor Millerbernd called in a company to pump away the water. On Monday, the company returned to jet out two of the drain culverts. Supervisor Millerbernd instructed Jack Sawatzky to get quotes for a water pump to have on hand and put two signs that inform residents not to dump their leaves in the drainage easement. The pumper advised that the long pipe on 225th

Lane should be cleaned every year or two because of the length of the pipe. Other pipes should be inspected annually. The master plan is to maintain the neglected culverts and drains so the township has done everything possible to eliminate flooding issues.

Fire Department: Assistant Chief Mike Raml reported 19 runs for the month of January, with 16 being medical, two being fire and one Auto Aid call.

Resignation: Supervisor Parker moved to accept Mark Olson's resignation from the fire department; Supervisor Peterson seconded. The resignation was effective March 9, 2022. All ayes; motion passed.

Emergency Management: Eric Boder, Anoka County Emergency Management Coordinator, will meet with the fire department to go over the township's current emergency plan. Chief Ballman would like one or two Town Board members to attend the meeting. The date of the meeting is to be determined.

Burning permits: Burning permits were required effective March 16th due to decreasing snow cover.

Well pump conversion: A quote was provided to convert the fire station well from a conversion system to a pressure system, thus increasing pump speeds. Supervisor Millerbernd moved to spend up to \$1,000.00 to fix the well; Supervisor Peterson seconded. The quote from E.H. Renner & Sons was \$997.50. All ayes; motion carried.

SCBA quotes: Fire Chief Ballman provided two options for SCBA replacements. The Scott brand from Clarey's Safety Equipment was approximately \$150,000 and the MSA brand from MacQueen Equipment was approximately \$175,000. MacQueen's offered a leasing program to spread the payments over four to six years. The Board would like solid quotes for purchasing the SCBA tanks and facepieces, as well as the financial fund balance for the Fire Capital Fund, at the next Board meeting.

Fire Department liaison: Supervisor Millerbernd asked to be relieved of one of his township duties. Supervisor Halliday moved to appoint Supervisor Mike Parker as the Fire Department liaison; Supervisor Peterson seconded. All ayes; motion passed.

Security camera in senior center: Supervisor Parker reported that the proposed security camera recorder has the capabilities to record all cameras, even if not being viewed, and the ability to broadcast live video to multiple persons with authorized access. Supervisor Halliday moved to order the new camera system at the \$1,909.99, per the WH Security proposal; Supervisor Millerbernd seconded. All ayes; motion carried.

Annual Meeting minutes: The Town Board acknowledged having received a draft of the 2022 Annual Meeting minutes.

Carp fence at Linwood Lake: A proposal to install a temporary carp barrier fence at the upstream end of the culvert in the Linwood Lake outlet splash pool was provided by Jamie Schurbon. Carp moving upstream toward Linwood Lake would be initially stopped by the fence and removed. The fence would only be in place during carp spawning to minimize any impacts to game fish movement. The fence would be in place for up to 3 weeks. The Sunrise River Water Management Organization (SRWMO) would be responsible for obtaining a DNR permit

and getting permission from the landowners on each side. Supervisor Parker moved to allow the SRWMO to put in the carp fence; Supervisor Millerbernd seconded. All ayes; motion passed.

Pet clinic: Supervisor Parker informed the Board that there won't be a pet clinic this year due to the unavailability of a veterinarian service provider.

Sandy's hours: Supervisor Searing reported that as of the first pay period in April, Sandy Lathrop's hour will reduce to 24 hours per week. Her job description has been amended, but the duties will be re-evaluated periodically to see if the duties are compatible with the hours. Sandy will be doing clerical work associated with the zoning administrator's duties.

Driveway Policy & Design Standards: The clerk consolidated the changes to driveway design standards proposed by the town engineer, with suggestions from Road & Bridge, the Fire Department, Planning and Zoning and the Town Board. Discussion ensued regarding the material that needs to be placed adjacent a paved road surface. Driveways on unpaved roads require a 4" base of Class 5, so it was suggested that that should be adequate for all driveways. It was questioned whether a 6" hard surface apron would be sufficient to protect the roadway edges and ditch areas of the right-of-way. It was suggested that the cost to have bituminous delivered wouldn't be much different whether they spread a 6" apron or back to the edge of the right-of-way. Road Foreman Craig Rylander suggested having a four-foot apron with the same material as the road surface. The goal is to protect the township roads and ditches. Included in the Policy was a \$1,000 deposit to cover the inspections, plus the cost of an approved swing-away mailbox post and a blue address marker. The remaining deposit would be refunded after the driveway inspector gives final approval. Supervisor Halliday moved to approve the Residential Driveway Policy and Design Standards with the amendment that under the Surfacing section, that the driveways must be finished "to the edge of the road right-of-way" with the same materials, or superior, as the road it is adjoining. Supervisor Millerbernd seconded the motion. Supervisors Halliday, Millerbernd, and Searing voted in favor; Supervisors Peterson and Parker voted against. The motion passed 3-2.

Cemetery Standards & Regulations: The cemetery regulations were reviewed and amended for clarifications and updates by a group consisting of a member and the chairwoman of the former Cemetery Committee, the Cemetery Coordinator, Supervisor Searing, and the clerk. Supervisor Searing moved to approved the revised Cemetery Standards and Regulations; Supervisor Millerbernd seconded. Supervisors Searing, Millerbernd, Halliday and Parker voted in favor. Supervisor Peterson voted opposed. The motion carried 4-1. Social media and a published notice will be used in an attempt to contact families who may be eligible to turn their unused cemetery lots back to the Township.

EDA Cost Sharing Agreement: Supervisor Parker moved to renew the Voluntary Cost Sharing Agreement for Anoka County Economic Development for 2022; Supervisor Searing seconded. All ayes; motion carried. The cost to the Township is \$304.00.

Firewall renewal: Supervisor Parker moved to renew the township firewall for two years at \$599.50; Supervisor Searing seconded. All ayes; motion passed.

Public Works PC: Supervisor Parker moved to replace one of the public works computers per the TR Computer Sales quote, not to exceed \$1,400.00; Supervisor Searing seconded. All ayes; motion carried.

Treasurer's report: Treasurer Alyssa Dehn provided a budget report as of March 15, 2022. Future monthly reports will include fund balances.

In response to the public request to increase the Linwood Family Fun Day budget by \$5,000, Supervisor Millerbernd moved to amend the 2023 budget by moving \$5,000.00 from the Town Attorney, Legal Fees line item in the General Fund to the Community Celebration line item in the General Fund. Supervisor Parker seconded the motion which passed 4-0. Supervisor Peterson wasn't present for the discussion or vote.

The Board clarified that Jack Sawatzky's wage increase was to be effective on March 8, 2022, and the Road & Bridge recording secretary's wage increase will become effective with the first Road & Bridge meeting in April.

Clerk's comments: The clerk reported that the Anoka County Shoreland Ordinance is in the process of being corrected at the county and will need DNR and county board approval. Staff members attended various MAT Spring Short Courses. The Townline Road Agreements, as well as an Escrow Policy, will be presented at the next Board meeting.

Approval of Minutes: Supervisor Millerbernd moved, and Supervisor Peterson seconded, to approve the March 8, 2022 Town Board meeting minutes, as presented. All ayes; the motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for 3/9-3/22/2022, including claims #36514 through #36533 in the amount of \$23,523.95; Supervisor Peterson seconded the motion, which passed.

Supervisor Halliday moved to pay the regular payroll for 3/18/2022, including direct deposits #19480 to #19488 and EFTs #19489 to #19491, for the dollar amount of \$17,481.96; Supervisor Parker seconded. All ayes; motion passed.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 8:30 p.m.

Approved on April 12, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

April 12, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson, Mike Parker and Carol Searing; Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Paul Deuth, Dean Becker, Jack Sawatzky, Ed Kramer, Gordy & Pat Beise, Hank Senger, Carol Ladd, Jeff Ladd, Darryl Ballman, Tom Carlisle, Natalie Zabrzenski, Sandy Lathrop

Call to Order and Approval of the Agenda: Chairman Halliday 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 12, 2022, and the clerk performed the roll call. Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Peterson. The motion passed unanimously.

Anoka County Sheriff's Office: Lt. Dan Douglas & Commander Lenzmeier, Anoka County Sheriff's Office, attended the Town Board meeting to discuss two communication issues that have come to light since the deputies have moved into the substation at the town hall. To be compliant with FBI requirements to keep data confidential, a Midco internet connection would be protected by the installation of a router and switch, licenses, and maintenance provided by Anoka County for approximately \$7,000 plus monthly internet costs. The other issue is the spotty radio reception within the facility. The proposed remedy would be to bring in external antenna equipment for uploading the camera videos through a cell phone connection. The one-time cost would be roughly \$6,000. The sheriff's office will provide the Town Board with quotes for the radio and internet equipment and the clerk will check with Midco to confirm what the monthly cost for a new line would be. Until the technical issues are resolved, the deputies will continue to upload through the hot spot in their squad cars.

Solar array screening: The zoning administrator's staff report outlined a proposed building permit required for the installation of a solar array behind the pole barn on the residential property at 23739 Sunrise Road NE, Stacy. The zoning ordinance imposes a screening

requirement on solar arrays when adjoining residential property, as this one does. The screening must rely either on existing vegetation or topography and be approved by the Town Board, or be a new double-row planting of evergreen trees. The neighboring properties to both the north and south would potentially be screened by their existing vegetation, with the exception of a gap in the natural screening along the north property line. Since the existing screening is not on the applicant's property, the Board was being asked to approve the screening plan proposed by the applicant. After much discussion, the Board approved a screening plan using an allowance for the neighboring screening, along with the planting of two rows of 6' pine trees on the applicant's property in the gap on the north property line, as per the ordinance. Supervisor Parker moved to grant the permit, that the screening has to be completed either before or at the same time as the array is completed, and that additional screening be placed along the north-northeast property line. The motion was seconded by Carol Searing. All ayes; motion carried.

Resolution #2022-06 Approving Sunrise Pines Final Plat: Carrington Development, LLC submitted a request for final plat approval of the Sunrise Pines subdivision, consisting of 11 single family residential lots and one outlot, located north and south of Ryan Lake Drive and west of Sunrise Road NE, and including land north and south of the Sunrise River. Based on their reviews, the Planning and Zoning Commission and the zoning administrator recommended approval of the Sunrise Pines Final Plat, with conditions. Supervisor Halliday moved to approve Resolution #2022-06 Granting Final Plat Approval for Sunrise Pines, subject to the terms and conditions defined in the resolution; Supervisor Parker seconded. All ayes; motion carried. (Full resolution on file.) The attorney and engineer are working on the Developer's Agreement, which should be completed this week.

Ordinance #196 Rezoning Cliffs Boettcher Estates: Sherco Construction has requested preliminary plat approval of an eight-lot single family residential subdivision entitled, "Cliffs Boettcher Estates", located south of Fawn Lake Drive and east of Taurus Street. The 40-acre parcel was zoned R-A, Residential Agriculture and it is necessary to rezone the site to R-1, Single Family Residential to accommodate the proposed use. The Planning and Zoning Commission and the zoning administrator recommended that the Town Board approve the rezoning request. Supervisor Searing moved to approve the rezoning of Cliffs Boettcher Estates from R-A to R-1; Supervisor Peterson seconded. Ordinance #196, An Ordinance Amending Chapter 30, Section 30-329 of the Linwood Town Code, Known as the Zoning Ordinance and Associated Zoning Map, by Rezoning the Subject Property From R-A, Residential Agriculture District to R-1, Single Family Residence District was adopted by unanimous vote of the supervisors. (Full ordinance on file.)

P&Z letters of interest: Two letters of interest for the Planning and Zoning Commission were considered. Supervisor Searing explained that though the commission would normally have only one alternate, she would like both applicants to begin attending the Planning and Zoning meetings so they would be informed in the event a member of the commission doesn't renew their term in June. Supervisor Searing moved to accept Jeff Schafer as Alternate #1 and Lloyd Horton as Alternate #2 for Planning and Zoning; Supervisor Peterson seconded. All ayes; motion carried.

Treasurer's report: Treasurer Alyssa Dehn presented a financial report as of March 31, 2022. Treasurer Dehn explained that in 2021, the Unimac washer/dryer/extractor was purchased out of the Fire Capital Fund, but the \$10,000.00 grant reimbursement was incorrectly coded to the Fire Fund. Supervisor Halliday moved to transfer \$10,000.00 from the Fire Fund to the Fire Capital Fund; Supervisor Parker seconded. All ayes; motion carried.

Recycling paving projects: The Board received quotes from Preferred Paving for paving a 115' x 30' area in front of the recycling buildings (Area A). \$12,000.00 was budgeted for this capital improvement. The cost for asphalt was approximately \$12,075 and the cost for concrete was approximately \$26,000. The quotes for the dumpster areas (Area C) were \$13,500.00 for concrete and \$1,500.00 for gravel. Supervisor Parker moved to use asphalt for Area A at \$12,075.00 and complete Area C at \$1,500.00; Supervisor Halliday seconded. All ayes; motion carried.

Supervisor Halliday moved to authorize a check for \$1,350.00 to Preferred Paving as the down payment for the recycling paving; Supervisor Parker seconded. All ayes; motion carried.

Supervisor Halliday reported working with Recycling Coordinator Paul Deuth to get estimates for constructing a building to house the recycling ReUse (60%), parks equipment (20%), and the warming house (20%). Anoka County may have recycling funds to cover part of the costs for the ReUse portion. It has been a challenge to get contractors to provide quotes for the proposed projects.

TruGreen prepaid invoice: Supervisor Halliday informed the Board that the TruGreen discount only applied if the total contract was paid in full prior to services. Supervisor Halliday explained that the township doesn't normally pay for services until they have been done. Because it was questionable whether some of the previously used weed control chemicals would be available, and on the recommendation of PARCs, Supervisor Parker moved to pay TruGreen up to \$5,963.76, and not to prepay for services; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Halliday reported that he has been working on getting the tennis court cracks repaired and has ordered the windscreens. Public works has been repairing equipment in the parks and adding signs as requested by PARCs.

R&B resignation: Supervisor Halliday moved to accept the resignation of Mike Gabrick from the Road & Bridge Committee. Supervisor Millerbernd seconded. The Board expressed their gratitude for all of the work that Mr. Gabrick has done while on the committee. All ayes; motion passed.

Sign reflectivity mileage reimbursement: Road & Bridge Chairman Ed Kramer informed the Board that members of the committee have volunteered to perform the sign reflectivity visual inspections. Because of the time involved and the high price of gas, Supervisor Halliday moved to pay 58.5¢ per mile driven during the reflectivity inspections; Supervisor Millerbernd seconded. All ayes; motion carried. Supervisor Halliday noted that maintenance employee Jeff Olson has set up a digital sign inventory and will be tracking the sign purchases and installations.

Road grading proposal: Only one proposal was submitted for this year's road grading. Supervisor Millerbernd moved to hire Keller Excavating for road grading at \$115.00 per hour; Supervisor Parker seconded. All ayes; motion passed.

Street Sweeping proposal: Only one proposal was submitted for street sweeping. Supervisor Parker moved to hire Shermik Tree Farms for street sweeping for \$2,700.00; Supervisor Peterson seconded. It was questioned why the number of hours to complete the sweeping was less than half of what was done in previous years. There were 7.45 miles of roads included in the request for proposals. The motion to hire Shermik Tree Farms for street sweeping passed unanimously.

Equipment proposal: The Board considered three proposals for various equipment rates. It was determined that some of the services would be contracted now and others would wait until the specification and scope of the needs were determined. Maintenance has been cleaning catch basins and culverts and assessing which will need to be jetted.

Supervisor Halliday moved to contract with Raml's Tree Service for tree removal, right-of-way trimming, brush chipping, lift work, and miscellaneous equipment usage at the rates submitted; Supervisor Millerbernd seconded. All ayes; motion passed.

Public Works update: Supervisor Halliday has requested that the Public Works Department submit a monthly report to inform the Board of the duties they've completed, are working on, and upcoming projects. The maintenance workers will be attending two OSHA classes in the next two months, which were remaining from the 2020 Hennepin Tech contract.

The salt shed was filled using this year's salt contract and 160 tons were contracted for next winter.

LFFD contracts: Per requests from the Linwood Family Fun Day Committee, Supervisor Millerbernd moved to pay \$7,000.00 to Hollywood Pyrotechnics, Inc. for fireworks and \$1,500.00 to Roadhouse 6, the band for the street dance. Supervisor Peterson seconded the motion, which passed unanimously. Supervisor Millerbernd moved to approve a check for 33% down for the fireworks. Supervisor Parker seconded the motion which passed unanimously.

Fire Department: Fire Chief Darryl Ballman reported 27 runs in March, with 17 being medical and 10 being fire. Firefighter Tony DeChaine has served the Linwood Fire Department for 30 years and was part of many rescues, including recently earning the Stork Pin for assisting with delivering a baby. Supervisor Millerbernd moved to accept the resignation of Tony DeChaine effective April 1, 2022; Supervisor Peterson seconded.

SCBA quotes: Chief Ballman provided two quotes for SCBA cylinders. The Scott cylinder quote included the conversions for the new compressor. There would be approximately \$137,857 available in the Fire Capital Fund after the July tax settlement has been received. Supervisor Halliday moved to purchase the SCBAs from Ultimate Safety for a cost of \$125,847.60; Supervisor Parker seconded. The Board directed the SCBA order to be placed before the July tax settlement is received. All ayes; motion carried.

Resolution #2022-07 Cemetery Standards: Because the previous version of the Cemetery Standards and Regulations was adopted by resolution, amendments to the standards would

need to be adopted by resolution as well. Supervisor Halliday moved to adopt Resolution #2022-07 Restating Cemetery Standards and Regulations; Supervisor Millerbernd seconded. All ayes; motion passed.

Chicken coops: The clerk received a letter with concerns about chicken coops in the Township. The letter had nothing to identify who sent the letter. The Town Board acknowledged that they received a copy of the letter. Since the Town Code allows residents to have chickens, but doesn't regulate them, no action was taken. Zoning Assistant Sandy Lathrop suggested that Planning and Zoning be directed to consider the number of chickens allowed and the maximum size of the chicken coops. The Board took the suggestion under advisement.

Sr. Transportation driver: Supervisor Halliday moved to approve Gordon Beise as a senior transportation driver, pending the results of the background check; Supervisor Millerbernd seconded. All ayes; motion carried.

Office division: Supervisor Millerbernd has been working with office staff on a plan to split the old building inspector's office into two offices, making better use of the space. This would also allow for a private office for the treasurer who works with confidential documents. Quotes for construction and electrical work were considered. Supervisor Halliday moved to spend up to \$6,100.00 to remodel the office into two offices; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Millerbernd moved to authorize payment of \$1,700.00 as down payment for the office division project; Supervisor Parker seconded. The motion carried unanimously.

Mailboxes & address markers: The fees that are currently being charged for mailbox posts aren't enough to cover the actual costs associated with selling the posts. Since the last order of 50 swing away mailbox posts in 2019, the costs have increase substantially. It was questioned why the Township is selling the swing away posts. Discussion in support of encouraging residents to use the swing away posts included that the swing away posts set back further from the road surface than the typical wooden posts. This makes the road maintenance duties less likely to be impacted. In order to cover the costs, Supervisor Halliday moved to adjust the price to purchase a swing away post kit, uninstalled, to \$125.00 each; Supervisor Parker seconded. The vote carried unanimously.

Supervisor Halliday moved to set the cost for a swing away post kit, installed by the maintenance staff, to \$170.00 per post installed. Supervisor Searing seconded. All ayes; motion carried. The clerk was instructed to order more swing away posts, as the inventory on hand wouldn't be enough for the anticipated new home applications.

At this time, the Township will not be offering the blue address markers as part of the installed mailbox post kits. The swing away posts will be required as part of a road paving project and for first driveway permits.

BCBS Vision coverage: An optional vision coverage through BCBS will be discussed in November closer to the health coverage open enrollment period and the employee wage review time.

Resolution #2022-08 Accepting 1Q 2022 Donations: Supervisor Halliday moved to adopt Resolution #2022-08 Accepting 1st Quarter 2022 Donations; Supervisor Peterson seconded. The

donations were: \$100 from Mark Boyum to the fire department and \$520.00 in cash and other material goods for the Intergenerational Egg Hunt donated from Sherco Construction, Village Inn, Wyoming Subway, and Emagine Theater. All ayes; motion carried.

Resolution #2022-09 Adopting 2022 Budget: Supervisor Halliday moved to adopt Resolution #2022-09 to Adopt the 2022 Township Budget for a total of \$2,026,980.00; Supervisor Parker seconded. All ayes; motion carried.

The parents of Keith Beise were present to request that the Town Board allow the cremains of their recently deceased son to be buried in the Linwood Cemetery, despite the fact that he didn't meet the residency requirements. Dialogue included that the intention of the cemetery was for taxpaying residents and that the lots couldn't be reserved in advance of a burial. It was noted that the regulations would allow the Board to make exceptions on a case-by-case basis. Supervisor Parker moved to allow the son to be buried in the Linwood Cemetery; Supervisor Millerbernd seconded. Supervisors Parker and Peterson voted aye; Supervisors Halliday, Searing and Millerbernd voted nay. The motion failed 2-3. It was advised that the parents keep their son's remains with them and have him buried with one of the parents when they pass. Supervisor Peterson stated that he has plans for the cemetery later this year, but didn't elaborate on the topic.

Clerk's comments: The Board chose to continue using the Bureau of Criminal Investigation for providing background checks on volunteers, committee and board members, and employees.

Town Line Road agreements that were initiated by Mike Gabrick will be brought to the Board.

The Lent Township chairperson informed the clerk that they planned to crack seal and polyflex Lyons Street & Lyons Den in 2022. Linwood wasn't notified of this project and it wasn't budgeted for. The clerk was directed to notify Lent Township that Linwood Township will not be participating in the Lyons Street crack sealing process this year. The budget would have to be assessed to see if the crack sealing project would be possible in 2023.

Approximately 575 mailing tubes that were purchased with recycling money in 2000 are taking up storage space in the grey storage building. They will be available to the public for free at the recycling center and advertised on the website. Public works will be working towards decluttering the grey building and adjacent fenced area.

The clerk explained how GIS mapping could be used for translating the road data into a map format that could be available for use by maintenance, staff and supervisors for identifying locations, tracking and reporting sign, culvert, road inventory and maintenance. The clerk was given permission to proceed with learning the program and building the maps.

The Board made it clear that there should be no unapproved overtime for township staff. The Board approved changing the policy of paying staff by the minute, to a 15-minute leeway whereby time clock punches 7 minutes before or after the quarter hour would be rounded to the nearest quarter hour. This policy will be evaluated by the Board after a few payrolls.

Approval of Minutes: Supervisor Parker moved, and Supervisor Peterson seconded, to approve the March 22, 2022 Town Board meeting minutes as presented. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for 03/23-04/12/2022, including claims #36534 through #36576 in the amount of \$89,524.33; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Millerbernd questioned if there was a conflict of interest with Raml Tree Service purchasing gas cans for the fire department. Chief Ballman explained that Raml was selling purchasing them to the fire department at his cost.

Supervisor Halliday moved to pay the regular payroll for 4/1/2022, including direct deposits #19497 to #19506 and EFTs #19507 to #19509, for the dollar amount of \$16,721.52; Supervisor Parker seconded. All ayes; motion carried.

The Local Board of Appeals will meet next Tuesday, April 19 at 6:00 p.m.

Treasurer Dehn informed the Board that there was a \$250.00 charge for February cleanings on the fire department credit card. Supervisor Halliday moved that the cleaning contract only get paid at the contracted price of \$120.00 per cleaning, and if it's been overpaid, then it will be deducted on future payments. Supervisor Millerbernd seconded the motion, which passed unanimously. The cleaner informed the clerk that she didn't intend to submit a proposal for a rate increase.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 8:32 p.m.

Approved on April 26, 2022

Attested:

Michel Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes

April 26, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Mike Parker, Tim Peterson, and Carol Searing; Clerk Pam Olson

Board Members Absent: none

Others Present: Craig Jochum, Jack Sawatzky, Tom Searing, Darryl Ballman, Wally Hupola, Natalie Zabrzenski, Sandy Lathrop

Call to Order and Approval of the Agenda: Chairman Halliday 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 26, 2022, and the clerk performed the roll call. The agenda was amended to add HR update. Supervisor Peterson moved to approve the agenda, as amended; seconded by Supervisor Parker. The motion passed unanimously.

SPRA grant: Township engineer, Craig Jochum, was present to announce that the Township was awarded the State Park Road Account Funding in the amount of \$307,900.00 for road improvements to 205th Avenue from Lyons Street to the entrance of Carlos Avery Wildlife Management Area. The funds may be used for construction and land acquisitions. Twelve of the fifteen parcels adjacent to 205th Avenue don't have road easements. The project consists of about ½ mile of road and a turnaround area east of the DNR Carlos Avery property. The estimated cost of the project was approximately \$410,000, with the Township's matching portion being approximately \$103,000, but the Township may use wetland credits and reduced engineering costs to offset the actual cash outlay as the town's portion. The next step in the process is to work with the Township attorney to acquire the necessary right-of-way easements. The plan would be to go out for bids on this project in December with construction to take place in 2023. The funds will be dispensed through Anoka County. Supervisor Parker moved to move forward with the 205th Avenue paving project; Supervisor Millerbernd seconded. All ayes; motion carried.

Due to misinformation, the engineer was notified not to proceed with the South Linwood Drive reclaiming and repaving project this year. Once the engineer was informed that the Board fully intended to complete the project this year, it was put out for bids, which will close on May 10,

2022. If the bids come in too high, the South Linwood Drive project will go out for bids in December, as a 2023 road project.

Home Occupation ordinance: Planning and Zoning recommended a Home Occupation ordinance for the Board's approval. The Board tabled the ordinance until the next Town Board meeting so they would have more time to consider the ordinance, which will be presented in ordinance form. The ordinance defines what is and isn't a home occupation and the zones where they would be allowed or permitted. Discussion on whether existing businesses would need to apply for an IUP or if they would be allowed to continue was not conclusive.

Short-term rentals: P&Z member Tom Searing presented a Short-term Rental ordinance for the Board to consider. This ordinance would regulate properties where the owner doesn't live, but is being rented to vacationers, such as Air B-N-B's or VRBOs. Short-term rentals exist in communities surrounding Linwood, but only one has been identified in the township. Mr. Searing revised Chisago County's ordinance to adapt it for Linwood. The proposed ordinance would limit the number and registration of occupants, regulate parking, and require septic compliance. Short-term rentals would only be permitted if language to permit them is included in the Town Code. While there were parts of the proposed ordinance the Board could be agreeable with, generally it was seen as being too restrictive, not only to the owner of the rental property but also to other property owners. An ordinance may be considered to locate rental homes for safety issues.

Parks: Supervisor Halliday reported that it was helpful for public works employees Jeff and Jack to participate in the park tour, where they had direct input. The committee will prepare a punch list of necessary repairs and improvements.

Supervisor Halliday updated the Board that he met with the recycling coordinator to discuss designing a building combining a warming shack, storage area, and a recycling reuse center. The recycling coordinator will find out the amount of the potential recycling grant from Anoka County, and then work back to see what would be affordable. An option that was proposed was to split the grey storage building in half for the warming shed, and then build another building.

Supervisor Halliday will schedule a meeting between the seasonal workers and the public works employees to determine who will be responsible for different parts of the park maintenance duties and equipment.

Driveway Policy revision: Staff suggested that the deposit for residential driveway access permits be removed from the driveway permit process because of the fluctuating costs of mailbox posts and address markers, and second driveways wouldn't require an additional mailbox post. If it becomes apparent that there are issues that warrant holding a deposit, the driveway policy can be amended at that time. Supervisor Halliday moved to adopt the amended Residential Driveway Policy and Standards as proposed; Supervisor Searing seconded. All ayes; motion carried.

Additional aggregate proposals: Two proposals were received for additional aggregate materials to be hauled, spread and packed. One of the proposals was over the maximum amount and the other didn't include the proposal form. The clerk was instructed to ask that the contractors

submit the proper form for with the amounts for both lime rock and Class 5 per the specifications.

PolyFlex crack filling proposals: The two proposals received for Polyflex crack filling were opened at the meeting, but the proposal form that was sent out wasn't specific as to whether the bids were per pound or per lineal foot. The clerk was directed to contact the contractors who submitted proposals and request that they submit their proposals specifying by lineal foot.

Public comment: Resident Wally Hupalo explained to the Board that he plans to build a house on property he owns across the road from his existing home. He questioned the information provided by office staff regarding the minimum lot size for building a house, and why he was being asked to have a septic compliance inspection done at his existing home. It was explained that he approached the Township and the building inspector with concerns about his existing septic system and that he may have to put in a new system across the road. Mr. Hupalo informed the Board that there is currently nothing wrong with his existing peat moss septic system, other than the state requires it to be inspected every four years. Supervisor Searing will connect Mr. Hupalo with the town zoning administrator regarding his concerns about the minimum lot size.

Town Law Review: Supervisor Halliday moved to allow Clerk Pam Olson to attend the MAT Town Law Review on May 25th; Supervisor Millerbernd seconded. The cost to attend is \$65.00 per person. All ayes; motion carried.

H.R. update: Supervisor Halliday sent a check-in meeting form to all of the regular township staff. The intent was to get feedback from the employees on what is going well and which areas need improvement. The forms will be sent out quarterly and the responses will be kept confidential with only Supervisor Halliday and the employees' direct supervisor having access to the responses.

Each department will be notified that invoices for payment must be submitted to the Treasurer by the Thursday prior to each Town Board meeting so the Claims List for Approval can be sent out in the supervisors' meeting packets. Because of the delay in receiving fire department payroll information, the Payment Frequency Agreement with the firefighters may need to be amended. The departments have been getting regular monthly reports so they are aware of the annual budget spending. It would be advantageous to have as many claims paid within the budget year as possible so the expenditures aren't carried over into the next budget year.

Approval of Minutes: Supervisor Peterson moved, and Supervisor Parker seconded, to approve the April 12, 2022 Town Board meeting minutes, as presented. All ayes; the motion carried.

Supervisor Millerbernd moved to approve the April 19, 2022 Local Board of Appeals and Equalization minutes; Supervisor Searing seconded. Supervisors Millerbernd, Searing and Halliday voted aye. Supervisors Peterson and Parker abstained, not having attended said meeting. The motion carried 3-0, with two abstentions.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for 3/23-4/12/2022, including claims #36581 through #36617 in the amount of \$21,238.98; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to approve the regular payroll for 4/15/2022, including direct deposits #19521 to #19530 and EFTs #19531 to #19533, for the dollar amount of \$18,760.43; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Halliday moved to approve the 1st Quarter of 2022 Fire Department payroll, including direct deposits #19536 to #19564 and EFTs #19565 to #19566, for the dollar amount of \$34,389.20; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Halliday moved to approve the regular payroll for 4/29/2022, including direct deposits #19567 to #19581 and EFTs #19582 to #19584, for the dollar amount of \$20,517.95, subject to any corrections or deletions; Supervisor Peterson seconded. All ayes; motion passed.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:47 p.m.

Approved on May 10, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

May 10, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson, and Carol Searing; Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: Supervisor Mike Parker

Others Present: Tom Searing, Carol Ladd, Ed Kramer, Darryl Ballman, Jack Sawatzky, John Beard, Andy Luedtke, Tim Crea, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Halliday 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, May 10, 2022, and the clerk performed the roll call. Supervisor Millerbernd requested that the LFFD pony rides be removed from the agenda. Supervisor Peterson moved to approve the agenda as amended; seconded by Supervisor Millerbernd. The motion passed 4-0.

SRWMO: Supervisor Peterson reported that the Township is required to update the Town Ordinances to state the minimum requirements regarding groundwater run-off. Supervisor Peterson stated that Jamie Schurbon recommended the Township adopts the SRWMO plan to comply. Supervisor Peterson reported that Ham Lake is willing to pay their portion of the SRWMO administrative costs.

Road & Bridge: Supervisor Halliday moved to accept Jim Windingstad's resignation from the Road & Bridge Committee; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Supervisor Halliday moved to accept Christina Smentek's resignation as the Road & Bridge secretary; Supervisor Peterson seconded. All ayes; motion carried 4-0. R&B Committee member, Erin Clarkowski, has agreed to take the secretarial position without pay.

The Road & Bridge meeting for June has been cancelled.

Treasurer's report: Treasurer Alyssa Dehn presented a monthly budget and fund balance report. The field audit has been completed and went well. The first ARPA report has been filed, with the next report due in April 2023.

In the process of sending uncashed checks to the State of Minnesota, the treasurer discovered \$300 in unclaimed money that was due to the senior center.

Fire Department: Fire Chief Darryl Ballman reported 25 runs in April, with 17 being medical and 8 being fire. Two mutual aid calls were for East Bethel.

Supervisor Millerbernd moved to allow the fire department to use the fire trucks for parades and community events this summer; Supervisor Peterson seconded. All ayes; motion passed 4-0.

To aid in freeing up radio communication and to ensure the latest emergency information is attainable by the fire personnel, Captain Tim Crea proposed updating the electronic equipment in the fire trucks. The request included adding a new cellular mobile hotspot with FirstNet, a new provider, thus cancelling the existing AT&T agreement, plus adding a laptop computer and the peripherals. The new equipment would be put in Rescue 5 as a trial, and if it works, the system would be installed in all seven trucks in the coming years. Supervisor Millerbernd moved to spend no more than \$2,300.00 for a new laptop for the fire department; Supervisor Peterson seconded. All ayes; motion passed 4-0. Supervisor Halliday moved to approve the FirstNet contract for \$38.84 per month for the cellular hotspot service; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. Captain Luedtke requested that \$2,000.00 be transferred from the Fire Administration Office Supplies line item to the Fire Administration Operating Supplies line item. Supervisor Halliday explained that the line items are for arriving at budget totals, but expenditures are coded as what the actual item is.

Captain Andy Luedtke reported the April trainings consisted of the Stacy burn tower and wildland training. May fire training will be with a mobile roof slope simulator. Cole Klingbeil has passed his EMT training and Randy Paggen has been on the Linwood Fire Department for 36 years.

Chief Ballman reported that the upgrade to the well pump handle has resulted in filling the tender tank much faster. The well pump has 200 hours on it. The insurance review for the fire equipment has been completed and submitted to the clerk. Harry Erickson's wife sent a card expressing her appreciation for having the fire truck at her husband's funeral.

Supervisor Millerbernd questioned what the emergency plan was for when a storm knocks down trees. Chief Ballman informed the Board that the fire trucks are equipped with chainsaws, and if it were a major catastrophe the Anoka Emergency Management Plan would come into play.

LFFD: Supervisor Millerbernd moved to pay the \$100.00 deposit for the Little Blues Traveling Zoo for Linwood Family Fun Day; Supervisor Peterson seconded. All ayes; motion carried 4-0. The LFFD committee is planning a mini-golf course across the street near the fire department. It will be a 100' x 100' area to be groomed throughout the summer, with each hole being sponsored by businesses. The parade committee has chosen their grand marshal, but the name won't be revealed until closer to the event.

PARCs: Supervisor Halliday reported that the windscreen on the tennis court fence was blown down, but will be repaired and put back up. Public works recommended that the Four Seasons

parking lot needed Class 5 material and grading. Supervisor Millerbernd and Halliday will follow up to get the materials and see that it is leveled.

Staff check-in reports: Supervisor Halliday spoke with most of the staff following having each them complete a check-in report. All staff reported that the monthly staff meetings were positive opportunities for staff to connect. Supervisor Halliday requested that each department compile a monthly report from their department, to be sent to the clerk who would then dispense the reports to the department's immediate supervisor, and be put in the meeting packets. This is an effort to keep the supervisors more informed. The monthly report would be a snapshot listing activities and concerns, but also to be used when potential grant opportunities arise.

Seasonal worker: Supervisor Peterson moved to offer employment to George Maneske as a seasonal worker through October at \$20.00 per hour, pending the results of a background check. Supervisor Millerbernd seconded the motion, which passed 4-0. Supervisor Halliday and Millerbernd will meet with the public works employees and the seasonal workers on Thursday to discuss who's responsible for the various duties and equipment maintenance associated with grass mowing on township properties.

Home Occupation ordinance: Supervisors Peterson and Millerbernd stated that they were satisfied with the Home Occupation ordinance. Supervisor Searing requested that the Home Occupation Ordinance be tabled until Planning and Zoning clarify what conditions can be placed on Interim Use Permits. The topic was tabled.

South Linwood Drive project: Hakanson Anderson conducted the bid opening for the reclaim and repave South Linwood Drive project. After much discussion about whether to proceed with the project, Supervisor Halliday moved to award the South Linwood Drive project to Dresel Contracting; Supervisor Searing seconded. Supervisors Halliday, Searing and Peterson voted aye; Supervisor Millerbernd abstained due to a potential conflict of interest. The motion carried 3-0 and one abstention. Road and Bridge Capital funds will be used for the construction and engineering costs.

Additional aggregate proposals: Supervisor Halliday moved to accept Keller Excavating for additional aggregate materials, hauling and packing at \$66,672.00; Supervisor Searing seconded. All ayes; motion carried 4-0.

PolyFlex crack filling proposal: Supervisor Millerbernd moved to accept the proposal from Allied Blacktop for PolyFlex patching at \$2.58 per pound, up to \$30,000.00; Supervisor Peterson seconded. All ayes; motion passed 4-0.

Roadside mowing proposal: Supervisor Millerbernd moved to accept Shermik Tree Farms for roadside mowing at \$98.00 per hour; Supervisor Peterson seconded. All ayes; motion carried 4-0.

Quilt barrier: The Linwood History committee informed the Board that they'd be putting cones in front of the quilt to keep people from touching it.

History committee meeting: The Friends of Linwood Township History will be meeting at 7:00 p.m. on Monday, May 16th at the Grange Hall.

Jam sessions: Supervisor Peterson moved to allow Dave Haugen to use the Senior Center on Friday nights and waive the rental fees; Supervisor Millerbernd seconded. All ayes; motion passed 4-0. Mr. Haugen will be issued a key to access the Center on a trial basis. The senior coordinator will be promoting this as a community event in the Center and on social media.

Anoka County Historical Society: Supervisor Halliday moved to waive the fee and allow the Anoka County Historical Society to use the Senior Center for one of their upcoming meetings; Supervisor Peterson seconded. All ayes; motion carried 4-0. The meeting will either be on June 9th or July 14th at 6:30 p.m.

Urban County HUD program: Supervisor Halliday moved to remain a participating community in the Anoka County Urban County HUD programs including the CDBG and HOME programs. By opting in, the grant process for the Township will remain the same as it is now for CDBG and HOME programs, and Linwood Township will continue to be ineligible to apply for individual grants through the HUD Small Cities or State CDBG and HOME programs. The Cooperation Agreement will automatically renew for another three-year period of time. Supervisor Millerbernd seconded the motion, which passed 4-0.

Building Safety Month Proclamation: Supervisor Halliday read a prepared proclamation naming a May 2022 as Building Safety Month.

Clerk's comments: The clerk reported that street sweeping will start this week; the electronic sign was still under warranty to cover the parts replacement; the office renovation has begun; and a community service worker will be used for painting projects in the parks. The Kubota chipper, purchased in 2014 for the compost center, was found to be undersized for chipping branches. The Board approved moving forward with selling the chipper. The clerk will get a proposal for constructing a secure elections storage room in the maintenance garage.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Peterson seconded, to approve the April 26, 2022 Town Board meeting minutes as presented. All ayes; motion carried 4-0.

Approval of Bills & Payroll: Supervisor Millerbernd requested that claim #36635 be removed from the claims list. Supervisor Halliday moved to pay the claims list for 04/13-05/10/2022, in the amount of \$23,010.95, to include claims #36618 through #36651, but not claim #36635; Supervisor Millerbernd seconded the motion, which passed 4-0.

Adjournment: Supervisor Peterson moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried 4-0. The meeting adjourned at 7:31 p.m.

Approved on May 24, 2022

Attested:

Michel Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

June 14, 2022

Board Members Present: Supervisors Bob Millerbernd, Tim Peterson, Carol Searing and Mike Halliday; Supervisor Mike Parker (remote due to family obligations); Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Sharon Mojsiej, Jack Sawatzky, Mike Olson, Jonn Olson, Darryl Ballman, Tom Carlisle, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Vice Chairman Millerbernd 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, June 14, 2022, and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda; seconded by Supervisor Searing. The motion passed 3-0.

CLERK'S NOTE: Due to a supervisor attending remotely, all votes during this meeting were conducted by roll call vote.

Resolution #2022-10: Supervisor Peterson moved to adopt Resolution #2022-10 Approving a Preliminary Plat for Cliffs Boettcher Estates, A Single-Family Plat; Supervisor Searing seconded. All ayes; motion carried 3-0. The subject property is a 24.2-acre parcel, PID No. 29-34-22-42-0011, located on the southwest corner of Typo Creek Drive NE and Taurus Street NE. (Full resolution on file.)

Treasurer's report: Treasurer Alyssa Dehn presented a monthly budget and fund balance report as of June 9th. The wood chipper was sold for the full asking price of \$2,000.00. The repair to the pavement in the recycling center has been completed so the payment to Preferred Paving will be released.

Supervisor Searing moved to send the \$50.00 deposit for Pony Trail Blazers; Supervisor Peterson seconded. The agreement is for \$1,770.00 for six hours with four ponies. All ayes; motion carried. Supervisor Millerbernd reported that the LFFD committee has reduced the number of bouncy houses to offset costs. Wristbands for activities will be \$5.00; pony rides will be \$3.00.

Supervisor Searing moved to purchase 5,000 postage stamps; Supervisor Peterson seconded. Motion carried 3-0.

Supervisor Searing moved to direct staff to write a resolution to create a new fund for the recycling funds; Supervisor Peterson seconded. All ayes; motion passed 3-0.

CLERK'S NOTE: Supervisors Parker and Halliday joined the meeting at 6:12 p.m.

Fire Department: Fire Chief Darryl Ballman reported 16 runs in May, with 9 being medical and 7 being fire. Supervisor Millerbernd moved to spend \$250.00 for a commemorative fire ax for Tony DeChaine's retirement from the fire department; Supervisor Parker seconded. All ayes; motion carried 5-0.

A Critical Assets module for tracking high dollar assets was added to the PSTRax software renewal. The price will be locked for two years. Supervisor Halliday moved to approve the PSTRax software renewal at \$1,800.00 plus the Critic Assets module implementation fee of \$250.00. Supervisor Peterson seconded the motion, which carried unanimously.

Supervisor Parker moved to apply for the Fire Assistance Grant for \$10,000.00; Supervisor Peterson seconded. This is a 50:50 matching grant. All ayes; motion passed.

The Bombardier J5 is not working and has been taken out of service. The estimate to get the J5 back in working order is \$5,062.82. Repairs totaling \$610.00 have already been done. The fire department is looking at alternative options.

Supervisor Millerbernd met with a contractor and informed the Board that the concrete in the fire bay floors is not failing and may be caused by the weight of the trucks. It was recommended that the big trucks be moved to where the smaller trucks are parked.

LFFD: Supervisor Peterson moved to pay Karl Achilles \$500.00 for Linwood Family Fun Days; Supervisor Parker seconded. All ayes; motion passed.

Staff check-in reports: Supervisor Halliday read the staff check-in reports from public works and the May staff meeting.

3rd party payment account: The treasurer reported that using Zelle as a third-party account wouldn't work with the Township's bank. Other options were explored, but it was determined that, at this point, remote payments would be accepted via the existing credit card merchant.

GIS aerial photos: The NearMap application will be accessible to all Linwood staff and supervisors. It would be a useful tool for enforcements. The topic was tabled pending finding out if the planners would benefit by using the program for the Township.

Enforcements: The Board was informed of a conflict within the Town Code pertaining to the length of time an ordinance violation must be corrected and/or removed. The Board determined that fifteen days would be more feasible than seven days. The updated enforcement policy will be emailed to the Town Board for their evaluation.

Firefighter policy renewal: Supervisor Halliday moved to renew the Hartford Fire Insurance Life and Accident Policy with an annual premium of \$1,421.53; Supervisor Parker seconded. The

policy provides long-term disability coverage for the Linwood firefighters. All ayes; motion carried.

Pay frequency agreement: The Pay Frequency Agreement with the firefighters states that they are to be paid “no later than 13 days after the end of the quarter in which the wages were earned”. Since entering into this agreement, the timeline has rarely been met due to the timesheets not being available to the treasurer in a timely manner. Chief Ballman explained that the firefighters need to submit their hours more promptly and it’s taking longer for the fire officials to audit the timesheets before submitting them to the treasurer. Supervisor Parker moved to amend the agreement from 13 days to 25 days; Supervisor Searing seconded. All ayes; motion carried. Each firefighter will need to sign the updated Pay Frequency Agreement.

Plow blade quote: The prices increases and anticipated unavailability of plow blades, the Board considered a quote for three sets of blades for both of the large plow trucks, plus an extra set. Supervisor Parker moved to purchase the quoted plow blades at \$4,691.16 for three sets; Supervisor Halliday seconded. All ayes; motion carried.

Lent Township billing: An invoice from Lent Township for snowplowing on Lyons Street, 238th Avenue and 241st Avenue included charges for ditch mowing. The Township doesn’t have an agreement for town line road maintenance with Lent Township so there’s no basis for the Township to pay the invoice. The clerk will talk with Lent Township regarding a town line road agreement and the invoice. The invoice will not be paid at this time.

OSHA training options: The Town Board wasn’t ready to commit to a contract with Hennepin Technical College for OSHA training until they received information about what safety training was available through the Vector Solutions training agreement. The fire officers had previously noted that public works could get their OSHA training through the Vector Solutions agreement. Chief Ballman will follow up with the clerk.

Cemetery well: Public works discovered that the well in the cemetery wasn’t functioning. It was determined that the pump runs, but there is a coupler that will need to be replaced. The quote to pull the casing and replace the coupler for \$2,900 was considered by the Board members. It was determined that the well was appreciated by visitors to the cemetery for watering plants at the gravesites and helping to keep the cemetery looking nice. Supervisor Parker moved to spend \$2,900.00 with McCullough and Sons Well Drilling to get the well fixed at the cemetery. Supervisor Peterson seconded the motion, which passed unanimously.

Recycling assistant: Supervisors Millerbernd and Halliday spoke with the recycling coordinator and determined that with the huge volume of materials being handled and the ever-increasing number of people coming through the recycling center, it’s too much work for one employee and volunteers. During the budgeting process for 2023, the Board approved hiring an assistant in 2023, but the need for more help is in the present. The overall recycling program covers its costs between the SCORE grants and the revenue generated by the participants. While the volunteers are greatly appreciated, for the longevity and continuation of the recycling program, the Board recognized the need to hire another recycling employee. Supervisor Halliday moved to advertise for a part-time recycling employee for 30 hours per week; Supervisor Peterson seconded. All ayes; motion carried. The suggested wage range was \$18 to \$20 per hour,

depending on qualifications. In the meantime, a public works employee will be assigned to work in the recycling area. The number of hours requested by the recycling coordinator was 12-15 hours per week, when the recycling center was open, but the Board left the hours up to the discretion of the recycling coordinator to have assistance based on his needs.

Recycling brush pile: Supervisor Millerbernd reported that there are large piles of brush mixed with dirt that has accumulated over the years in the compost area. These piles take up one third of the available space and should be removed to provide for more efficient use of the area. Mike Olson was instructed to get prices for hauling the material away or renting a drum grinder to process the material and spread it onsite.

Security cable: By Board consensus, a cable will be installed along the Four Seasons north parking lot in an effort to reduce access points for vandalism in the park and the recycling center. The cost to purchase the cable was approximately \$400. Public works would install the cable.

IRS mileage rate: Due to the recent gas price increases, the IRS made a special mileage rate adjustment effective July 1, 2022. Supervisor Parker moved to adopt the IRS mileage rate from 58.5¢ to 62.5¢ per mile; Supervisor Peterson seconded. All ayes; motion carried.

Letter of Interest: David Swearinger submitted a Letter of Interest for the Road and Bridge Committee. This Linwood resident is currently the Public Works Director and City Engineer for Arden Hills. Supervisor Halliday moved to appoint David Swearinger to the Road and Bridge Committee; Supervisor Parker seconded. The motion carried unanimously.

Clerk's comments: The Township received a message of appreciation for the volunteers and workers in the recycling center for their dedication to providing a valuable service to the community.

The Board gave permission for staff to go to Surplus Services to purchase chairs for the board room, as well as chairs and tables for the senior meeting room. Supervisor Millerbernd will provide an option of purchasing surplus chairs from 3M.

The office renovation is complete and the treasurer and zoning assistant were moved into their new offices.

Supervisor Searing and the clerk met with the new planner for a kick-off meeting. Supervisor Halliday will sign the Master Services Agreement and Task Order with MSA.

The engineer proposed two options for dealing with the storm pipe at 22529 Martin Lake Road. One option was to redirect the pipe along the property line to the lake (\$77,120) and the other option was to have the catch basins diverted across the road in a pipe that would run to the Anoka County Park (\$82,700). Supervisors questioned if the Township owned property near this that the water could be diverted to. The topic will be put on the next agenda for discussion, but the attorney will be contacted to discuss what obligations the property owner has for the house being built over the pipe, filling in a rain garden on their property, and altering the pipe by running their gutters into the pipe.

One of the sessions that the clerk recently attended at the Town Law Review dealt with a court ruling whereby platted roads that were dedicated to the township more than 40 years ago and

were not maintained, were presumed to be abandoned by the township. This ruling may be overturned by the Supreme Court, but it was advised that any of the town roads that haven't been recorded in the last 40 years, should be recorded to retain the township's interest.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Peterson seconded, to approve the May 24, 2022 Town Board meeting minutes as presented. All ayes; motion carried.

Approval of Bills: Supervisor Millerbernd moved to pay the claims list for May 24 through June 13, 2022, claims #36683 through #36726 in the amount of \$66,346.21. Supervisor Peterson seconded the motion, which passed unanimously.

Approval of Payroll: Supervisor Millerbernd moved to approve the regular payroll for May 27, 2022, including direct deposits #19616 to #19627 and EFTs #19628 to #19630, for the dollar amount of \$19,088.09; Supervisor Halliday seconded. All ayes; motion passed.

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

Approved on June 28, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes

June 28, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Mike Parker; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Jack Sawatzky, Carol Ladd, Hank Senger, Darryl Ballman, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Halliday 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, June 28, 2022, and the clerk performed the roll call. The agenda was amended to add fire station doors. Supervisor Parker moved to approve the agenda, as amended; seconded by Supervisor Millerbernd. The motion passed unanimously 4-0.

Ordinance #197: Supervisor Parker moved to adopt Ordinance No. 197, An Ordinance Amending Chapter 30, Section 30-7 and 30-877 of the Linwood Town Code, Known as the Zoning Ordinance, Adopting Regulations for the Conduct of Home Occupations on Residential Property. Supervisor Searing seconded the motion, which carried 4-0. The ordinance will take effect and be in full force after its publication.

Supervisor Parker moved to publish Ordinance 197 in summary; Supervisor Millerbernd seconded. The clerk questioned if the full ordinance should be published since the ordinance is such a major change in the Township. No Board discussion. All ayes; motion carried 4-0.

The Planning and Zoning Commission recommended that their meeting be moved back to the third Tuesday of the month. Supervisor Parker moved to change the Planning and Zoning meetings to the third Tuesday at 7:00 p.m.; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Parks: Supervisor Halliday reported that the Parks Committee was getting quotes to purchase playground equipment for some of the parks, using Capital Improvement Funds.

Supervisors Halliday and Millerbernd met with the recycling coordinator and other staff to discuss construction options for a combination building that would house a recycling reuse center, warming house and space for storing park equipment. Once the construction costs are

obtained, a grant will be applied for through Anoka County Recycling Funds. The portion of the building used for public park services will be paid out of funds earmarked for parks. Anoka County is very supportive of improving Linwood's successful Reuse Center and will be used as a model for incorporating reuse into other areas of Anoka County.

The PARCs committee is waiting for confirmation from members who were absent at the last meeting to see if they will be renewing their terms. Supervisor Halliday relayed PARC members appreciation for the seasonal worker and public works for their excellent work in the township parks.

Resolution #2022-11: Supervisor Halliday moved to adopt Resolution No. 2022-11 a Resolution to Establish Recycling and Recycling Capital Funds; Supervisor Parker seconded. All ayes; motion carried 4-0. (Full resolution on file.)

South Linwood Drive update: Supervisor Millerbernd reported that the preconstruction meeting provided information regarding the reclaim and repave project on South Linwood Drive. The clearing and grubbing will take place in mid-July, with the six-week construction taking place in September. The engineer will mail letters to the residents affected by the project regarding the projected timeline, mail delivery, and garbage services during construction.

Storm pipe on Martin Lake Road: Supervisor Millerbernd and Halliday met with the engineer and attorney to discuss options for correcting a storm pipe that runs from the road to the lake. The supervisors will meet with the property owners of the Martin Lake Road property and the engineer to explain the options and reach an agreement on a way to settle the matter.

Anoka County GIS: Subscribing to Anoka County's mapping program will benefit the zoning administrator in her duties, assist the enforcement efforts, and will be accessible by the supervisors. It was questioned what the billing periods were. Supervisor Halliday moved to sign up for the Anoka County GIS mapping service (NearMap) through December 2023. Supervisor Searing seconded the motion, which passed 4-0.

Fire station doors: Supervisor Parker reported that the bottom of the service doors and the frames at the fire station have rusted out. The Board was in agreement that they need to be replaced. The department will provide quotes for the replacements.

Supervisor Parker informed the Board about the pavement being washed out on the north side of the fire station. Supervisor Parker will meet with Jack to develop a plan for repairing the sidewalk.

233rd Lane Road repair: Due to a gopher tunnel under a section of 233rd Lane the road base has washed out. Two quotes were presented for the repair. Jack reported that there is a similar problem down the road from the gopher tunnel. The Board considered the benefits of patching both problems at the same time, but no bid was provided for the second repair. Supervisor Halliday moved to approve Arcade Asphalt Inc. to perform the repair on the first section for \$2,900.00, and if the second repair can be done for the same price, the second section should also be patched. Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Salt spreader replacement: Jack reported that the salt spreader on one of the big plow trucks got bent and needs to be replaced. Supervisor Parker moved to go with the TBEI quote for

\$1,795.00 to replace the salt spreader; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Senior Driver: Supervisor Parker moved to appoint Robyn Frenning as a senior transportation driver; Supervisor Millerbernd seconded. The background check has already been approved. All ayes; motion carried 4-0.

Credit card & Menards authorized purchaser: Supervisor Millerbernd moved to get Jeff Olson a Township credit card and be a Menards authorized purchaser; Supervisor Parker seconded. All ayes; motion passed 4-0.

Clerk's comments: The clerk provided the Board with copies of the AWAIR accident reduction program, the Data Practices Policy, and an enforcement policy and procedures. Supervisor Peterson will be notified to perform the annual AWAIR review and return the results to the next meeting for Board approval. The Data Practices Policy, which needs to be updated and reviewed annually by August 1st, will be on the next agenda. The clerk briefly discussed key points in the proposed enforcement policy, requesting that Board members be prepared to amend and adopt the documents at the next meeting. The attorney and planner have been consulted to make the enforcements process as successful as possible.

The Night to Unite registration deadline is July 22nd and the event is held on August 2nd. This will be put on the Township website. The registration information will be sent to other Township committees and groups that may be interested in hosting their Night to promote their cause.

The clerk reported that Mike Olson had completed the elections equipment storage area without having to create a new room. Town office staff is fully trained and prepared for the absentee voting for the next six weeks. The clerk has been able to hire the minimum amount of election judges, but will promote the need for more judges.

Instigated by a building permit which exceeded the Shoreland Ordinance requirement that no more than 25% of a property can contain impervious surfaces, and since the gravel driveway counts as an impervious surface, the building permit was denied. The DNR is opposed to pervious concrete. In order for a variance from the Shoreland Ordinance, the Township would need to create a mechanism to require the maintenance and more importantly the Township would need to track and enforce such maintenance. On the advice of the Town attorney and engineer, a policy will be enacted directing staff to not allow the use pervious pavement, as the 25% impervious surface regulation is a function of both the Shoreland Ordinance and the MN State Shoreland Rules.

Supervisor Millerbernd will consult with Jack regarding the timing to start ditch mowing.

The treasurer will be consulted to see if ARPA money can be used to cover some of the expenses for internet and radio reception hardware for the deputy's communication needs. Anoka County Sheriff's office provided an air conditioner for the deputy stall. Mike Olson installed the air conditioner, but Supervisor Millerbernd prefers that the electrical connection is done by a licensed electrician.

Approval of Minutes: Supervisor Parker moved, and Supervisor Millerbernd seconded, to approve the June 14, 2022 Town Board meeting minutes, as presented. The motion carried 4-0.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for June 15 through June 28, 2022, including claims #36727 through #36756 in the amount of \$35,691.50; Supervisor Parker seconded the motion, which passed 4-0.

Supervisor Halliday moved to approve the regular payroll for June 10, 2022, including direct deposits #19635 to #19651 and EFTs #19652 to #19654, for the dollar amount of \$20,412.13; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 6:55 p.m.

Approved on July 12, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

July 12, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Tim Peterson, Carol Searing, and Mike Parker; Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Jack Sawatzky, Ed Kramer, John Olson, Darryl Ballman, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Halliday 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, July 12, 2022, and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda; seconded by Supervisor Parker. All ayes; motion passed.

Treasurer's report: Treasurer Alyssa Dehn presented a monthly budget and fund balance report as of July 8th. The 1st half property tax settlement and the 2nd half ARPA money were received. Half way through the fiscal year, the General Fund is over budget due mainly to staffing and planner expense that weren't budgeted for. The treasurer explained that there is a reimbursement claim for the rope and post barriers for the community quilt in the senior center. The claimant is only asking for reimbursement up to the amount of the donations that were dedicated to the quilt expenses, not for the full cost of the purchase. With that payment, all the dedicated donation funds will have been expended.

Road & Bridge: Supervisor Halliday moved to accept the resignation of Dan Utecht from the Road and Bridge committee; Supervisor Millerbernd seconded. All ayes; motion passed.

Fire Department: Fire Chief Darryl Ballman reported 22 runs in June, with 9 being medical and 13 being fire. Supervisor Parker moved to reassign Cole Klingbeil and Troy Schesso to Active Firefighter status, with a pay increase to \$18.95 per hour; Supervisor Searing seconded. Supervisor Parker made a friendly amendment to his motion, adding the effective date as of July 1, 2022. Supervisor Searing agreed to the amendment. All ayes; motion carried.

Supervisor Halliday moved to approve SOP 2.12 ATV Operations as presented by the fire department; Supervisor Parker seconded. All ayes; motion passed. SOPs 1.7 and 2.1 will be on the July 26th meeting agenda.

Supervisor Parker moved to allow Joe Grafft to use the fire station from noon to 3:00 p.m. on August 21st. Supervisor Millerbernd seconded the motion, which carried unanimously.

One hose failed the recent hose testing requirements. If the failed hose hasn't already been destroyed, it will be transferred to the PARCs department and used for flooding the skating rinks. The Linwood Fire Association purchased 48 new chairs for the training room. The existing chairs will be returned to the Township.

Supervisor Parker moved to allow Mary Brooks to apply for a generator grant; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Millerbernd presented one quote for the fire station service doors, but will provide more quotes for the Board to consider.

SRWMO: Supervisor Peterson reported that the purpose of the special SRWMO meeting was for consensus among entities belonging the Sunrise River Water Management Organization (SRWMO) to hire an attorney for an opinion on the amendments to the Joint Powers Agreement. The cost estimate was \$900-\$2,000, to be split between the four entities. Supervisor Peterson wasn't able to provide information regarding what the suggested amendments pertained to.

Boardroom AC: Options to either replace just the air conditioning condenser unit in the board room or to replace the entire system (condenser and indoor head) were considered by the supervisors based on the quotes provided. Supervisor Parker moved to choose Option #2 to replace the entire AC unit; Supervisor Millerbernd seconded. All ayes; motion carried.

Senior Center air exchanger: Despite differences of opinions regarding the senior center stove, it was restated that the pilot lights on the stove will remain lit and the stove hood fan will run at all times. The concern with the fan running was that excessive moisture would be infused into the building. In an effort combat the moisture issue, an attempt to get an unused air exchanger system in the senior center operational, public works discovered that there was no power to the air exchange unit. Kramer Mechanical will be contacted to repair the unit.

FWD requests: Supervisor Parker moved to allow the FWD to be used in the State Fair parade to honor firefighters, and for display on July 14th when the Anoka County Historical Society will be meeting at the senior center. Supervisor Millerbernd seconded the motion, which carried unanimously.

AWAIR annual review: According to the Workplace Accident and Injury Reduction Program (AWAIR) Policy, at least annually, the Board would conduct and document a review of the program. Included in the review would be discussing with the employees their responsibilities, and identifying and correcting potential hazards in the workplace. When it was determined that Supervisor Peterson, as Safety Officer, hadn't met with all the employees, the topic was tabled, pending completion of a thorough safety review. Supervisor Millerbernd stressed the importance of employee safety and the seriousness of the obligations of the Safety Officer. The

policy will also be amended to state that, in the event of an accident, both the Safety Officer and employee's immediate supervisor will be notified of the incident.

Data Practices Request Policy: As required by law, the Data Practices policy was reviewed and no changes were necessary. Supervisor Halliday moved to adopt the Data Practices Request Policy for Public Data; Supervisor Parker seconded. All ayes; motion passed.

Code Complaint & Enforcement Policy: To outline how complaints and code enforcements are to be handled, a policy was created to define complaint procedures, investigations, and enforcement processes. Supervisor Halliday moved to approve the Code Complaint and Enforcement Policy; Supervisor Parker seconded. All ayes; motion carried.

Resolution 2022-12: Supervisor Halliday moved to adopt Resolution #2022-12 Appointing Election Judges for the 2022 State Primary Election; Supervisor Millerbernd seconded. All ayes; motion carried.

Staff check-ins: Supervisor Halliday read the staff check-in reports from the senior center coordinator and the recycling coordinator.

Clerk's comments: It was determined that Vector Solutions should be able to provide the necessary OSHA training for the public works employees at a cost of approximately \$100 per person. The clerk will provide a list of the standard classes to the fire department to confirm that they are available through Vector Solutions. The Township won't be using Hennepin Tech for its safety training next year.

Anoka County held a public hearing and has approved their Shoreland Ordinance. The ordinance is awaiting approval from the DNR, and then a new JPA agreement will be created between Linwood Township and Anoka County enabling the Township to enforce the county's ordinance.

Arcade Asphalt submitted a new quote for the two road patches on 233rd Lane. The Board had previously approved up to \$6,000.00 for the two repairs, but the new quote came in at \$5,400.00.

After hearing that the office has received several complaints regarding roosters and chicken coops, and knowing that the Planning and Zoning Commission had already discussed the complaints, the Board decided that, at this time, they would not be in favor of instituting an ordinance to regulate the keeping of chickens, citing that Linwood is a rural area and that other residential areas allow chickens.

The question of posting photos on social media of the perpetrators of recent vandalism to township property to determine their identities will be sent to the Town attorney.

Supervisor Halliday suggested that Lt. Douglas be invited to discuss the services the county sheriff's office provides and the 2023 contract.

Supervisor Millerbernd conducted one interview for the recycling assistant position, but requested that the advertisements be extended for another two weeks.

The elections will be conducted with minimal judges due to the anticipated low voter turnout. The clerk will be working extended hours in order to conduct election judge training and voting equipment testing in the evenings.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Parker seconded, to approve the June 28, 2022 Town Board meeting minutes as presented. All ayes; motion carried.

Approval of Bills: Supervisor Halliday moved to pay the claims list for June 29 through July 12, 2022, claims #36757 through #36786 in the amount of \$32,831.71. Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Millerbernd questioned why he wasn't notified about lighting at the fire station prior to seeing the invoice in the Claims List. As the liaison for township buildings, Supervisor Millerbernd requested that he be notified of the need and anticipated costs related to buildings.

Approval of Payroll: Supervisor Halliday moved to approve the regular payroll for June 24, 2022, including direct deposits #19661 to #19672 and EFTs #19673 to #19675, for the dollar amount of \$19,819.92; Supervisor Parker seconded. All ayes; motion passed.

The grader operator has been instructed to notify Supervisor Millerbernd, Jack and office staff each day that the grader is out on the roads.

The ditch mowing will be delayed on Jodrell Street until the monarch butterfly's food source is no longer available.

The seasonal workers' names will be added to the website.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried. The meeting adjourned at 7:23 p.m.

Approved on July 26, 2022

Attested:

Michel Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes July 26, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, and Mike Parker; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Darryl Ballman, Justin Hansen, Hank Senger, Jonn Olson, Tom Carlisle, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Halliday 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, July 26, 2022, and the clerk performed the roll call. Supervisor Parker moved to approve the agenda, as presented; seconded by Supervisor Millerbernd. The motion passed unanimously 4-0.

Resolution 2022-13 Accepting Permanent Easement: At the time of final plat approval of Boettcher Farm Preserve Second Addition, 240th Avenue NE was dedicated to the Township as a temporary cul-de-sac easement and has been maintained by the Township. Through the platting of Cliffs Boettcher Estates in July 2022, lying east of Leo Street NE, it was determined that 240th Avenue NE will not be continued east to Taurus Street NE and will become a permanent cul-de-sac. The owners of the property granted a permanent right-of-way easement for the permanent cul-de-sac. Supervisor Halliday moved to adopt Resolution No. 2022-13 Accepting a Permanent Right-of-Way Easement for a Cul-de-Sac; Supervisor Searing seconded. All ayes; motion carried 4-0. (Full resolution on file.)

Resolution 2022-14 Granting Final Plat Approval for Cliffs Boettcher Estates: Supervisor Halliday moved to adopt Resolution No. 2022-14 Granting Final Plat Approval for Cliffs Boettcher Estates; Supervisor Millerbernd seconded. All ayes; motion passed 4-0. (Full resolution on file.) The property to be subdivided (PID 29-34-22-42-0011) is located on the southwest corner of Fawn Lake Drive NE and Taurus Street NE, Stacy, MN. The proposed plat divides the property into eight residential lots. The resolution authorizes the chairman and the clerk to sign the Developer's Agreement when it is agreeable to the town attorney and the applicant has complied with the terms and conditions of the agreement. The resolution also authorized the chairman and clerk to sign the final plat on behalf of the Town. The Development Agreement shall include provisions related to, but not limited to, constructing improvements according to the approved plans, providing a letter of credit and required covenants, paying the park dedication fees, and other provisions, such as the Town

must receive evidence that the plat was recorded prior to issuance of a building permit, all accessory buildings and foundations on Lot #2 must be demolished and disposed of offsite, and with the assumption that all excavated soil material would be used onsite, any export of soil would require Town Board approval.

LFFD: Supervisor Millerbernd moved to pay \$3,680.00 to John Ficcadenti for inflatables and generators for Linwood Family Fun Days; Supervisor Parker seconded. All ayes; motion carried 4-0.

Fire Department: Supervisor Parker moved to approve Fire Department SOP 2.1 SCBA Maintenance and Air Management; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. Fire Chief Ballman informed the Board that SOP 1.7 should be tabled since the procedure still needs some modifications and a red-line copy will be sent to the supervisors.

Supervisor Halliday moved to approve the purchase of HP LaserJet copier for \$1,026.70 and a service contract for \$30.00 per month; Supervisor Parker seconded. The copier will be purchased outright and the service contract includes 1,000 black and white copies plus 100 color copies per month. All ayes; motion passed 4-0.

The Anoka-Champlin Fire Department is looking for firefighter/EMT and firefighter/EMRs to provide first response emergency medical service care to sick and injured fairgoers at the Anoka County Fair. The Township will pay the firefighters and then bill the ACFD according to the hours of service provided. Supervisor Parker moved to allow firefighters to work at the Anoka County Fair and have the pay reimbursed; Supervisor Halliday seconded. All ayes; motion carried 4-0.

The Fire Chiefs questioned the necessity of keeping the KwikTrip card, but the Board was concerned about late fees affecting the chief's personal credit rating. The public works department would only use the card for purchasing DEF fluid, but Supervisor Parker thought the fire department should have card access in case of a fire event on the north side of the Township. The Fire Chief will check into getting a KwikTrip corporate card.

Linwood Fire Association President Justin Hansen was present to inform the Board that the LFA has donated 48 new chairs to the fire training room. The LFA will be holding a purse and gun bingo during LFFD. In response to Board concerns about the liability and perception of holding a gun bingo, Mr. Hansen responded that five handguns will be used as prizes and the gun distributor will be on site and in possession of the guns. The distributor does a background check prior to the guns leaving the building. The bingo and Booya are Linwood Fire Association's big fundraisers. The LFA proceeds have gone toward the high school scholarships, a portion of the fireworks cost, and the purchase of a side-by-side ATV for the fire department. Supervisor Millerbernd moved to allow the Fire Association to conduct the purse/gun bingo; Supervisor Parker seconded. All ayes; motion passed 4-0. The LFA will check on the gambling license requirements.

The Fire Department wanted to express their gratitude to Rich at the Linwood Country Store and the individual who paid for the bottled water for a recent accident response.

Fire Department service doors: The topic of replacing the fire station service doors was tabled for two weeks pending getting more quotes.

Boardroom AC quote: Supervisor Millerbernd reported that at the last meeting the Board approved \$4,600 to replace the board room air conditioning unit, but when the order was placed, the price had increased to \$5,730. Supervisor Millerbernd will get additional quotes.

Recycling assistant hiring status: Supervisor Millerbernd reported that he left messages with two recycling assistant applicants, but neither had returned his calls.

AWAIR Annual Review: Supervisor Peterson has not reached out to all the staff. It was suggested that an email goes out to each employee asking what safety needs are identified in each department and if they are aware of the AWAIR program. The employee responses should be returned to the Town Board.

Vandals on social media: The attorney's opinion was that the park vandals' photos should not be posted on social media. A criminal complaint should be made to the sheriff's office and they can investigate and obtain the identities. The Town Board can then consider its options.

Cable barriers: The Board had previously approved installing cable barriers along the Four Seasons parking lot to discourage motorized vehicles from entering the park. The attorney recommended posted warning signs indicating the location of the cable barriers and ensure that the cabling was visible from a distance. The Town Board determined that since the parking lot is a low-speed area, a sign signifying that cables are being used, and having reflective tape placed on the cable, would serve to make the barriers known.

Bingo license: Supervisor Parker moved to authorize Supervisor Halliday to sign the Bingo License for the Linwood Lake Improvement Association; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Senior Transportation driver: Supervisor Millerbernd moved to approve Randy Johnson as a senior driver, pending the results of a background check; Supervisor Parker seconded. All ayes; motion carried 4-0.

Resolution 2022-15 Accepting 2nd Quarter donations: Supervisor Halliday moved adopt Resolution No. 2022-15 Accepting 2nd Quarter 2022 Donations with a cash value of \$23.00; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Concrete slabs: Supervisor Millerbernd moved to spend up to \$3,200.00 to pour three concrete slabs; Supervisor Parker seconded. All ayes; motion carried 4-0. This project is a follow up from last year when no contractor was available to construct the slabs adjacent to the board room on the north and south sides. The public works employees will set the forms and spread the concrete, with approximately 17.5 yards of concrete being delivered. The third area was a slab along the north end of the parking lot for the compost and trash dumpsters. Quotes are being sought for dormer-style roofs to be built above the service doors and over the deputy service door to keep them free from ice and snow.

Dirt mound in compost area: The brush and dirt pile that has accumulated in the compost area needs to be removed making much needed space available. A verbal quote of \$12,500 to remove the pile was provided. The supervisors requested two written quotes.

Meeting with Sheriff's Office: The Town Board scheduled a special meeting with the sheriff's office on August 8th to discuss the 2023 contract and the patrol services. The workshop meeting will not be live streamed.

Enforcements code language: The language in the Town Code related to the fines for violations of the code need to have a penalty mechanism to ratchet up the penalty in a reasonable manner. The title for Sec. 2-179 should be amended to read "Civil penalty; failure to comply or pay". The Board intended that failure to comply within the allotted timeframe would be considered a subsequent violation. The attorney will be directed to write the necessary amendments.

Manufactured home: In 2018, an unpermitted manufactured home was placed across two lots at 984X 239th Lane and there have been numerous complaints by residents. The owner contacted the clerk with concerns that the Township has been vandalizing the home. The Town Board committed to proceeding with the legal process of having the home removed based on the facts that the home was not permitted, the home is placed across two properties, and the vandalism that is occurring on the property. Supervisor Parker moved to direct the town attorney to send a letter informing the owner of the timeline for the building to be removed; Supervisor Searing seconded. All ayes; motion carried.

Clerk's comments: Supervisor Millerbernd offered to participate in an informational interview with a representative of the Forest Lake School District for Substance Prevention Education and Action Committee.

The clerk expressed concerns regarding Supervisor Peterson representing the Township at upcoming meetings where key decisions are going to be made regarding the SRWMO JPA and funding formulas. Since the Board preferred to discuss the topic when Supervisor Peterson, the SRWMO liaison was present, the topic was tabled until the next Town Board meeting.

Approval of Minutes: Supervisor Parker moved, and Supervisor Searing seconded, to approve the June 28, 2022 Town Board meeting minutes, as presented. The motion carried 4-0.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for July 13 through July 26, 2022, including claims #36787 through #36820 in the amount of \$93,295.27; Supervisor Millerbernd seconded the motion, which passed 4-0.

Supervisor Halliday moved to approve the regular payroll for July 8, 2022, including direct deposits #19680 to #19697 and EFTs #19698 to #19700, for the dollar amount of \$21,388.40; Supervisor Parker seconded. All ayes; motion passed 4-0.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 7:20 p.m.

Approved on August 10, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes

August 8, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, and Mike Parker; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Commander Paul Lenzmeier, Lieutenant. Dan Douglas, Sheriff James Stuart, Tom Searing

Call to Order and Approval of the Agenda: Chairman Halliday called the Special Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Monday, August 8, 2022, and the clerk performed the roll call. Supervisor Millerbernd moved to approve the agenda; seconded by Supervisor Parker. All ayes; motion passed 4-0.

The purpose of the meeting was to discuss the proposed 2023 police contract and other matters related to police services.

2023 Police Contract: James Stuart, Anoka County Sheriff, explained due to recruiting and retention challenges locally and nationally, the wage and benefits within Anoka County were not found to be competitive enough to attract or retain officers. With adjustments to the union contract, it made the county more competitive. Despite the recent union contract, the 2022 rates are locked in. The sworn deputy segment of the 2023 contract will see a 3% increase, placing the rate at \$228,651.

Due to issues with the supply chain issues, those models that are available will have significant cost increases. The Township deputy's car is replaced every three years. The contract rate for the vehicle will be \$40,420. The administrative costs include clerical costs, integrated body camera and public safety training, and a substation computer line charge. The administrative costs will be \$25,521, and offset by the police state aid, the net cost for the 2023 contract will be \$283,504.

Deputy patrol services: Linwood Township contracts for eight hours plus extended coverage with the sworn deputies, but also receives 24/7 coverage from county deputies. Supervisor Halliday expressed concerns that vandalism has been occurring during the hours the deputies are on patrol and yet when reported to countywide deputies, Township employees were

informed that it would be difficult to follow up on the issues because there's not consistent coverage outside of contracted hours. Commander Lenzmeier requested that any problems or complaints with the deputies should be immediately reported. The supervisors suggested that a more visible presence of the deputy on patrol would discourage the vandalism. Reports of vandalism would be investigated using dates, times, descriptions, video footage and other information provided by Township staff.

Radio amplifier quotes: Lt. Dan Douglas provided three quotes for the purchase and installation of a radio amplifier including an antenna on the roof. The radio amplifier is necessary so the deputies receive an 800 MHz radio signal while they are in the building. The proposals from Ancom Communications and Mobile Radio Engineering were each approximately \$16,500; The proposal from Pierson Wireless was approximately \$50,000. With criminal justice data being scrutinized across the country, its imperative that communications be handled appropriately. It was questioned whether this purchase would qualify to be paid from the ARPA funds. The Board will address the decision to purchase at a future meeting.

Enforcement partnership and reports: The deputies will work with office staff to check out enforcement issues. When there are issues of vandalism, staff should call 911 and request a deputy follow up by taking the details. Staff should request a case number and then contact ASCO to get a copy of the report. Reports won't be automatically sent to the township. The ASCO has resources such as investigators and covert methods to identify perpetrators.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried 4-0. The meeting adjourned at 7:12 p.m.

Approved on August 23, 2022

Attested:

Michel Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

August 10, 2022

Board Members Present: Supervisors Bob Millerbernd (by Zoom for medical reasons), Tim Peterson, Carol Searing, Mike Parker, and Mike Halliday (arrived at 6:12 p.m.); Treasurer Alyssa Dehn and Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Darryl Ballman, Gordon Beise, Jonn Olson, Mike Olson, Sherry Langlois, Brian Langlois, Tony DeChaine, Lisa Hendrickson, Jack Sawatzky, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Parker called the Linwood Town Board meeting to order at 6:04 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, August 10, 2022, and the clerk performed the roll call. Supervisor Parker requested that the Board revisit the solar screening at 23739 Sunrise Road; Supervisor Peterson added stormwater and sewer ordinance; a member of the public asked to add cemetery burial. Supervisor Peterson moved to approve the agenda, as amended; seconded by Supervisor Searing. All ayes; motion passed 4-0.

CLERK'S NOTE: Due to a supervisor attending remotely, all votes during this meeting were conducted by roll call vote.

Treasurer's report: Treasurer Alyssa Dehn presented a monthly budget and fund balance report as of July 31st, which showed \$1,001,014 remaining in the 2022 budget. The grant submitted to Anoka County for the reuse building was denied because the amount requested was too high for the county to award to just one community. It was determined that the Township would resubmit the application requesting the amount for the shell of the building and preliminary ground work. The doors on the existing warming house will be upgraded to be functional until the new warming building can be finished.

Road & Bridge: After reviewing a letter of interest, Supervisor Halliday moved to appoint Jonn Olson to the Road and Bridge Committee, pending a background check; Supervisor Peterson seconded. All ayes; motion carried.

Fire Department: Fire Chief Darryl Ballman reported 23 incidents in July, with 14 being medical and 9 being fire. Because a copy of SOP 1.7 was not available prior to the meeting, the topic will be added to the August 23rd meeting. A representative from the fire department was asked to attend the next Linwood Family Fun Day meeting to ascertain how the department can assist with the event.

Supervisor Parker moved to spend \$751.50 with Positive Promotions to purchase fire hats and other items for fire week; Supervisor Peterson seconded. All ayes; motion carried. The order will provide about a 3-year supply of fire safety awareness items.

With the anticipated delivery of the SCBA tanks, the department wanted guidance for disposing of the old tanks. The Board determined that since the expired tanks were unsafe for use by the Linwood Fire Department, they should not be donated to another department. The tanks will be brought to the recycling center for destruction.

The fire department didn't receive the 2023 Volunteer Fire Assistance Grant, due to the large number of entries. Mary Brooks is applying for another generator grant.

Linwood Fire Association president Justin Hansen reported that the Bingo paperwork was ready to be signed by the Town Board acknowledging the event on September 8th.

Resolution #2022-17: Liquor License Request: Supervisor Parker moved to direct staff to write Resolution No. 2022-17 to allow the Linwood Fire Association to sell non-intoxicating malt liquor at the fire station during their annual fundraiser and authorize the chairman to sign the resolution; Supervisor Peterson seconded. All ayes; motion carried. (Full resolution on file.)

Solar Screening: Supervisor Parker requested that the Board revise the conditions associated with permit approval for the screening required for the solar array at 23739 Sunrise Road NE. At the April 12, 2022 meeting, the Town Board approved a screening plan to include two rows of 6' pine trees, but the zoning review prepared by the zoning administrator specified that the applicant must plant Black Hills Spruce to screen the solar array from the neighbors to the north. Supervisor Parker moved to amend the zoning review to reflect the condition originally approved by the Town Board. Supervisor Peterson seconded the motion which carried unanimously.

Fire station door replacements: Only one quote was received for replacing five service doors at the fire station, but Marty Anderson assessed the condition of the doors and recommended replacing one door and painting the rest. The hardware was found to be in good condition and can be transferred to the new door. Supervisor Peterson moved replace one door that's bad, sand and paint the frame, then sand and paint the other four doors. Supervisor Halliday seconded the motion for discussion. Supervisor Parker provided a photo of the door frame in question. When the vote was called, Supervisor Peterson voted aye; Supervisors Halliday, Searing, Parker, and Millerbernd voted nay. The motion failed 1-4.

Supervisor Parker moved to get a quote from Marty Anderson to replace one door and frame at the fire station, and get quotes from a painter for the rest of the doors; Supervisor Peterson seconded. All ayes; motion passed. The Board requested that Chief Ballman get quotes from a painter for sanding, prepping and painting the doors.

Safety checks & AWAIR annual review: Supervisor Peterson pointed out that all supervisors and employees were responsible for watching for potential hazards. Supervisor Halliday responded that as the Safety Officer, Supervisor Peterson is primarily responsible for managing the AWAIR program and the conducting the annual review of the workplace to identify perceived hazards and meeting with each of the employees. Supervisor Peterson stated that he'd met with all of the employees and checked all safety equipment in the shop, but on further questioning, it was determined that Supervisor Peterson had not spoken to most of the employees. Supervisor Halliday questioned what help Supervisor Peterson needed to carry out the duties as Safety Officer, but there was no response. Supervisor Searing stated that each of the other supervisors were plenty busy fulfilling their liaison responsibilities and questioned why Supervisor Peterson should need help when he was only assigned to safety and police, and with that, he had failed to show up for the special meeting with the police. Supervisor Peterson wasn't able to identify what it was that he needed help with to appropriately document how the requirements of the program were being met. Approval of the AWAIR program will be removed from future agendas until the annual review has been completed.

Senior Center air exchanger: The air exchanger in the senior center has been repaired and is operational so the stove fan doesn't need to run continuously. It wasn't possible to adjust the air exchanger high enough to be able to check it for winter operation.

Boardroom AC: In July, the Board approved \$4,600.00 to replace one of the air conditioning units in the board room. When making arrangements to order the unit, the price came in at a much higher rate, but it was for a more efficient unit. So as to avoid further shipping delays, Supervisor Millerbernd approved \$4,784.00 for purchasing the same size unit that had been operating in the board room. During the discussions with Kramer Mechanical, it was discovered that the unit had been hit by lightning, burning out one of the components. An insurance claim was filed so the Township would only be responsible for the cost of the deductible.

SRWMO meeting representative: Supervisor Halliday informed Supervisor Peterson that there were concerns regarding proper Township representation at the upcoming SRWMO meetings to discuss amendments to the Joint Powers Agreement and the funding formula. It was thought that there needed to be a diplomatic personality to go toe-to-toe with the other city representatives. It was noted that the decisions made would have serious implications for the Township. Each supervisor voiced their confidence that Supervisor Peterson would be capable of representing the Township. The Town Clerk will also be attending the meetings.

Storm sewer ordinance: Supervisor Peterson handed out a document that he defined as a Wetland, Stormwater and Sewer ordinance that would fulfill the SRWMO requirements. It was explained to Supervisor Peterson that all ordinances must go through public hearing and recommendation of P&Z before coming to the Town Board. Supervisor Parker moved to send a copy to the Planning and Zoning Committee for review. Supervisor Peterson seconded. All ayes; motion carried.

Parking lot grading options: Two quotes for gravel and grading park parking lots, and one quote for purchasing a box grader, were discussed as options for maintaining the parking areas. Road graders aren't capable of reaching the outer corners of the parking lots. A box grader pulled behind the Kubota presented problems with where it would be stored. It was

determined that it would be cost effective to have the public works drivers get the plow trucks out to haul the Class 5 material and use the loader to grade the lots.

Resolution #2022-16 Liquor License Request: Supervisor Halliday moved to adopt Resolution 2022-16 Allowing Orono Lions Club to Sell Non-Intoxicating Malt Liquor; Supervisor Parker seconded. The resolution allows the Orono Lions Club to serve non-intoxicating malt liquor during their Invisible Wounds Project Event at Camp Ajawah on September 17, 2022. All ayes; motion carried.

Monarchs: Supervisor Searing reported that by delaying the roadside mowing along Jodrell Street, many monarch eggs have been harvested, hatched and butterflies released.

Alexandra House funding request: Supervisor Peterson moved to direct staff to create a Contract for Services with Alexandra House; Supervisor Searing seconded. The contract will be for \$143.00 from the 2023 budget. All ayes; motion carried.

Cemetery burial: Gordon Beise was present to dispute the accuracy of the Town Board minutes wherein the Board had allegedly voted in favor of allowing his son to be buried in the Linwood Cemetery. Each of the supervisors avowed that they were all in attendance at said meeting and the minutes were accurate. It was reiterated that the motion had failed with Supervisors Parker and Peterson voting in favor, and Supervisors Halliday, Searing and Millerbernd voting against the motion. Mr. Beise stated that it didn't matter to him and that his son would stay on their mantle until one of the parents passes.

Staff check-ins: Supervisor Halliday read the staff check-in report from the maintenance department. The Board approved having an electrician label the fuse box in the town hall. Prices for purchasing a couple of floor fans to move the air in the shop on hot days and a wire wheel grinder will be submitted to Supervisors Millerbernd and Halliday for their consideration and approval. Supervisor Halliday moved to approve up to \$3,200.00 for maintenance repairs on the white 1-ton truck; Supervisor Parker seconded. All ayes; motion carried.

Clerk's comments: The Waterview Kennel sign at the intersection of Thames Street and Fawn Lake Drive has been removed after having received an enforcement letter.

The office staff processed 22 absentee voters in the six weeks leading up to Election Day. There was a total of 508 Election Day voters for the State Primary Election served by 23 election judges working various shifts throughout the day.

The concrete slabs outside of the board room were formed and will be poured tomorrow by the public works department.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Searing seconded, to approve the July 26, 2022 Town Board meeting minutes as presented. All ayes; motion carried.

Approval of Bills: Supervisor Halliday moved to pay the claims list for July 27 through August 10, 2022, claims #36821 through #36855 in the amount of \$38,549.13. Supervisor Peterson seconded the motion, which passed unanimously.

Approval of Payroll: Supervisor Halliday moved to approve the regular payroll for July 22, 2022, including direct deposits #19740 to #19751 and EFTs #19752 to #19754, for the dollar amount of \$18,651.08; Supervisor Searing seconded. All ayes; motion passed.

Supervisor Halliday moved to approve the 2022 2nd Quarter Fire Department payroll, including direct deposits #19710 to #19737 and EFTs #19738 to #19739, in the amount of \$27,187.75; Supervisor Parker seconded. All ayes; motion passed.

Supervisor Halliday moved to approve the 2022 Primary Elections pay, checks #40315 to #40334, in the amount of \$4,181.75; Supervisor Parker seconded. All ayes; motion carried.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Searing seconded. All voted in favor; the motion carried. The meeting adjourned at 7:41 p.m.

Approved on August 23, 2022

Attested:

Michel Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes

August 23, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Mike Parker, and Tim Peterson; Clerk Pam Olson (via Zoom)

Board Members Absent: None

Others Present: Tom Searing, Jack Sawatzky, Hank Senger, Darryl Ballman, Jonn Olson, Tony DeChaine, Anna & Brennen Herzog, Natalie Zabrzanski

Call to Order and Approval of the Agenda: Chairman Halliday 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, August 23, 2022, and the chairman performed the roll call. Supervisor Peterson moved to approve the agenda, with the addition of Recycling; seconded by Supervisor Millerbernd. The motion passed unanimously.

Planning & Zoning: Supervisor Searing reported that the August 16th Planning and Zoning meeting was cancelled due to having no business to conduct.

Parks: Supervisor Halliday reported that the equipment being ordered for the parks has been back-ordered and won't be available until 2023. The committee is still negotiation paying for the order from the 2022 budget, but not pay for the installation until delivery is scheduled. The committee is seeking prices for mulch in the parks and would like to remove the rubber mulch in Boettcher Park to put in wood mulch products, allowing for better wheelchair access. It will be determined if the rubber mulch can be used elsewhere in the Township or be recycled.

The Parks committee will be organizing a geocaching event in conjunction with Linwood Family Fun Days, as well as having a booth to promote the parks. Kudos to the parks workers who are doing a fine job at maintaining the parks.

Since the new warming shed won't be ready this year, public works will be asked to replace the doors on the existing warming shed and perform other necessary repairs to the building.

LFFD: Supervisor Millerbernd reported that the Linwood Family Fun Day committee has been meeting every Monday and plans are almost ready for the event. The committee is still in need of volunteers. Supervisor Peterson moved to approve a total of \$825.00 for the vendors listed;

Supervisor Millerbernd seconded. The vendor listed were Chad Strege (DJ & Trivia) for \$500.00; Loose Change (barbershop quartet) for \$250.00; and the Jolly Promenaders (square dancers) for \$75.00. All ayes; motion carried.

The parade committee would like to give a cash prize for the best float in the parade. Supervisor Parker moved to give a cash prize of \$100.00; Supervisor Peterson seconded. All ayes; motion passed.

Supervisor Searing moved to have the balloon artist from 11:00am-2:00pm for \$450.00; Supervisor Peterson seconded. All ayes; motion carried.

Fire Department: Chief Ballman explained the redline changes to SOP 1.7 Equipment and Clothing Issuance to include using the standards set by Aspen Mills, the uniform supplier. Instead of providing the firefighters with sweatshirts, the SOP 1.7 added provisions for steel-toed boots to be worn with the uniforms. Supervisor Parker moved to approve SOP 1.7 as presented; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Millerbernd moved to approve Mike Zacher to take a one-year leave of absence from the fire department; Supervisor Parker seconded. All ayes; motion carried.

Dirt mound in compost area: The brush and dirt pile that has accumulated in the compost area needs to be removed making much needed space available. A verbal quote of \$12,500 and a written quote of \$10,750 to remove the pile was provided. Supervisor Halliday moved to spend \$10,750.00 with Dresel Contracting to remove the dirt pile in the recycling area; Supervisor Peterson seconded. The dirt hauling will be in conjunction with the South Linwood Drive project scheduled to be completed in September. All ayes; motion carried.

Jodrell culvert replacement: The culvert on Jodrell Street has failed and needs to be replaced. A verbal quote from Keller Excavating for \$1000 and a written quote from Shermik Tree Farm for \$950 were considered by the Board. The Township will provide a 16" culvert from stock on hand to replace the 24" culvert that was in place. The residents who access their homes via Jodrell Avenue will need to be notified as to the date and time the road will be closed. The fire department will also be notified once the date is set. Public works will need to coordinate with the contractor to provide the culvert. It was mentioned that since Keller already grades the roads, that would be the likely bid to take. Supervisor Parker moved to award the contract to Keller for \$1,000.00 to replace the culvert on Jodrell Street; Supervisor Peterson seconded. All ayes; motion passed.

Adopt-A-Drain program: The Anoka Conservation District proposed a program to allow area residents to maintain the storm drains around Martin Lake. Supervisor Halliday moved to support Anoka Conservation District's efforts for the Adopt-A-Drain program; Supervisor Peterson seconded. All ayes; motion carried.

Staff check-in: Supervisor Halliday shared the senior coordinator updates to include the community activities such as a canning/freezing workshop that was well attended; game days are gaining popularity; Helping Hands awarded two \$500 scholarships; and the Friday night jam sessions have been cancelled. The senior coordinator has collaborated with the recycling coordinator to use all recycled items for a joint effort float in the LFFD parade.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Parker seconded, to approve the meeting minutes for both the August 8, 2022 Special Meeting and the August 10, 2022 Regular Town Board Meeting, as presented. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for August 11 through August 23, 2022, including claims #36876 through #36898 in the amount of \$54,737.57; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Halliday moved to approve the regular payroll for August 5, 2022, including direct deposits #19759 to #19775 and EFTs #19776 to #19778, for the dollar amount of \$21,696.29; Supervisor Millerbernd seconded. All ayes; motion passed.

Recycling Assistant advertising: In an effort to spark more interest in the Recycling Assistant candidate search, it was suggested that the wage range be included in the advertising and the ads be put on the Township social media pages. It was determined that the wage range didn't need to be increased, but that there is a general shortage of workers. Supervisor Peterson moved to allow the recycling coordinator 4-6 hours of overtime per week; Supervisor Millerbernd seconded. The materials that come in on Saturdays gets stacked up in front of the doors with no time to process the materials until the center is open again on Tuesdays. The vote was called, but failed 1-4, with Supervisor Peterson voting in favor and Supervisors Millerbernd, Halliday, Parker and Searing voting against.

Advertisements for the position will be updated to state up to 30 hours per week and include the pay range of \$18-\$20 per hour. The interim solution will be to have public works coordinate 2-3 days per week to assist the recycling coordinator. Part of the problem that was identified was that people show up right before closing time with a truck or trailer full of material to be dropped off. The solution was determined to not allow any drop-offs within one-half hour of closing time. The re-use center will remain open until closing time.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 6:56 p.m.

Approved on September 13, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes September 13, 2022

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

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Jack Sawatzky, Wendy Pfoser, Amber Brown, Darryl Ballman, Hank Senger, Ed Kramer, Brennen Herzog, Natalie Zabrzanski

Call to Order and Approval of the Agenda: Chairman Halliday 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, September 13, 2022, and the chairman performed the roll call. Supervisor Parker moved to approve the agenda; seconded by Supervisor Millerbernd. The motion passed 4-0.

Treasurer's Report: Treasurer Alyssa Dehn provided a financial budget report as of August 31, 2022, showing approximately \$907,487 remaining in the 2022 budget. The newly created Recycling Fund shows a negative balance due to creating the fund mid-year and calculating the amounts remaining in the General Fund. The treasurer reported that County Commissioner Reinert will approach the County Board in October to request county ARPA funds to cover the costs of the police radio antenna installation for the Linwood deputy office.

Additional Aggregate Agreement: The contract with Keller Excavating for additional aggregate specified the roads and tonnage required per road. The latest invoice from Keller included approximately \$20,360 for 816.31 tons of gravel and grading on 207th Avenue, which wasn't included in the contract. No gravel had been placed on Jodrell Street, which was contracted to receive 667 tons of Class 5. Supervisor Millerbernd reported that Keller claimed that he had spoken to Supervisor Millerbernd and Public Works employee Jack Sawatzky prior to placing material on 207th Avenue and that Keller would provide limestone instead of Class 5 for zero cost difference. Both Supervisor Millerbernd and Sawatzky denied having knowledge of the change in plans. According to Supervisor Millerbernd, Keller stated that Jodrell Street didn't need gravel. Supervisor Halliday stated that Keller withheld spreading gravel on Jodrell Street intentionally until the culvert replacement was complete. There was 24 tons needed for the culvert replacement because the new culvert was a smaller diameter, thus needing more material to fill the road. The 24 tons are not part of the additional aggregate contract. There was no written agreement with the Township

to change the roads specified in the contract and the Board would have no authority to pay Keller for the overages for the work done on 207th Avenue. In examining the additional aggregate contract, it was determined that the contract was only for the cost of the materials, not for packing and grading. To fulfill the contract, 667 tons of Class 5 would need to be placed on Jodrell Street, but that would cause the amount of the contract to be exceeded. Supervisor Parker moved to amend the contract to include the gravel placed on 207th Avenue and increase the contract by \$5,000 to put 150 tons on Jodrell Street. Supervisor Millerbernd seconded for discussion. It was determined that Supervisor Millerbernd should speak with Keller before the Board makes a decision on the best course of action. The motion failed 0-4.

Supervisor Halliday moved to approve payment to Keller Excavating \$19,078.00 for the balance of the invoice based on the contract as written; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

The culvert replacement agreement with Keller Excavating on Jodrell Street for \$1,000.00 was only for labor, not gravel to fill the road.

Fire Department: Fire Chief Darryl Ballman reported 17 incidents in August, with 12 being medical and 5 being fire.

Supervisor Millerbernd moved to allow the Fire Department to use Engine 1 to attend the First Responder's Recognition Night at the Forest Lake High School football game on September 16th; Supervisor Parker seconded. All ayes; motion carried 4-0.

Supervisor Parker moved to promote Jason Theis to Captain 14 and Troy Schesso to Lieutenant; Supervisor Millerbernd seconded. The motion passed 4-0.

Chief Ballman reported that four Linwood Fire Department cadets passed Fire Fighter I training and are moving into Fire Fighter II in September and HazMat training in October. The fire operating budget has about \$25,000 remaining for the rest of the year, after the third quarter payroll has been paid. The mobile cad device has been placed in Rescue 5 and Engine 1 and has been beneficial in providing firefighters with live information prior to responding to an emergency call. Supervisor Halliday expressed his appreciation to the firefighters for providing safety assistance during Linwood Family Fun Day.

Road & Bridge: Supervisor Halliday reported that there was no quorum for the Road and Bridge Committee meeting on September 6th, so there was no meeting.

SRWMO: Supervisor Halliday reported that Supervisor Peterson didn't attend the recent Sunrise River Watershed Management Organization (SRWMO) meeting. The supervisors expressed their concern about having Supervisor Peterson represent the Township at the October special meeting for discussing the funding formula and the Joint Powers Agreement. Supervisor Millerbernd will speak with Jamie Schurbon about his attending the October meeting in place of Supervisor Peterson.

Parks: Supervisor Halliday reported that the playground equipment quoted will not be available until 2023. The original price included installation costs, and there is a cash in advance discount, but the PARC recommended not paying the installation costs until the equipment is shipped. Supervisor Halliday moved to purchase parks equipment from Miracle Recreation Equipment for

\$12,345.29, with the balance to be paid on delivery; Supervisor Searing seconded. The equipment included swings for Alquist Park; a slide for Boettcher Park; and a spinning playground ride for Broadbent Park. The equipment will be paid out of the Parks operating budget. All ayes; motion carried 4-0.

The PARC had a booth at Linwood Family Fun Day and facilitated a geocaching event in the parks with prizes given.

LFFD: Supervisor Millerbernd reported that Linwood Family Fun Day was very successful with high attendance and plenty of activities. The street dance was good and enjoyed prior to and after the fireworks. Supervisor Millerbernd offered special thanks to staff, volunteers and firefighters for all their efforts.

Fire station door replacement: Supervisor Parker moved to accept the proposal to replace one door and frame, hinges, threshold and sweep, and to prepare and paint the remaining fire station doors; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Recycling Center Assistant hire: Supervisor Millerbernd reported having interviewed two applicants for the recycling assistant position, and was impressed with the work experience and positive attitude of one applicant. Supervisor Millerbernd moved to hire Jon Moga for the recycling assistant position; Supervisor Parker seconded. All ayes; motion carried 4-0.

Supervisor Millerbernd moved to set the starting pay for Jon Moga at \$20.00 per hour; Supervisor Searing seconded. All ayes; motion carried 4-0.

Supervisor Halliday moved to set Jon Moga's work week at Tuesday through Saturday, up to 30 hours per week; Supervisor Millerbernd seconded. The motion carried 4-0.

Enforcements update: Supervisor Halliday reported that there were several timely matters that weren't being addressed by the town attorney. Supervisor Halliday reached out to Troy Gilchrist, Kennedy & Graven to discuss his displeasure with the current services. Attorney Gilchrist will take the lead for the Township. Since that discussion, the clerk has received the ordinance amendments, enforcement letter for removal of an illegally placed mobile home, and correspondences to the property owner and Anoka County attorney regarding responsibility for an aged storm pipe on Martin Lake Road.

The minors who have been vandalizing the recycling center and 4 Seasons Park were identified and parents notified. Supervisors Millerbernd and Halliday will determine restitution.

S. Linwood Drive Pay Estimate #1: Supervisor Halliday moved to pay Pay Estimate #1 for South Linwood Drive at \$234,037.75; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Brush removal quote: The Town Board had approved the removal of the dirt mound in the compost area, but there is considerable brush piled in front of it. Raml's Tree Service quoted \$2500 to chip the brush and pile it in the compost area. The recycling coordinator doesn't need the mulch or the tonnage from the brush. Dresel Contracting quoted \$2,000 to remove the brush pile. Supervisor Millerbernd moved to hire Dresel Contracting to get rid of the brush for \$2,000.00. Supervisor Parker seconded the motion, which carried unanimously.

PolyFlex roads: The PolyFlex project was brought back to the Board to determine which roads are to be done. The contractor, Allied Blacktop, quoted the Township \$2.58 per pound, with a coverage

rate between 2-3 pounds per linear foot. The contractor notified the Township that they had completed Japura Street and wanted to know which roads were to be done to stay within the \$30,000 contract. Because the Township is behind on road maintenance, and with rising costs of gas and oil, the Board thought it prudent to attempt to PolyFlex seal all of the roads in the contract specification sheet. Supervisor Halliday moved to approve \$96,703.56 to crack fill all the roads on the contract using ARPA funds; Supervisor Millerbernd seconded. The Board was informed that the dollar amount provided was an estimate based on linear footage and approximate amounts of material. Supervisor Halliday made a friendly amendment to his motion to spend up to \$100,000.00 for crack sealing; Supervisor Millerbernd approved of the amendment. All ayes; motion carried 4-0. Staff was instructed to draft the resolution to use ARPA funds based on the amount over the contract amount.

Culvert jetting quotes: Quotes for clearing two culverts at 231st Avenue and Amazon Street, and one culvert under the road at 6830 226th Lane NE totaled \$3,425.00. The quote provided that any other culverts or drains that need cleaning can be done at the same time and hourly rate of \$275.00 per hour with no mobilization charge. Public Works was requested to go over the list to see if there were other culverts that should be done while the equipment is mobilized. Supervisor Parker moved to approve up to \$5,000.00 for culvert cleaning with Shermik Tree Farm; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

2023 Police Contract: The Town Board previously met with the Anoka County Sheriff's Office to discuss the increased costs. Supervisor Searing moved to approve the 2023 Police Contract with Anoka County for \$283,504.00; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Deputy radio amplifier: Anoka County Lieutenant Dan Douglas followed up for references for the two companies that bid the Township radio antenna amplifier. After speaking with Anoka County and Chisago County communications managers, it was advised that it would be advisable to use AnCom over Mobile Radio Engineering. Supervisor Searing moved to approve AnCom for \$16,500.00; Supervisor Parker seconded. All ayes; motion carried 4-0.

Staff check-in: Supervisor Halliday shared the recycling coordinator check-in which showed 21-53 visitors per day in August. Move revenue was received in donations than in recycling fees. The building grant was resubmitted to Anoka County for a re-use center or a storage building.

Resolution #2022-18 Accepting LFFD Donations: Supervisor Halliday moved to adopt Resolution 2022-18 Accepting 2022 Linwood Family Fun Day Donations, with a cash value of \$2,800.00 and material goods valued by the donors at \$2,455.00.; Supervisor Parker seconded. Motion carried unanimously 4-0. (Full resolution on file.)

Constitution Week Proclamation: Supervisor Halliday moved to adopt the Constitution Week Proclamation, proclaiming September 17-23 as Constitution Week; Supervisor Parker seconded. All ayes; motion carried 4-0.

Clerks Comments: The Linwood Lake Improvement Association (LLIA) fund raising Bingo was rained out making it difficult to hold their event outside. The LLIA set up the tents to be used for Linwood Family Fun Day, but then moved their event indoors at the senior center. The non-profit organization requested the Board waive the rental fee. Supervisor Parker moved to waive the rental fee for LLIA; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Liability and reporting concerns regarding the Anoka Conservation District (ACD) Adopt-a-Drain program were responded to by assuring the Township that neither the Township nor ACD are responsible for residents' safety while they are participating. The residents agree to a liability waiver and are directed to safety procedures that include not lifting the drain grates, wearing gloves and bright clothing. The reporting is done online and Township staff would be able to log in to see reported drain cleanings.

The SRWMO requirements were sent to the engineer for incorporating into the Town Code. A deadline to complete the ordinance amendments was December 31st.

In speaking with East Bethel's City Administrator, the clerk learned that the US Post Office's Centralized Mailbox requirements should be an added condition in Developer's Agreements.

The media specialist requested winter articles and events for the fall newsletter along with information about elections and Family Fun Day volunteer and sponsors.

Approval of Minutes: Supervisor Parker moved, and Supervisor Millerbernd seconded, to approve the meeting minutes for the August 23, 2022 Town Board Meeting, as presented. All ayes; motion carried 4-0.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for August 24 through September 13, 2022, including claims #36635 and #36900 through #36950 in the amount of \$302,989.61; Supervisor Searing seconded the motion, which passed unanimously 4-0.

Supervisor Halliday moved to approve the regular payroll for August 18, 2022, including direct deposits #19786 to #19797 and EFTs #19798 to #19800, for the dollar amount of \$21,918.87; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried 4-0. The meeting adjourned at 7:54 p.m.

Approved on September 27, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

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Town Board Meeting Minutes September 27, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Mike Parker, and Tim Peterson; Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: None

Others Present: Robert Kirchner, Jack Sawatzky, Laura Hermann, Rebecca Frego, Sarah Raymond, Planner Claire Michelson, Tom Bart, Tom Searing, Carol & Jeff Ladd, Brennen Herzog, Lisa Henrickson, Chari Stowell, Ed Kramer, Hank Senger, Rick Keller, Paul Bernach, Erik van Mechelen, Michelle Krogstad, Rick Klabecek, Erik Engquist, Darryl Ballman, Jeffrey Shoemaker, Pam Weber, Curt Rebelein, Greg Schneller, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Halliday 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, September 27, 2022, and the clerk performed the roll call. Supervisor Millerbernd asked that the topic of Class 5 be added to the agenda. Supervisor Peterson moved to approve the agenda, as amended; seconded by Supervisor Millerbernd. The motion passed unanimously.

Voter Integrity: Resident Lisa Henrickson voiced her concerns about the integrity of the elections and requested that the Cast Vote Records (CVR) feature be used in the ballot counting machines, and that the Township does hand counting of the ballots. Washington County has returned to hand-counting the ballots and prints the CVR reports.

Eric vanMechelen spoke to the Board regarding security and transparency in the elections processes. He offered his support to the Town Board to help make the elections more secure based on his research and discussions with elected officials, citizens, and election representatives. The CVR is an instant image audit of the ballots cast. One thing to make the elections more secure and transparent would be to combine the machine tally combined with a hand-count tally to ensure accuracy. With only about 40 days left before the General Election, additional election judges would need to be hired or recruit volunteers. Hand tally is part of the backup plan in the event the ballot counting machines don't work on Election Day.

The clerk reported that according to the Town attorney, the Township didn't need to provide the CVR reports from the Primary election because it wasn't a document that the Township had created. Anoka County Elections staff has been discussing the CVR matter with other counties, but hasn't determined whether they will be printing the reports for the November General Election. Clerk Olson explained that images of the write-in votes are printed and the CVR is an extension of that feature. Linwood election judges have questioned if they are attesting to accuracy of the ballot counter when they sign the results tapes at the close of the polls. The clerk was supportive of printing the CVR reports and doing a hand-count of the ballots, but wasn't sure of the procedure that would be used. The clerk will follow up with the Town attorney, MAT attorneys, and Anoka County Elections office to see if the Town Board has the authority to make the decision regarding the use of CVR and hand counts. Supervisor Halliday noted that if a special meeting was necessary because of the time constraints, the public would be noticed.

207th Ave. aggregate: Supervisor Millerbernd reminded the Board that there was supposed to have been 667 tons of Class 5 placed on Jodrell Street, but 816 tons of gravel got put on 207th Avenue instead. Supervisor Millerbernd reported that he met with Keller Excavating and discussed two options to fix the situation. Plan 1 was to put 667 tons of gravel on Jodrell Street, per the contract. Plan 2 was to remove 667 tons of gravel from 207th Avenue and spread it on Jodrell Street. Rick Keller was present and took responsibility for the mix up of putting the gravel on a different road without a change order. In his opinion, Keller stated that Jodrell Street could wait another year, but 207th Avenue couldn't. Keller stated that he would do whatever the Board asked him to do to make it right. According to Keller, removing the gravel off 207th Avenue would be a dumb idea because he couldn't be sure that he wouldn't wreck the road in the process. He stated that Jodrell would be the first road he would do next year. In years past, Keller stated, that he was the one who decided which roads needed gravel and then he'd put it down. Supervisor Halliday reminded Keller that this was a specific contract, and that there were issues last year with gravel contract with Keller and the problems with the gravel end up on the Township dime. Supervisor Halliday stated that the Board didn't know when 207th Avenue was slated to be gravel, but that Keller took it upon himself to do the road project. Keller expressed his responsibility for not getting a change order and offered to take \$2,000 off the bill to avoid taking the material off 207th Avenue.

A public works plow driver had expressed his concerns about the cul-de-sacs on each end of 207th Avenue with the sharp drop offs because of so much material being added to the road and the crown on the road. Keller disagreed 100% and stated that water sat in the middle of the cul-de-sac and now its crowned in the middle to make the water runoff. Public works employee Jack Sawatzky was concerned about that area outside of the cul-de-sac being soft. The other concern was the depth of material placed on the east side of 207th Avenue creating a steep drop off that would be a problem for the plow trucks. Keller stated that he could take the grader and spread it out further around the cul-de-sac. Keller stated that there was about six more inches of material on it than there was before.

Supervisor Parker stated that taking the added material off 207th Avenue would damage the road and then it would have to be fixed next year. Supervisor Parker questioned whether Jodrell Street could last if no more gravel was put on it. The Board was reminded that there was approximately 166 tons to be spread on Jodrell Street. The gravel cost to date was \$62,859, and the total quote was \$66,672, with 166.77 tons to spread, at a cost of \$3,700.

Keller stated that its not costing the Township any more money, its just a placement issue, and that he saved the Township money by taking the gravel not needed on certain roads and placing it on 207th Avenue. Supervisor Halliday rebutted that viewpoint; that any gravel that wasn't needed on certain road should have meant the Township wouldn't have been charged for the excess materials.

Keller expressed that in the past he would select the roads needing additional aggregate and calculate the amount of gravel needed, instead of the Township engineer doing the calculations.

According to Sawatzky, Jodrell Street and doesn't need any more gravel. According to Ed Kramer, Jodrell Street had about four inches of Class 5 put on it about three years ago, and it has a good base on it. The 207th Avenue cul-de-sacs are bad because of the buses and garbage trucks turning around on them.

To move forward, the contract will need to be changed to read that 207th Avenue was changed for Jodrell Street, and the balance of the 166 tons would be placed on the bad spots of Jodrell. Keller offered to put a few loads on the west cul-de-sac on 207th Avenue. Supervisor Millerbernd stated that instead of adding more gravel, take the excess gravel from the east end and move it to the west end. Keller stated that he could move gravel from the east to the west, but at the most there are six inches at the east end. Supervisor Millerbernd stated that Jack would be the one to determine if the road is completed to satisfaction. Supervisor Searing stated that the Township has already paid to have the gravel spread on 207th Avenue, so the Township shouldn't have to pay again to have the road completed properly. Keller said they wouldn't be doing anything special, just if they are on that road with the grader, they will drag little bit with the grader each time. Keller stated that the roads that need regular grading are 205th Avenue, Jodrell Street, Ryan Lake Drive and they will need to be graded about three or four more times this year.

Supervisor Millerbernd required that the gravel slips from the remaining 166 tons for Jodrell Street will be turned into the office every day. Keller agreed.

Supervisor Millerbernd moved that 166 tons be placed on Jodrell Street at a cost of \$1,700.00, and 207th Street will be corrected to Township satisfaction; Supervisor Parker seconded. (This is taking based on the gravel cost of \$3700 plus the \$2000 reduction.) The change order will define the accepted changes to the contract specifications. Moving forward, the Township will have the town engineer prepare the specifications for the amount of material needed for the scheduled roads, and all modifications will be documented through change orders. All ayes; motion carried.

Keller offered to contract to provide snowplowing service. The Board explained that the Township has enough plow drivers to man the Township trucks so it wouldn't be necessary.

Class 5: Supervisor Millerbernd moved to get 70 tons of Class 5, up to \$1,300.00; Supervisor Searing seconded. The Class 5 material is to be used by the public works department. Supervisors Millerbernd, Searing, Peterson and Halliday voted in favor; Supervisor Parker was out of the room during this discussion and vote. The motion carried 4-0.

Supervisor Halliday moved to pay the balance of the invoice of \$20,363.15 to Keller Excavating; Supervisor Millerbernd seconded. All ayes; motion carried.

Variance extension: The Township planner, Claire Michelson, reported that on September 21, 2021, the Town Board granted a variance to the owners of 23942 West Fawn Road NE, for the location of a septic system with a setback of no less than 85 feet from the ordinary high-water line of Pet Lake. In order to install the updated septic system, a new well needed to be installed. The property owners requested an extension as they have had contractor delays for installation of the new system. Staff recommended approval of the extension as it appears that the property owners have shown good faith attempts to have the work completed. Supervisor Halliday moved to approve the extension for variance 21-13-VAR; Supervisor Searing seconded. The motion carried with all supervisors voting in favor.

Ordinance #198: The planner highlighted the proposed Town Code amendments prepared by the attorney. Changes included: defining civil penalty and that an alleged violator or owner of the property who fails to correct an ordinance offense within the prescribed time may be issued a citation; the addition to the procedure of requesting a hearing the written request must also be delivered to the zoning administrator; clarifies language for subsequent offenses; deleting the Schedule of Ordinance Violation Fines and replacing it with a Schedule of Ordinance Offense Civil Penalties. The Planning and Zoning Commission held a public hearing on September 15th and made recommendation for Town Board approval. Supervisor Halliday moved to approve Ordinance 198 Amending the Town Code Regarding Code Enforcement; Supervisor Searing seconded. All ayes; motion carried.

Ordinance #199: The planner highlighted the proposed Town Code amendments contained in Ordinance #199, which included: adding requirements from a 1994 resolution requiring a minimum setback of 50 feet from a delineated wetland; the exclusion of accepting pervious pavers as a way to decrease the amount of impervious surface on a lot; building site elevation changes to two feet above mottled soil; and clarifying that a newly constructed accessory building may not be placed within the front or side yard setbacks of an existing accessory structure.

Publish ordinances in summary: Supervisor Halliday moved to publish Ordinances 198 and 199 in summary; Supervisor Searing seconded. All ayes; motion carried.

Schedule public hearing: The Board reviewed and agreed to the amendments to the fee schedule in the Town Code. The Town Board will conduct the public hearing during the October 25th Town Board meeting.

SRWMO ordinance: A draft ordinance prepared by the engineer has been submitted to the town attorney for his legal review. The ordinance will bring the Town Code into conformance with the SRWMO agreement. The planner will check the other codes to make sure there are not conflicts with proposed amendments.

Rental fee: Curt Rebelein, representing candidates for school board who plan to host a Meet and Greet in the senior center, requested that the rental fee be waived. Supervisor Parker moved to waive the rental fee for the candidates; Supervisor Searing seconded. Supervisor Parker explained that it was for the benefits of the district students. Supervisor Halliday noted that the consideration would extend to other school board candidates making a similar request. All ayes; motion carried.

Round tables: Greg Schneller made an agreement with former senior coordinator Judy Hanna that he could store his tables at the senior center and could be used by the community. Mr. Schneller

used to hold auctions at the senior center and now would like his tables back. According to the current senior coordinator, the tables have rarely been used. Since there were no records of the agreement or a donation to the Township, Supervisor Parker moved to return four 5-foot tables and four 6-foot tables back to Greg Schellner; Supervisor Millerbernd seconded. All ayes; motion passed.

Holiday craft sale: Community requests to Senior Coordinator Sarah Raymond culminated in the coordinator organizing plans for a Holiday Crafter's Craft Sale and Home-Based Business Show to be held in conjunction the Fire Association's Santa Day. A holiday card making event is also planned during the craft show. Supervisor Halliday moved to approve the Craft Sale for Saturday, December 3, 2022, and possible use the town hall if needed; Supervisor Peterson seconded. All ayes; motion carried.

Halloween Party budget: The annual Linwood Halloween Party sponsored by the Senior and Community Center had an overwhelming attendance last year of approximately 800 people, which created parking hazards and capacity issues. Partnering with the School Forest Committee, it was determined that conducting the party at the Linwood Elementary School would be safer for the attendees and volunteers. The hay wagons taking visitors to the School Forest haunted trail would be able to stay on trails instead of the roads. Supervisor Halliday moved to approve holding the Township Halloween Party at the elementary school with the additional cost of \$165.00 for janitor costs. Supervisor Parker seconded the motion, which passed unanimously.

SRWMO: Supervisor Peterson claimed that he had attended the last Sunrise River Watershed Management Organization (SRWMO) meeting, but wasn't able to report on September 1st meeting. Supervisor Millerbernd has met with the clerk because of his concerns regarding the JPA amendments that will be deliberated at the upcoming SRWMO meeting. Supervisor Peterson conceded that Supervisor Millerbernd should attend the meeting as he was better prepared to represent the Township. Supervisor Millerbernd consented to attend just the SRWMO meetings regarding the JPA amendments, but Supervisor Peterson will continue to be the liaison at the regular SRWMO meetings.

Parks: Supervisor Halliday reported that the equipment for the parks was ordered and will be available in 2023. The committee is measuring the parks that will be getting new mulch to estimate the amount needed.

Fire Department: Supervisor Parker moved to approve the SOP 1.2 and 1.6; Supervisor Searing seconded. Amendments were made to SOP 1.2 Physical Agility Test and Medical Monitoring and SOP 1.6 Attendance Requirements. All ayes; motion carried.

Arcade Asphalt will assess the sink holes that have developed in the fire station parking lot and the senior center parking lot.

Supervisor Parker suggested that concrete be poured in the floor cracks at the fire station, but Supervisor Millerbernd repeated the opinion of the contractor that it wasn't the concrete that was failing, but the crack sealing repair that had been done. The recommendation had been to move the larger trucks to the other bay to see if the concrete changes. The chief was hesitant to reposition the trucks because they are stationed by how they are used. The chief will consult with the officers and report back to the Board.

Resignation: Supervisor Millerbernd moved to accept the resignation of Jon Moga; Supervisor Halliday seconded. All ayes; motion carried. The job opening has been advertised on the Township website.

Volunteer keys: Township protocol has been to retrieve keys from volunteers who are seasonal or who give notice of not returning. Supervisor Millerbernd will recover the keys that were issued to the volunteers from the recycling center who recently quit.

Leave of absence: By consensus, Jeff Olson's Leave of Absence request through October 10, 2022 was approved. The employee will be paid for time off using floating holiday, vacation, and sick pay, respectively.

Vehicle values: Cash values for Township vehicles were approved by the Board for reporting to MATIT for insurance purposes. The 1932 FWD will be valued at \$75,000 until an appraisal is done.

Electrical panel upgrades: Due to the unsafe condition of the electrical panels behind the senior center, and the issues that vendors and performers have experienced during Linwood Family Fun Days, the Board was presented with a proposal to upgrade the service. Supervisor Parker moved to hire K-Lee Electric to do the electrical work, as proposed, in the amount of \$6,320.00; Supervisor Peterson seconded. The proposal included removing and replacing the existing panels, installing all new breakers in both panels, installing outlets on the board supporting the panels, and installing outlets on the bus garage. The motion carried with a unanimous vote. The expense will be paid out of the Building Capital Fund.

Vandalism restitution: Supervisor Halliday reported that parents of three of the vandals reported to the town office, but one parent has not come forward, as directed by the deputy. More recent vandalism of spray-painting graffiti in Four Seasons Park were reported to the Anoka County Sheriff's Office and the juvenile was identified as a person who had already paid restitution to the Township for vandalism committed in the park. The Board directed staff to inform the parents that restitution for the damage would include having the youth and parents responsible for removing the graffiti and pay the cost of the cleaning supplies, as well as public works staff time for previous repairs, and office staff time associated with tracking and reporting the damages. The costs should be divided among the juveniles involved. Volunteer waivers will be signed by the parents.

Resolution #2022-19 To Spend ARPA Funds: Supervisor Halliday moved to adopt Resolution #2022-19 To Spend ARPA Funds on Lost Revenue Replacement Category; Supervisor Parker seconded. The amount used as allotted by the standard allowance was \$64,324.80. All ayes; motion carried. (Full resolution on file.)

MAT Fall Training: Supervisor Halliday moved to allow Alyssa Dehn to attend the MN Association of Township's Clerk and Treasurer training with a \$40.00 fee; Supervisor Parker seconded. All ayes; motion carried.

Clerk's comments: The Board consented to allowing the Linwood History Committee to sign out the Township's historical minutes books to glean historical information from them. The attorney is preparing easement agreements for the twelve properties on 205th Avenue in preparation for next year's reconstruction and paving project on said road. The clerk gave a brief update on the current enforcement status of seven properties.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Parker seconded, to approve the Town Board meeting minutes from September 13, 2022. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for September 14 through September 27, 2022, including claims #36951 through #36976 in the amount of \$135,552.10; Supervisor Peterson seconded the motion. Supervisor Millerbernd recommended that the payment be held for Allied Blacktop until the he can confirm the quality of the PolyFlex application with the town engineer. The motion passed unanimously.

Supervisor Halliday moved to approve the regular payroll for September 2, 2022, including direct deposits #19804 to #19814 and EFTs #19815 to #19817, for the dollar amount of \$18,073.06; Supervisor Parker seconded. All ayes; motion passed.

Resident Eric Engquist asked the Board how to get the neighbor to clean up his junky yard. Mr. Engquist was instructed to submit a written complaint to the office.

Adjournment: Supervisor Halliday moved to adjourn; Supervisor Searing seconded. All voted in favor; the motion carried. The meeting adjourned at 8:30 p.m.

Approved on September 27, 2022

Attested:

Robert Millerbernd, Vice Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes September 27, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Mike Parker, and Tim Peterson; Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: None

Others Present: Robert Kirchner, Jack Sawatzky, Laura Hermann, Rebecca Frego, Sarah Raymond, Planner Claire Michelson, Tom Bart, Tom Searing, Carol & Jeff Ladd, Brennen Herzog, Lisa Henrickson, Chari Stowell, Ed Kramer, Hank Senger, Rick Keller, Paul Bernach, Erik van Mechelen, Michelle Krogstad, Rick Klabecek, Erik Engquist, Darryl Ballman, Jeffrey Shoemaker, Pam Weber, Curt Rebelein, Greg Schneller, Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Halliday 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, September 27, 2022, and the clerk performed the roll call. Supervisor Millerbernd asked that the topic of Class 5 be added to the agenda. Supervisor Peterson moved to approve the agenda, as amended; seconded by Supervisor Millerbernd. The motion passed unanimously.

Voter Integrity: Resident Lisa Henrickson voiced her concerns about the integrity of the elections and requested that the Cast Vote Records (CVR) feature be used in the ballot counting machines, and that the Township does hand counting of the ballots. Washington County has returned to hand-counting the ballots and prints the CVR reports.

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Supervisor Parker stated that taking the added material off 207th Avenue would damage the road and then it would have to be fixed next year. Supervisor Parker questioned whether Jodrell Street could last if no more gravel was put on it. The Board was reminded that there was approximately 166 tons to be spread on Jodrell Street. The gravel cost to date was \$62,859, and the total quote was \$66,672, with 166.77 tons to spread, at a cost of \$3,700.

Keller stated that its not costing the Township any more money, its just a placement issue, and that he saved the Township money by taking the gravel not needed on certain roads and placing it on 207th Avenue. Supervisor Halliday rebutted that viewpoint; that any gravel that wasn't needed on certain road should have meant the Township wouldn't have been charged for the excess materials.

Keller expressed that in the past he would select the roads needing additional aggregate and calculate the amount of gravel needed, instead of the Township engineer doing the calculations.

According to Sawatzky, Jodrell Street and doesn't need any more gravel. According to Ed Kramer, Jodrell Street had about four inches of Class 5 put on it about three years ago, and it has a good base on it. The 207th Avenue cul-de-sacs are bad because of the buses and garbage trucks turning around on them.

To move forward, the contract will need to be changed to read that 207th Avenue was changed for Jodrell Street, and the balance of the 166 tons would be placed on the bad spots of Jodrell. Keller offered to put a few loads on the west cul-de-sac on 207th Avenue. Supervisor Millerbernd stated that instead of adding more gravel, take the excess gravel from the east end and move it to the west end. Keller stated that he could move gravel from the east to the west, but at the most there are six inches at the east end. Supervisor Millerbernd stated that Jack would be the one to determine if the road is completed to satisfaction. Supervisor Searing stated that the Township has already paid to have the gravel spread on 207th Avenue, so the Township shouldn't have to pay again to have the road completed properly. Keller said they wouldn't be doing anything special, just if they are on that road with the grader, they will drag little bit with the grader each time. Keller stated that the roads that need regular grading are 205th Avenue, Jodrell Street, Ryan Lake Drive and they will need to be graded about three or four more times this year.

Supervisor Millerbernd required that the gravel slips from the remaining 166 tons for Jodrell Street will be turned into the office every day. Keller agreed.

Supervisor Millerbernd moved that 166 tons be placed on Jodrell Street at a cost of \$1,700.00, and 207th Street will be corrected to Township satisfaction; Supervisor Parker seconded. (This is taking based on the gravel cost of \$3700 plus the \$2000 reduction.) The change order will define the accepted changes to the contract specifications. Moving forward, the Township will have the town engineer prepare the specifications for the amount of material needed for the scheduled roads, and all modifications will be documented through change orders. All ayes; motion carried.

Keller offered to contract to provide snowplowing service. The Board explained that the Township has enough plow drivers to man the Township trucks so it wouldn't be necessary.

Class 5: Supervisor Millerbernd moved to get 70 tons of Class 5, up to \$1,300.00; Supervisor Searing seconded. The Class 5 material is to be used by the public works department. Supervisors Millerbernd, Searing, Peterson and Halliday voted in favor; Supervisor Parker was out of the room during this discussion and vote. The motion carried 4-0.

Supervisor Halliday moved to pay the balance of the invoice of \$20,363.15 to Keller Excavating; Supervisor Millerbernd seconded. All ayes; motion carried.

Variance extension: The Township planner, Claire Michelson, reported that on September 21, 2021, the Town Board granted a variance to the owners of 23942 West Fawn Road NE, for the location of a septic system with a setback of no less than 85 feet from the ordinary high-water line of Pet Lake. In order to install the updated septic system, a new well needed to be installed. The property owners requested an extension as they have had contractor delays for installation of the new system. Staff recommended approval of the extension as it appears that the property owners have shown good faith attempts to have the work completed. Supervisor Halliday moved to approve the extension for variance 21-13-VAR; Supervisor Searing seconded. The motion carried with all supervisors voting in favor.

Ordinance #198: The planner highlighted the proposed Town Code amendments prepared by the attorney. Changes included: defining civil penalty and that an alleged violator or owner of the property who fails to correct an ordinance offense within the prescribed time may be issued a citation; the addition to the procedure of requesting a hearing the written request must also be delivered to the zoning administrator; clarifies language for subsequent offenses; deleting the Schedule of Ordinance Violation Fines and replacing it with a Schedule of Ordinance Offense Civil Penalties. The Planning and Zoning Commission held a public hearing on September 15th and made recommendation for Town Board approval. Supervisor Halliday moved to approve Ordinance 198 Amending the Town Code Regarding Code Enforcement; Supervisor Searing seconded. All ayes; motion carried.

Ordinance #199: The planner highlighted the proposed Town Code amendments contained in Ordinance #199, which included: adding requirements from a 1994 resolution requiring a minimum setback of 50 feet from a delineated wetland; the exclusion of accepting pervious pavers as a way to decrease the amount of impervious surface on a lot; building site elevation changes to two feet above mottled soil; and clarifying that a newly constructed accessory building may not be placed within the front or side yard setbacks of an existing accessory structure. (CLERK'S NOTE: MINUTES WERE AMENDED ON 10/25/2022 TO INCLUDE THE FOLLOWING SENTENCE.) Supervisor Halliday moved to adopt Ordinance 199, An Ordinance Amending Chapter 30, Article IV Section 30-546, 30-547, 30-548, Article V Section 30-673, 30-674, 30-677 and 30-1045. Supervisor Searing seconded the motion, which passed with all ayes.

Publish ordinances in summary: Supervisor Halliday moved to publish Ordinances 198 and 199 in summary; Supervisor Searing seconded. All ayes; motion carried.

Schedule public hearing: The Board reviewed and agreed to the amendments to the fee schedule in the Town Code. The Town Board will conduct the public hearing during the October 25th Town Board meeting.

SRWMO ordinance: A draft ordinance prepared by the engineer has been submitted to the town attorney for his legal review. The ordinance will bring the Town Code into conformance with the SRWMO agreement. The planner will check the other codes to make sure there are not conflicts with proposed amendments.

Rental fee: Curt Rebelein, representing candidates for school board who plan to host a Meet and Greet in the senior center, requested that the rental fee be waived. Supervisor Parker moved to waive the rental fee for the candidates; Supervisor Searing seconded. Supervisor Parker explained

that it was for the benefits of the district students. Supervisor Halliday noted that the consideration would extend to other school board candidates making a similar request. All ayes; motion carried.

Round tables: Greg Schneller made an agreement with former senior coordinator Judy Hanna that he could store his tables at the senior center and could be used by the community. Mr. Schneller used to hold auctions at the senior center and now would like his tables back. According to the current senior coordinator, the tables have rarely been used. Since there were no records of the agreement or a donation to the Township, Supervisor Parker moved to return four 5-foot tables and four 6-foot tables back to Greg Schellner; Supervisor Millerbernd seconded. All ayes; motion passed.

Holiday craft sale: Community requests to Senior Coordinator Sarah Raymond culminated in the coordinator organizing plans for a Holiday Crafter's Craft Sale and Home-Based Business Show to be held in conjunction the Fire Association's Santa Day. A holiday card making event is also planned during the craft show. Supervisor Halliday moved to approve the Craft Sale for Saturday, December 3, 2022, and possible use the town hall if needed; Supervisor Peterson seconded. All ayes; motion carried.

Halloween Party budget: The annual Linwood Halloween Party sponsored by the Senior and Community Center had an overwhelming attendance last year of approximately 800 people, which created parking hazards and capacity issues. Partnering with the School Forest Committee, it was determined that conducting the party at the Linwood Elementary School would be safer for the attendees and volunteers. The hay wagons taking visitors to the School Forest haunted trail would be able to stay on trails instead of the roads. Supervisor Halliday moved to approve holding the Township Halloween Party at the elementary school with the additional cost of \$165.00 for janitor costs. Supervisor Parker seconded the motion, which passed unanimously.

SRWMO: Supervisor Peterson claimed that he had attended the last Sunrise River Watershed Management Organization (SRWMO) meeting, but wasn't able to report on September 1st meeting. Supervisor Millerbernd has met with the clerk because of his concerns regarding the JPA amendments that will be deliberated at the upcoming SRWMO meeting. Supervisor Peterson conceded that Supervisor Millerbernd should attend the meeting as he was better prepared to represent the Township. Supervisor Millerbernd consented to attend just the SRWMO meetings regarding the JPA amendments, but Supervisor Peterson will continue to be the liaison at the regular SRWMO meetings.

Parks: Supervisor Halliday reported that the equipment for the parks was ordered and will be available in 2023. The committee is measuring the parks that will be getting new mulch to estimate the amount needed.

Fire Department: Supervisor Parker moved to approve the SOP 1.2 and 1.6; Supervisor Searing seconded. Amendments were made to SOP 1.2 Physical Agility Test and Medical Monitoring and SOP 1.6 Attendance Requirements. All ayes; motion carried.

Arcade Asphalt will assess the sink holes that have developed in the fire station parking lot and the senior center parking lot.

Supervisor Parker suggested that concrete be poured in the floor cracks at the fire station, but Supervisor Millerbernd repeated the opinion of the contractor that it wasn't the concrete that was

failing, but the crack sealing repair that had been done. The recommendation had been to move the larger trucks to the other bay to see if the concrete changes. The chief was hesitant to reposition the trucks because they are stationed by how they are used. The chief will consult with the officers and report back to the Board.

Resignation: Supervisor Millerbernd moved to accept the resignation of Jon Moga; Supervisor Halliday seconded. All ayes; motion carried. The job opening has been advertised on the Township website.

Volunteer keys: Township protocol has been to retrieve keys from volunteers who are seasonal or who give notice of not returning. Supervisor Millerbernd will recover the keys that were issued to the volunteers from the recycling center who recently quit.

Leave of absence: By consensus, Jeff Olson's Leave of Absence request through October 10, 2022 was approved. The employee will be paid for time off using floating holiday, vacation, and sick pay, respectively.

Vehicle values: Cash values for Township vehicles were approved by the Board for reporting to MATIT for insurance purposes. The 1932 FWD will be valued at \$75,000 until an appraisal is done.

Electrical panel upgrades: Due to the unsafe condition of the electrical panels behind the senior center, and the issues that vendors and performers have experienced during Linwood Family Fun Days, the Board was presented with a proposal to upgrade the service. Supervisor Parker moved to hire K-Lee Electric to do the electrical work, as proposed, in the amount of \$6,320.00; Supervisor Peterson seconded. The proposal included removing and replacing the existing panels, installing all new breakers in both panels, installing outlets on the board supporting the panels, and installing outlets on the bus garage. The motion carried with a unanimous vote. The expense will be paid out of the Building Capital Fund.

Vandalism restitution: Supervisor Halliday reported that parents of three of the vandals reported to the town office, but one parent has not come forward, as directed by the deputy. More recent vandalism of spray-painting graffiti in Four Seasons Park were reported to the Anoka County Sheriff's Office and the juvenile was identified as a person who had already paid restitution to the Township for vandalism committed in the park. The Board directed staff to inform the parents that restitution for the damage would include having the youth and parents responsible for removing the graffiti and pay the cost of the cleaning supplies, as well as public works staff time for previous repairs, and office staff time associated with tracking and reporting the damages. The costs should be divided among the juveniles involved. Volunteer waivers will be signed by the parents.

Resolution #2022-19 To Spend ARPA Funds: Supervisor Halliday moved to adopt Resolution #2022-19 To Spend ARPA Funds on Lost Revenue Replacement Category; Supervisor Parker seconded. The amount used as allotted by the standard allowance was \$64,324.80. All ayes; motion carried. (Full resolution on file.)

MAT Fall Training: Supervisor Halliday moved to allow Alyssa Dehn to attend the MN Association of Township's Clerk and Treasurer training with a \$40.00 fee; Supervisor Parker seconded. All ayes; motion carried.

Clerk's comments: The Board consented to allowing the Linwood History Committee to sign out the Township's historical minutes books to glean historical information from them. The attorney is preparing easement agreements for the twelve properties on 205th Avenue in preparation for next year's reconstruction and paving project on said road. The clerk gave a brief update on the current enforcement status of seven properties.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Parker seconded, to approve the Town Board meeting minutes from September 13, 2022. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for September 14 through September 27, 2022, including claims #36951 through #36976 in the amount of \$135,552.10; Supervisor Peterson seconded the motion. Supervisor Millerbernd recommended that the payment be held for Allied Blacktop until the he can confirm the quality of the PolyFlex application with the town engineer. The motion passed unanimously.

Supervisor Halliday moved to approve the regular payroll for September 2, 2022, including direct deposits #19804 to #19814 and EFTs #19815 to #19817, for the dollar amount of \$18,073.06; Supervisor Parker seconded. All ayes; motion passed.

Resident Eric Engquist asked the Board how to get the neighbor to clean up his junky yard. Mr. Engquist was instructed to submit a written complaint to the office.

Adjournment: Supervisor Halliday moved to adjourn; Supervisor Searing seconded. All voted in favor; the motion carried. The meeting adjourned at 8:30 p.m.

Approved on September 27, 2022 & Amended on October 25, 2022

Attested:

Robert Millerbernd, Vice Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes October 11, 2022

Board Members Present: Supervisors Bob Millerbernd, Carol Searing, and Tim Peterson;
Supervisors Mike Parker and Mike Halliday (remote via Zoom);
Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Rebecca Frego, Tom Searing, Jack Sawatzky, Ed Kramer, Jason Theis, Tim Crea, Troy Schesso, Darryl Ballman, Lisa Henrickson, Jonn Olson, Natalie Zabrzanski

Call to Order and Approval of the Agenda: Vice Chairman Millerbernd 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, October 11, 2022, and the clerk performed the roll call. Supervisor Millerbernd requested that the topic of on-call plow driver pay be added to the agenda. Supervisor Peterson moved to approve the agenda as amended; seconded by Supervisor Searing. The motion passed 4-0.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

Treasurer's Report: Treasurer Alyssa Dehn provided a financial budget report as of September 30, 2022, showing approximately \$434,188 remaining in the 2022 budget. The receipts and disbursements within the 2022 LFFD report was reviewed. The expenses were higher than the budgeted amount due to the increased costs for entertainment and wages.

Road & Bridge: Supervisor Parker moved to appoint John Carlson to the Road and Bridge Committee; Supervisor Peterson seconded. All ayes; motion carried 4-0.

On-call plow driver pay: Supervisor Millerbernd requested a pay increase for an on-call plow driver that has plowed with the big trucks for many years, and now will be responsible for training the new plow drivers. He is currently paid \$20.00 per hour. Supervisor Searing moved to pay Joe Dolphy \$23.00 per hour for plow driving; Supervisor Peterson seconded. All ayes; motion carried 4-0.

Fire Department: Fire Chief Darryl Ballman reported 24 runs in September, with 15 being medical and 9 being fire. Firefighters Captain Jason Theis and Lieutenant Troy Schesso were introduced to the Town Board. Both are part of the Linwood Fire Department training team.

The doors at the fire station are done, but may need to come apart next year because of chipping. The doors need to have a regular maintenance schedule to be painted every two or three years. The Board approved of the fire department placing a key lock on the township's garbage dumpster.

Supervisor Millerbernd moved to allow the use of Engine 1 for Trunk or Treat at Linwood Covenant Church on October 29th; Supervisor Peterson seconded. All ayes; motion passed 4-0.

The J-5 will be back in service soon as former Fire Chief Joe Dolphy was able to get parts and repair the equipment.

The cost for complete exhaust filtration for each of the seven trucks at the station is approximately \$70,000. Captain Theis will get quotes to the clerk for the next meeting.

Per the fire chief's request, Andy Luedtke will be attending the next Planning and Zoning Commission meeting to discuss the need for an address plan for the Township. The firefighters are responding to more calls where there is limited or no address on residential mailboxes.

As part of Fire Prevention week, there will be an Open House at the fire station on October 13th, 6:30-8:30 pm.

Supervisor Millerbernd read a letter of appreciation from an MHealth paramedic, wherein the writer describes the Linwood First Responders, on scene prior to the EMS, as having provided "the highest quality care by any fire department I have seen in my nearly 10 years of ALS service".

CLERK'S NOTE: Supervisor Halliday entered the meeting via audio at this point.

So. Linwood Drive Pay Estimate #2: Supervisor Searing moved to pay Dresel Contracting \$332,557.69 for Pay Estimate #2; Supervisor Peterson seconded. Motion carried 5-0.

SRWMO update: Supervisor Millerbernd and Clerk Olson will be attending a continued meeting next week for the Sunrise River Water Management Organization (SRWMO) JPA to discuss alternate funding options. Ham Lake representatives were against paying one-fourth of the operating costs and wanted all operating and non-operating costs to be calculated at the same rate. Some of the amendments to the JPA were agreeable to all parties, but no decisions were made, pending exploring other funding options.

Sink hole estimate: An estimate to repair four sinkholes at the fire station and a large sinkhole area at the town hall. The Board would like to have two more quotes for the projects. Ed Kramer was asked to contact the town engineer to do soil borings to see why the areas are sinking.

Appraisal estimate: An estimate to provide a value for the FWD was considered, but the Board decided to leave the insured value for the 1932 FWD at \$75,000.00 and not do an appraisal.

Resolution #2022-20 Certify 2023 Levy: Supervisor Parker moved to adopt Resolution #2022-20 Certifying 2023 Final Levy; Supervisor Halliday seconded. The 2023 levy was approved at \$1,775,000.00. All ayes; motion carried. (Full resolution on file.)

Resolution #2022-21 Appointing General Election judges: Supervisor Parker moved to adopt Resolution #2022-21 Appointing Election Judges for 2022 State General Election; Supervisor Peterson seconded. All ayes; motion passed. (Full resolution on file.)

2023 SCORE Contract: Supervisor Searing moved to direct Chairman Halliday to sign the contract for the 2023 SCORE grant; Supervisor Peterson seconded. The contract agreement was for \$53,951.00 for residential recycling. All ayes; motion carried.

2023 PEIP health insurance renewal: Supervisor Parker moved to renew the MN PEIP health insurance for employees; Supervisor Halliday seconded. All ayes; motion passed. There are currently five eligible employees who are all included in the coverage.

2023 Embedded siren maintenance agreement: Supervisor Parker moved to approve the Embedded Systems siren maintenance agreement for 2023 for \$48.43 per siren per month. Supervisor Peterson seconded the motion, which passed unanimously.

Request to waive rental fee: Becky Frego, representing the Friends of Linwood Township History, was present to request the use of the senior center on the second Thursday of the month for their meetings, and have the Board consider waiving the rental fee. Supervisor Peterson moved to allow the history group to use the senior center free of charge; Supervisor Searing seconded. All ayes; motion carried.

Staff check-in: The recycling coordinator check-in showed 337 visitors in September. The dirt mound has been removed from the compost area, creating much more area for yard waste visitors to maneuver. Paul has been working on creating a cleaner, more efficient shop and intake area for the reuse center. It has been challenging with only one employee and volunteers. The Board discussed options for advertising for the recycling assistant position, but no new options were presented. Supervisor Searing suggested that the recycling coordinator be part of the interview process, but that has not traditionally been allowed.

Board of Canvass meeting date: The Board of Canvass meeting was set for Thursday, November 17 at 6:00 p.m.

Employees review dates: This topic was tabled until the next meeting.

Clerks Comments: According to the Anoka County Sheriff's Office, if the Township asks for voluntary restitution for damages in the park and the parents of the juveniles involved don't pay the costs, there is no way the courts can enforce the agreement. Concerns about the viability of being able to remove the spray paint and coordinating a schedule with staff and the parents were discussed. The Board decided to have the maintenance staff paint over the graffiti, replace the damaged signs, and remove the paint from the building or replace the panels, if necessary. The cost of materials and staff time will be divided among the culprits as restitution. The township attorney will be directed to write a letter to the parents stating that if restitution isn't made, they will face criminal charges.

The MN Association of Townships attorneys admitted that they weren't aware of any restrictions with respect to Cast Vote Records. They provided statutes that didn't specifically deal with the CVR issues. Anoka County Elections (ACE) was waiting for the county attorney's office to provide direction on how to move forward with the CVR. Anoka County is responsible for generating the CVR report, which cannot be printed at Linwood precincts. Supervisor Parker remarked that for transparency, he would support having the report printed. Supervisor Halliday moved to send a letter to Anoka County supporting having the Cast Vote Record made available; Supervisor Parker

seconded. All ayes; motion carried 4-1, with Supervisors Halliday, Parker, Peterson and Millerbernd voting in favor. Supervisor Searing voted against.

As for the request to conduct hand counting the ballots, the clerk was advised by ACE to check the elections equipment Joint Powers Agreement. The clerk will report at the next meeting regarding hand counts.

Approval of Minutes: Supervisor Parker moved, and Supervisor Peterson seconded, to approve the meeting minutes for the September 27, 2022 Town Board Meeting, as presented. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for September 28 through October 11, 2022, including claims #36978 through #37011 in the amount of \$363,395.93; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Millerbernd moved to approve the regular payroll for September 16, 2022, including direct deposits #19829 to #19845 and EFTs #19846 to #19848, for the dollar amount of \$21,338.10; Supervisor Parker seconded. All ayes; motion passed.

Other business: Supervisor Peterson moved to allow Ed Kramer to use the Kubota tractor to knock down gopher mounds for the Intergenerational Halloween Party; Supervisor Halliday seconded. All ayes; motion passed.

Adjournment: Supervisor Halliday moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting adjourned at 7:25 p.m.

Approved on October 25, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes October 25, 2022

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

Board Members Absent: Supervisor Tim Peterson

Others Present: Darryl Ballman, Tom Searing, Michael Dean, Rory Paggen/Shannon, Danny H. Jackle, Jonn Olson, Jack Sawatzky, Natalie Zabrzenski (via audio)

Call to Order and Approval of the Agenda: Chairman Halliday 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, October 25, 2022, and the clerk performed the roll call. Supervisor Millerbernd asked that the topic of Road & Bridge be added to the agenda. Supervisor Parker moved to approve the agenda, as amended; seconded by Supervisor Searing. The motion passed 4-0.

Supervisor Halliday moved to recess the regular meeting and open the public hearing; Supervisor Parker seconded. All ayes; motion carried 4-0.

Public Hearing: Supervisor Halliday stated that the purpose of the public hearing was to hear public comment on amending Chapter 2, Section 2-249 Fees and Charges. There was no public comments. Supervisor Halliday moved to close the public hearing and continue the regular Town Board meeting; Supervisor Parker seconded. All ayes; motion carried 4-0.

Ordinance #200: Supervisor Parker moved to adopt Ordinance No. 200, an Ordinance Amending Chapter 2 Section 2-249 of the Town Code Regarding Fees and Charges Adopted; Supervisor Searing seconded. All ayes; motion passed 4-0. (Full ordinance is on file and will become effective on publication in the newspaper.)

Ordinance #201: Supervisor Parker moved to approve Ordinance No. 201, an Ordinance Amending Chapter 30, Section 30-329 of the Linwood Town Code, Known as the Zoning Ordinance and Associated Zoning Map, by Rezoning the Subject Property From R-1, Single Family Residence District to R-A, Residential Agricultural District. The property was identified as PID number 33-34-22-12-0006, 23500 Japura St NE, Stacy. Supervisor Searing seconded the motion. The Planning and Zoning Commission held a public hearing on October 18, 2022 and recommended approval of rezoning the property. During discussion, resident Michael Dean expressed his opposition to the

rezoning as there would be no benefit to his property and he was concerned that it could open the door to other agricultural uses. Resident Dan Jackel was supportive of rezoning the subject property as the property was large enough and heavily wooded between the neighbor's property. The vote was unanimous; motion passed 4-0.

Parks: Supervisor Halliday reported that public works employee Mike Olson replaced the doors on the warming house and repaired rotten flooring and hand rail. The skate park was repainted and the graffiti removed from the recycling building by Alyssa Dehn. Staff is working with the attorney to have a letter sent to the parents of the vandals for restitution.

The PARCs committee is planning to replace the pea gravel in Alquist Park and the rubber mulch in Boettcher Park. Public works is working with Mike Raml to remove the material. EF Anderson will be providing pricing to deliver and spread the mulch.

Voter integrity: Lisa Henrickson had asked to be on the agenda, but she wasn't present at the meeting. Clerk Pam Olson clarified she was not supportive of the resolution in the Board meeting packet that was supplied by Ms. Henrickson. The clerk had researched ballot hand counting processes and expressed that there were too many unknown legalities and resources associated with performing a hand count of the ballots for the November election.

SRWMO funding options: Supervisor Millerbernd and Clerk Olson attended a virtual meeting to discuss funding formula options with the other SRWMO JPA entities. Of the four options, the group was able to narrow it down to two options with two variations. Option 1 was the current funding option based on 50% land area and 50% market value for the non-operating budget and equal shares for the operating expenses. Option 4 was based on area composed of private lands and lakes and rivers for the non-operating budget and equal splits for the operating expenses. The Option 4B variation did not differentiate the operating and non-operating costs, but included a minimum contribution. If there were to be a minimum contribution, the expenses included would be defined in the JPA, and the amount to be reviewed by the entities annually to account for inflation. After considering the options, the Board was resolute that the operating costs should be equally split because each entity gets the equal number of votes. If Ham Lake is not willing to abide by the JPA, they should pursue leaving the Sunrise River WMO. The Board would only agree to the current formula, or Option 4B only if none of the costs were removed from the operating costs for the minimum contribution.

Health insurance contribution: The current Township contribution to the group health insurance for 2022 was up to \$685.00 per eligible employee, based on the cost for the Advantage Value Option. The cost for each of the insurance options increased for 2023. Supervisor Parker moved to pay up to \$719.04 per employee towards the 2023 MN PEIP health insurance premium; Supervisor Searing seconded. All ayes; motion carried 4-0. If an employee chooses the Advantage High Option, the employee pays the balance. If an employee chooses the Advantage HSA Option, the amount over the premium will be paid into the employee's HSA account.

Employee Reviews: The annual employee reviews will be conducted starting at 6:00 p.m. on November 16th, 17th, and 21st. Sarah, Natalie and Sandy's reviews may be conducted earlier in the day with the supervisors that are available. The reviews should be scheduled 30 minutes apart.

Bridge signs & grants: The engineer sent the MN DOT bridge rating and load posting report for the culvert on East Martin Lake Drive. It was noted that the bridge did not have adequate cover over the pipe and a load rating is proposed to be placed on this bridge. The Board approved of having the appropriate signage made by the Anoka County Highway Department and installed by the Township. The bridge was built in 1942 with some remodeling in 1983. The culvert is going to need to be replaced. The Board requested that the engineer pursue Town Bridge funds for replacement of said culvert.

Road issue: Just prior to the meeting, Supervisor Millerbernd was advised that the hydro-seeding truck had emptied and washed out their tanks into the culvert near 232nd Avenue & Ganges Street. Supervisor Millerbernd called the owner of the company and informed him that the Township had just cleaned the culvert. The owner was directed to contact the clerk the next morning. The grass seed and material will need to be jetted out of the culvert. Supervisor Millerbernd moved to advise the clerk to inform Viking Restoration that the company will be responsible for the cleaning of the catch basin and culvert; Supervisor Parker seconded. All ayes; motion passed 4-0. Supervisor Millerbernd will call the engineer for advice on the best process for cleaning the catch basin.

Clerk's comments: The clerk provided aerial photos of the compost area before and after the removal of the dirt mound. To date, the office has accepted 77 absentee ballots and the town office will be open for voting on Saturday, November 5th.

Enforcements have been effective with most violators responding to come into compliance. Two haven't responded and they were mailed citations. There will be a hearing at the next Town Board meeting for the removal of the manufactured home on 239th Avenue. The driveway inspector has identified several properties that will be contacted to remove objects from the road right-of-way before snow season.

Amendment to September 27, 2022 minutes: Supervisor Halliday moved to make amendments to the Town Board Meeting Minutes dated September 27, 2022; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. The minutes were amended by the addition of the following to the end of the paragraph on page 4, related to Ordinance #199: Supervisor Halliday moved to adopt Ordinance 199, An Ordinance Amending Chapter 30, Article IV Section 30-546, 30-547, 30-548, Article V Section 30-673, 30-674, 30-677 and 30-1045. Supervisor Searing seconded the motion, which passed with all ayes.

Approval of Minutes: Supervisor Parker moved, and Supervisor Millerbernd seconded, to approve the Town Board meeting minutes from September 27, 2022. All ayes; motion carried 4-0.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for October 12 through October 25, 2022, including claims #37012 through #37036 in the amount of \$77,442.84; Supervisor Parker seconded the motion. The motion passed 4-0.

Supervisor Halliday moved to approve the regular payroll for October 30, 2022, including direct deposits #19851 to #19863 and EFTs #19864 to #19866, for the dollar amount of \$19,919.26; Supervisor Searing seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to approve the 3rd Quarter 2022 Fire Department payroll, including direct deposits #19894 to #19920 and EFTs #19921 and #19922, for the dollar amount of \$33,797.86; Supervisor Parker seconded. All ayes; motion passed 4-0.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried 4-0.

Approved on November 9, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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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

November 9, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, and Mike Parker; Supervisor Tim Peterson (remote via Zoom); Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Darryl Ballman, Steve Neuenfeldt, Rebecca Frego, Concha Brown, Ed Kramer, Jonn Olson, Jason Baggenstoss, Town Attorney Jason Hill

Call to Order and Approval of the Agenda: Chairman Halliday 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, November 9, 2022, and the clerk performed the roll call. Supervisor Peterson requested that SRWMO be added to the agenda. Supervisor Halliday moved to approve the agenda as amended; seconded by Supervisor Parker. The motion passed unanimously.

CLERK'S NOTE: All votes during this meeting were conducted by roll call vote.

Enforcement Hearing: Supervisor Halliday informed the Board that a hearing notice had been sent to Gail Wilson, owner of a manufactured home that has been stored on two lots on 239th Lane, a nuisance violation of the Town Code. Ms. Wilson was not present for the hearing.

Resolution #2022-22: Supervisor Halliday moved to authorize the Town Chairman and Clerk to sign Resolution #2022-22 Adopting a Notice of Abatement for Public Nuisance at 239th Lane NE in Linwood Township, subject to determining dates for inspecting and removal of the manufactured home; Supervisor Parker seconded. The owner will receive a copy of the signed resolution at least seven days prior to the Town's abatement of the public nuisance. The motion carried unanimously. (Full resolution on file.)

Viking Blvd. addresses: The Anoka County GIS department contacted the Township to request that several addresses be corrected along a stretch of Viking Boulevard because inconsistent numbering can cause issues with deliveries and 911 call routing. One of the addresses was for the mobile home park. Steve Neuenfeldt, part owner of the park, was present to request that the Township doesn't change the address for the park because it would affect their business contracts and licenses, as well as impacting approximately 100 residents in the park. Chief Ballman remarked that

the fire department is aware of the address discrepancies along Viking Boulevard and it doesn't affect their response time. The Town Board chose not to make the address changes at this time.

Treasurer's Report: Treasurer Alyssa Dehn provided a financial budget report as of October 31, 2022, showing approximately \$108,436 over the 2022 budget. The second half property tax payment will arrive in early December. The fourth quarter of the Anoka County police contract was \$168.00 less than the contracted amount due to the county having received more in Police State Aid than expected.

The treasurer reported that after nine revisions, the Recycling Building Grant application was accepted. The County will award the capital grants by the end of this year. The grant applied for was \$62,500.00 toward the construction of a re-use building.

Road & Bridge: Supervisor Halliday reported that the South Linwood Drive reconstruction project is almost finished and any concerns should be sent to the engineer. Supervisor Millerbernd spoke with the engineer regarding two driveway concerns and they've been resolved. Treasurer Alyssa Dehn attended the November Road & Bridge Committee meeting to discuss a simplified budgeting process. The plow drivers had a meeting in preparation for the snow season. Supervisor Peterson commented that Typo Creek Drive is due for striping and maybe the Township can coordinate township road striping with the County in 2023.

Fire Department: Fire Chief Darryl Ballman reported 28 runs in October, with 17 being medical and 11 being fire.

Captain Baggenstoss reported that the fire station garage doors and operators haven't been serviced since the building was constructed in 2002. The operators and remotes have had problems. Two garage door companies noticed excessive wear on all moveable parts of the garage doors. The department recommended entering a service contract with A Dynamic Door to replace the remotes, do an initial walk through, and service the doors. The department thought the maintenance garage doors could be included in the service contract. Chief Baggenstoss will get quotes for the service contract.

Fire Cadets Beck, Byers, and Kellerhuis have completed Firefighter I & II and will now move on to their EMT training. Supervisor Parker moved to accept Fire Cadet Justin Myers' resignation from the fire department; Supervisor Millerbernd seconded. All ayes; motion carried.

Chief Ballman expressed his gratitude to Joe Dolphy for getting the J5 fixed and back in service, as it was a vital part of fighting the recent mutual aid wildland fire calls.

Supervisor Parker moved to make conditional offers of employment for fire recruits William Marholtz & Anna Stockinger; Supervisor Millerbernd seconded. All ayes; motion passed.

Ordinance #202: After the Town Board passed Ordinance #201 at the November 9, 2022 Town Board meeting, staff discovered some clerical errors in the ordinance as adopted. Supervisor Halliday moved to adopt Ordinance #202, An Ordinance Repealing Ordinance No. 201 and Amending Chapter 30, Section 30-329 of the Linwood Town Code, Known as The Zoning Ordinance and Associated Zoning Map, By Rezoning the Subject Property from R-1, Single Family Residential District to R-A, Residential Agricultural District; Supervisor Parker seconded. All ayes; motion carried. (Full ordinance on file.)

Park mulch & removal quotes: Supervisor Halliday reported that the Parks Committee has been working on getting quotes to replace the rubberized mulch in Boettcher Park because its not ADA compliant, and the pea rock in Allquist Park because it's difficult to walk in. The quotes were for removing the mulch from each park and the cost to put 2" wood mulch in each park. Supervisor Halliday moved to approve the quote from Earl F. Anderson for \$12,935.00 for the wood mulch and delivery, and for Raml's Tree Service for removal of the mulch at \$2,000.00 for each park. Supervisor Searing seconded the motion, which passed unanimously. Some of the expense will be paid out of the Parks Operating Budget and the rest will come out of General Capital.

Contract for Services: The Forest Lake Tri-M provided volunteers to assist with 2022 Linwood Family Fun Days activities and the sound system for the car show. Supervisor Halliday moved to pay the Contract for Services agreement with the Forest Lake Tri-M a total of \$890.00 for the services it provided for the sound system and DJ for the car show for \$350.00, and \$20 per shift for 27 shifts of volunteers; Supervisor Peterson seconded. All ayes; motion passed.

Request to waive rental fee: Supervisor Parker moved to waive the senior center rental fee for the history group; Supervisor Millerbernd seconded. The Friends of Linwood Township History are planning a quilt show and a wedding dress show as fund raisers for their organization. The actual dates are to be coordinated with the senior coordinator. All ayes; motion carried.

Plow light replacements: Public works provided information regarding better plow lights for the big trucks. A quote for a set of heated LED lights and wiring were twice the price of the replacement lights currently on the trucks, but they should last twice as long. Supervisor Millerbernd moved to spend up to \$1,100.00 for a set of heated headlights; Supervisor Parker seconded. All ayes; motion passed.

Resolution #2022-23 Accepting 3rd Q 2022 donations: Supervisor Halliday moved to adopt Resolution No. 2022-23 Accepting 3rd Quarter 2022 donations; Supervisor Millerbernd seconded. The donations, valued at approximately \$864.00, included 48 chairs from the Linwood Fire Association, three glass whiteboards from Jonn Olson, and a variety of items for the Linwood Family Fun Day Geocaching event from Tony DeChaine and Mary Brooks. The donations were accepted by a unanimous vote; the motion carried. (Full resolution on file.)

SRWMO: Supervisor Peterson reported that Candice Kantor, Linwood Township representative on the Sunrise River Watershed Management Organization (SRWMO), was designated as the organization's chairperson. Supervisor Peterson informed the Board that the SRWMO decided to withdraw from the Lower St. Croix Watershed. Supervisor Peterson will ask Ms. Kantor to attend the next Town Board meeting to explain the decision.

Clerks Comments: The Township received an invitation to comment on the potential effect on historical aspects on the proposed cell tower installation at 7860 Fawn Lake Drive NE, Stacy. The request from EBI Consulting will also be sent to the Planning and Zoning Commission for their comments. An old stagecoach trail crosses this property. Towers are preferred to be located on business property rather than residential. The property is currently zoned Residential Agricultural, but a portion of the property is being used as commercial.

The plastic collected in the Recycling Center has earned the Township another Trex bench. It may be placed in one of the parks, perhaps Allquist Park. A display created by Cub Scout Pack 435 honoring the veterans was available for viewing during the elections.

The uncertified election results were reported: Town Supervisor Seat A – 1,795 votes for incumbent Robert Millerbernd and 66 write-in votes. Town Supervisor Seat D – 1,688 votes for Jonn Olson and 121 write-in votes. The Board of Canvass will be held at 6:00 p.m. on November 17, 2022.

The Board will meet at 6:00 p.m. on Monday, November 21st for the purpose of discussing employee wages for 2023. The meeting notice will be posted.

Approval of Minutes: Supervisor Parker moved, and Supervisor Searing seconded, to approve the meeting minutes for the October 25, 2022 Town Board Meeting, as presented. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for October 26 through November 9, 2022, including claims #37037 through #37078 in the amount of \$39,174.69; Supervisor Parker seconded the motion, which passed unanimously. Supervisor Millerbernd corrected Claim #37055 to define that the culvert jetting was on 232nd Lane,

Supervisor Halliday moved to approve the regular payroll for October 14, 2022, including direct deposits #19890 to #19892 and EFTs #19890 to #19892, for the dollar amount of \$21,532.85; Supervisor Searing seconded. All ayes; motion passed.

Supervisor Halliday moved to approve the regular payroll for October 28, 2022, including direct deposits #19925 to #19937 and EFTs #19938 to #19940, in the amount of \$18,299.11; Supervisor Parker seconded. All ayes; motion passed.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; motion carried. The meeting adjourned at 7:12 p.m.

Approved on

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Board of Canvass Minutes November 17, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Mike Parker, and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: none

Call to Order and Approval of the Agenda: Chairman Halliday called the Linwood Township Board of Canvass Meeting to order at 6:07 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Thursday, November 17, 2022, and the clerk performed the roll call.

Supervisor Halliday announced that the purpose of the meeting was to review and certify election results from the November 8, 2022 State General Election.

The Board reviewed the election results, write-in tallies, and the Abstract of Votes. There were 3,767 persons registered as of 7:00 a.m., 125 persons were registered on Election Day, and 464 absentee and mail ballots. A total of 2667 persons voted in the General Election. Town Supervisor Seat A results showed 1795 votes for Robert Millerbernd and 66 write-in votes. Town Supervisor Seat D results showed 1688 votes for Jonn Olson and 121 write-in votes.

Supervisor Parker moved to sign the Abstract of Votes Cast in the Precincts of Linwood Township; Supervisor Peterson seconded. All ayes; motion carried unanimously.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting adjourned at 6:14 p.m.

Approved on November 22, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Special Town Board Meeting Minutes November 21, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Mike Parker, and Tim Peterson; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Jack Sawatzky

Call to Order and Approval of the Agenda: Chairman Halliday called the Linwood Town Board Special Meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Monday, November 21, 2022, and the clerk performed the roll call.

Purpose: Supervisor Halliday reported that the purpose of the Special Meeting was to discuss the employee wages for 2023.

Supervisor Halliday recommended leaving the wages the same for the firefighters and the cemetery coordinator. The cemetery coordinator gets paid annually and wasn't looking for the increase that he was given in 2022. Not knowing if either of the two seasonal employees will return or if both will be necessary because of having two full-time maintenance workers, Supervisor Halliday suggested also leaving their wages status quo.

On October 11, 2022, the Board voted to increase on-call plow driver Joe Dolphy's wages to \$23.00 per hour. When the Board was informed that Mr. Dolphy was already at that wage. Supervisor Millerbernd moved to bring Joe Dolphy's wages to \$24.00 per hour for the 2023 snowplowing season because he has more experience and is training those with less experience. Supervisor Peterson seconded the motion, which carried unanimously.

Supervisor Halliday commented that the employee reviews were completed for all of the employees except the seasonal summer workers who weren't available at their appointed time. Supervisor Halliday expressed that there hasn't been a time when the Township has had such good employees with good attitudes, who go above and beyond their assigned duties.

Supervisor Halliday noted that wage increases in the past were based on the Social Security rate, but he didn't think the Township could afford to increase staff pay at the 2023 Social Security increase of 8%. Supervisor Halliday proposed a 5% increase across the board, in addition to the Length of Services increases. Supervisor Searing seconded. Supervisor Searing questioned if that

included the firefighters. Supervisor Halliday answered affirmatively that it included the firefighters and Mike Olson. Supervisor Searing stated that it should be at least 5%, but they should follow the Social Security rate. In the years when the Social Security had no rate increases, Township staff didn't get increases either. Now in a year when the rate is higher, shouldn't the Board stay with the same basis. Supervisor Searing noted that with a 5% increase, the current senior coordinator wouldn't even be making as much as what the last senior coordinator was started at. Supervisor Parker stated that this senior coordinator has organized many activities and has made a lot of things happen in the community center. Supervisor called the vote on the motion. The motion failed 0-5.

The question was raised whether the firefighters should have an increase in their pension. Supervisor Parker expressed that it would be better to give an increase in wages instead of in the retirement pension. Supervisor Millerbernd moved to give the firefighters a 5% raise; Supervisor Parker seconded. All ayes; motion passed.

Supervisor Parker moved to raise Sarah's (senior coordinator) wage to \$21.00 per hour; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Parker moved that the rest of the employees would be given a 5% performance raise; Supervisor Halliday seconded. Supervisor Halliday clarified that this did not apply to the seasonal workers, the cemetery coordinator, Joe Dolphy, or the senior coordinator. All ayes; motion carried.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Peterson seconded. All voted in favor; motion carried. The meeting adjourned at 6:22 p.m.

Approved on December 13, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes November 22, 2022

Board Members Present: Supervisors Mike Halliday, Bob Millerbernd, Carol Searing, Mike Parker, and Tim Peterson; Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Sausen, Tom Searing, Deb Carlson, Harvie Carlson, Noukue Arthur Cha, Darryl Ballman, Jack Sawatzky, Barb Rice, Bob Ridge, Emily Herold, Peg & Amanda Sausen, Natalie Zabrzanski

Call to Order and Approval of the Agenda: Chairman Halliday 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, November 22, 2022, and the clerk performed the roll call. Supervisor Halliday asked to remove employee annual reviews and wage reviews from the agenda. Supervisor Parker moved to approve the amended agenda; seconded by Supervisor Millerbernd. The motion passed unanimously.

Enforcement Hearing: Supervisor Halliday stated that Noukue Arthur Cha, the owner/resident at 8100 244th Avenue NE, requested a hearing with the Town Board in response to a citation notice and wanted more clarification of the violations. Supervisor Halliday explained that the property owner hadn't responded to the administrative letter defining that the zoning code allows residents one shed under 200' and that animals need to be contained on the property and fenced. Mr. Cha informed the Board that he has one shed that is 8' x 8' x 10' tall and then a coop for the chickens & geese. According to the owner, the area is fully fenced and the fowl doesn't leave the property and that the wings are clipped so they can't fly over the fence. The Township took the position that both buildings are considered sheds, but the property has three small sheds. The owner plans to connect two of the sheds and considered one of the sheds as his accessory building. It was explained that the Township considers each of the buildings as sheds because of the intent of the Code. Mr. Cha stated that the Code doesn't specify the minimum size for accessory buildings and that he was allowed up to 1,800 square feet of accessory building. Supervisor Halliday noted that the fees wouldn't be waived because no attempt has been made to be compliant. Mr. Cha stated that it wasn't clear that he had any violations. Supervisor Halliday recommended that Mr. Cha work with the office staff and that there needs to be progress and communication with the staff

regarding the progress. Mr. Cha questioned whether a lean-to is counted as the maximum square footage, and was informed that lean-tos are considered structures and are included in the allowed structure square footage.

Planner monthly report: MSA representative Emily Herold provided the monthly planner report.

Ordinance #203 Rezoning 7024 237th Ave NE: The Board considered a zoning application requesting a map amendment/change of zoning to their existing parcel at 7024 237th Avenue NE rezoned from R-1 to R-A to bring the property into better conformance with the existing use as agricultural activities. Supervisor Halliday moved to adopt Ordinance No. 203 An Ordinance Amending Chapter 30, Section 30-329 of the Linwood Town Code, Known as the Zoning Ordinance and Associated Zoning Map, By Rezoning the Subject Property From R-1, Single Family Residential District to R-A, Residential Agricultural District. Supervisor Parker seconded the motion. All ayes; motion carried. (Full ordinance on file.)

Ordinance #204 Amending the Town Code Regarding Stormwater Protections: Supervisor Halliday moved to approve Ordinance No. 204 An Ordinance Amending the Linwood Town Code Regarding Stormwater Protections. Supervisor Peterson seconded. The ordinance amends certain provisions of the Town Code regarding development regulations in the Town's environmental protection zoning district and the addition of stormwater management protections. This amendment would make the Town Code consistent with the Sunrise River Water Management Organization minimums. The motion carried with all ayes. (Full ordinance on file.)

Resolution #2022-24 Summary Publication of Ordinance #204: Supervisor Halliday moved to adopt Resolution No. 2022-24 Approving Summary Language for Publication of an Ordinance Amending the Linwood Town Code Regarding Stormwater Protections; Supervisor Parker seconded. All ayes; motion passed. (Full resolution on file.)

IUP for kennel license: Emily Harold, MSA planner, informed the Board of an Interim Use Permit application for a requirement to receive a kennel license at 7940 217th Avenue NE, PIN 10-33-22-42-0015. Following the Planning and Zoning Commission's vote to recommend approval, internal discussions between MSA staff and Township staff generated additional potential conditions to be discussed and/or added to the Interim Use Permit by the Town Board. There was discussion regarding whether the applicant's dog-related activities (boarding/training adult dogs, raising puppies with the intent to sell) qualify as a business or home occupation. Supervisor Halliday stated that the intent of the kennel license was to allow residents to have more than two dogs, but not to conduct a business. The applicant was not present at the meeting. The owner's dogs have not been licensed, despite his being informed that it is a requirement for all dog owners in the Township. Before moving forward with approving a kennel license, the Board would require that the owner is in compliance with having his dogs licensed. Supervisor Halliday moved to table the decision on the Interim Use Permit for the kennel license until more information is available. Supervisor Parker seconded the motion, which passed unanimously.

SRWMO update: Supervisor Peterson hadn't contacted Candice Kantor to attend the meeting to report on the Lower St. Croix River.

Treasurer's report: Treasurer Alyssa Dehn provided a current financial report. The treasurer also reported that the Township was awarded funds from Anoka County ARPA to cover the costs

associated with installing the police radio antenna for the deputies. The Anoka County Capital Grant application for construction of the shell of a reuse building has moved to the next level of approval at the county. The grant application was for \$62,250.00 and, if awarded, would need to be expended by the end of 2023.

MPCA Recycling Grant: The MPCA has approximately \$139,000 available for reuse grant awards for 2023, to be expended by the end of 2025. Township staff prepared the grant application based on the information that was used to apply for the Anoka County Capital Grant for the construction of a reuse building. This is a matching grant with the Township responsible for 25% of the awarded amount, which can be covered by in-kind staff and volunteer hours, land value, and existing assets.

Resolution #2022-25 Tax Forfeit properties classification & sale: The 2022 Classification List for Tax-forfeited Property was available for the Board to approve the classification and sale of the properties in Linwood Township. The clerk was directed to amend the resolution to approve the classification of the two lots, and recommend to the County that one parcel (PID 34-34-22-13-0004) be conveyed to an abutting property owner and the other parcel (04-33-22-21-0013) be acquired by the Township as road right-of-way.

Resignations: Supervisor Halliday moved to accept Erin Clarkowski's resignation from the Parks Committee and the Road and Bridge Committee; Supervisor Parker seconded. All ayes; motion carried. Staff was instructed to advertise for one Parks member and two Road and Bridge members.

Townline road agreements: Supervisor Halliday moved to approve the Townline road maintenance agreements with the City of East Bethel and Oxford Township. Supervisor Parker seconded. The maintenance agreement with East Bethel was that the first plow truck to arrive at Sunset Road would do the plowing at no cost to the other entity. The agreement with Oxford Township was that Oxford would remove snow and ice from 245th Avenue NE between Rutgers Street and approximately 1,320 feet east as part of its regular snow and ice removal schedule. Linwood Township would remove snow and ice on all of 245th Avenue NE between Thames Street NE and Baylor Street NE as part of its regular snow and ice removal schedule. These are the arrangements that are currently in place, at no cost to the other entity. The agreements will be sent to each entity for their signatures. All ayes; motion carried.

The Townline road maintenance agreement with Lent Township required more discussion as the Lent Township chairman was under the impression that there was already a written agreement in place that authorized them to maintain Lyons Street NE and other Linwood streets that intersect to the west of Lyons Street. It was the consensus of the Board that Linwood Township should be maintaining our own roads and not paying Lent Township to maintain them. Supervisor Halliday moved to approve the Townline road maintenance agreement with Lent Township as presented; Supervisor Parker seconded. The agreement details that Linwood Township will remove snow and ice on all of Lyons Street NE located between Anoka County Road 36 and 245th Avenue NE as part of its regular schedule. Linwood Township will invoice Lent Township for snow and ice removal at the rate of \$150.00 per hour, plus sand and sand applied to said Townline road at a rate of \$125.00 per ton. These are the same rates that Lent Township had proposed to charge Linwood Township for the same services. The motion carried by a unanimous vote. The chairman was authorized to sign the agreement which would then be sent to Lent Township for their approval.

So. Linwood Drive Pay Estimate #3: Supervisor Halliday moved to approve the South Linwood Drive Pay Estimate #3 to Dresel Contracting for \$231,666.06; Supervisor Searing seconded. The motion carried 4-0 with Supervisors Halliday, Searing, Peterson, and Parker voting aye. Supervisor Millerbernd abstained due to a potential conflict of interest.

Staff check-in: The recycling staff check-in informed the Board with updates of current projects and needs in the recycling center. Recycling Coordinator Paul Deuth updated his job description and was working with MPCA for future supplemental grants for the recycling center.

205th Avenue ROW width: After meeting with several residents on 205th Avenue NE regarding the proposed paving project, the engineer was requesting input from the Town Board regarding creating a narrower road than the Township standards. The residents would like the road as small as possible to reduce the speed and the driving surface of the roads leading onto 205th Avenue are narrow. Supervisor Millerbernd remarked that it shouldn't be up to the residents to tell the Township how to build the road. His concern was that if properties are developed in the future the road would need to be made larger later. Supervisor Millerbernd expressed that the Township should build their roads according to the Township road specifications. Supervisor Searing noted that there is farmland south of 205th Avenue that could be developed and then the road may need to be wider. Supervisor Parker recognized that much of the traffic is out of Carlos Avery and that more lane space would be a benefit. Supervisors Halliday, Parker and Peterson supported having all Township roads built consistently. The supervisors tabled the topic pending more information from the engineer.

Acquiring tax forfeited property for road use: At the December 14, 2021 Town Board meeting the Town Board resolved to complete the necessary paperwork to secure ownership of a parcel of land (PID 27-34-22-13-0024) to create a road access to an existing development in Paradise Point Unit 8. In the course of recording the title transfer, the clerk asked the Board the approximate timeline that the property would be used for road purposes. After much discussion, the Board determined that they weren't interested in creating the road access, citing that it would be difficult to obtain the adjacent properties to connect Baylor Street to Fawn Lake Drive. Supervisor Parker moved to relinquish the Township's interest in the property; Supervisor Millerbernd seconded. All ayes; motion carried.

Clerk's comments: The clerk requested have the ordinances that have been adopted since the Town Code was codified by Municode be added to the code book. Supervisor Searing moved to have the ordinances added to Municode; Supervisor Millerbernd seconded. All ayes; motion carried.

The verbal quote for doing the soil borings in the town hall and fire station parking lots was \$600.00. The Board thought it would be fine to wait until spring to do the borings until it was noted that the borings were planned to be done in conjunction with the soil borings for 205th Avenue paving project.

Approval of Minutes: Supervisor Parker moved, and Supervisor Millerbernd seconded, to approve the Town Board meeting minutes from November 9, 2022 and the November 17, 2022 Board of Canvass. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for November 10, 2022 through November 22, 2022, including claims #37079 through #37103 in the amount of \$267,562.82; Supervisor Peterson seconded the motion. All ayes; motion passed.

Supervisor Halliday moved to approve the regular payroll for November 11, 2022, including direct deposits #19948 to #19963 and EFTs #19964 to #19966, for the dollar amount of \$19,821.12; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Halliday moved to approve the 2022 General Election payroll, including claims #37104 to #37126, for the dollar amount of \$4,372.25; Supervisor Peterson seconded. All ayes; motion passed.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Peterson seconded. All voted in favor; the motion carried. The meeting was adjourned at 7:38 p.m.

Approved on December 13, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes December 13, 2022

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

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Tom Sausen, Peg Sausen, Amanda Sausen, Jonn Olson, Kent & Sue Gulbrandson, Steve Strandlund, Garry Budolfson, Robert & Trisha Carlson, Andy Luedtke, Ed Kramer; Darryl Ballman, Emily Herold, & Natalie Zabrzenski (via Zoom)

Call to Order and Approval of the Agenda: Chairman Halliday 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, December 13, 2022, and the clerk performed the roll call. Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Searing. The motion passed 4-0.

Treasurer's Report: Treasurer Alyssa Dehn presented the financial report which included all disbursements through 12/13/22. The second half of the Recycling Fund Budget was shown moved from the General Fund and the second half property tax levy has been received.

The MATIT policy that normally renews in March has been extended to renew on June 1st, at no extra cost to the Township. When the claim for the boardroom AC unit is approved, the treasurer will file the insurance claim for reimbursement.

205th Ave ROW width: Township Engineer, Craig Jochum, was present to answer Board questions regarding the options for road width on the 205th Avenue paving project. Due to conditions of the (State Park Road Account) SPRA grant, the Township must have deeds to the property where the road being upgraded and not just easements. The Board expressed their concerns at building a road that is less than the road standards that contractors are required to conform to. Even though the typical road construction wouldn't clear to the road right-of-way limits, the engineer advised that the road could be safely built within a 50-foot ROW. The Board advised the engineer to put out for bids on 205th Avenue, maintaining the 12-foot driving lanes within the 50-foot ROW.

Martin Lake storm pipe: Supervisor Halliday informed Board members of a sinkhole caused by a rotted corrugated metal pipe at 22529 Martin Lake Road. The Township had as much of the interior of the pipe video recorded, but there was a sharp turn in the pipe which limited the camera from

continuing. Last fall, the Township hired a contractor to replace the section of the pipe that was rotten. The township attorney contacted Anoka County for history of the pipe because Martin Lake Road was turned back to the Township from the County. Records show that the County permitted an addition to the house to be built over the pipe. The Township will determine the costs of plugging the existing pipe and rerouting the water to drainage pipes on the other side of the road. The attorney will then contact Anoka County requesting that they share the costs to make the repairs. The town engineer dismissed the option to relocate the storm drain on the property because there are no easements, it would be difficult to maintain, and it would drain directly into the lake. The Road and Bridge committee recommended Option 2 from the three options provided by the engineer. Option 2 includes rerouting the pipe down Martin Lake Road to the intersection of 225th Avenue and Indus Street, discharging the storm water into the east ditch of Indus Street. The entire street width, from the existing catch basins to Indus Street, a distance of approximately 400', would be overlaid as part of the new storm sewer construction. An estimated construction cost for this option was \$71,269. The engineer would like this to go out for bids as an alternate bid to the 205th Avenue paving project. The bids would be let in January with the sewer pipe project completion deadline in May. Supervisor Halliday moved to move forward with Option 2 of the Martin Lake Road project; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

RB Resignation: Supervisor Halliday moved to approve Christina Smentek's resignation from the Road and Bridge Committee; Supervisor Searing seconded. All ayes; motion carried 4-0.

Committee members: Road and Bridge guidelines, created in 1999, stated that the committee would consist of six members, though until 2014, the committee operated with only five members. In 2016, a seventh member was appointed. Supervisor Halliday moved to change the Road and Bridge committee to a five-member committee; Supervisor Parker seconded. All ayes; motion passed 4-0. The guidelines will be reviewed and revised by the committee and returned to the Town Board for approval.

Fire Department: Fire Chief Darryl Ballman reported 26 runs in November, with 19 being medical and 7 being fire. One quote for maintenance of the overhead doors at the fire station was available, but more quotes will be presented in January. The Linwood Fire Association wished to express their appreciation for using the fire station for a successful Breakfast with Santa held on December 3rd.

The invoice for the SCBAs included \$14,990.00 for a five-year service plan. The additional cost was not included in the Town Board approval to purchase the SCBAs. Chief Ballman stated that the plan includes checking the compressor for air quality, but will provide more information regarding what is included with the offered service plan. The invoice was paid without the service plan costs.

The Vector Solutions includes the Right-To-Know training that is required for the firefighters, as well as the public works department. The fire department would like to create a safety committee and queried if one Township staff from each department should be included. The department has considered hiring a vendor to perform mock safety inspections to help staff identify potential safety hazards and educate staff regarding OSHA compliance requirements. The mock inspections could be done quarterly or annually. Supervisor Millerbernd interjected that OSHA will perform free inspections and not issue any fines for 60 days. Supervisor Millerbernd noted that the decision to form a safety committee should be up to the supervisor who is liaison for safety.

Chief Ballman requested that all of the fire department tracking and payroll be done by the treasurer. This would include firefighters' runs, training, worknights, mileage, and timesheets. Supervisor Searing questioned if the Township was already paying for software to track the fire training. The chief wasn't able to estimate the length of time this commitment would entail. Alyssa will report back to the Board after meeting with the fire chief to identify the process and estimated time commitment.

Parks: Supervisor Halliday reported that due to the proximity to the construction of the proposed recycling building, the pleasure rink will not be flooded this year, only the hockey rink will be maintained. The mulch was removed from Allquist and Boettcher Parks, and the new mulch put down before the snow came.

7940 217th IUP: Supervisor Halliday reminded the Board that the Interim Use Permit (IUP) application for Jose Ramirez had been tabled, because a kennel license was intended for homeowners and not businesses, and some of the conditions appeared to have related to business operations. Emily Herold, MSA representative, was present and walked the Board through the updated conditions for the IUP. The IUP allows the property owner at 7940 217th Avenue NE to apply for a kennel license for his own four dogs. Business operations would require an IUP for the business and a variance because of the R-1 zoning of the property. The Board expressed their concern that the owner hasn't licensed his dogs. Another condition that must be met is that the four-foot fence separating the subject property from 7960 217th Ave NE must be replaced with a six-foot, opaque fence, verifying the lot line and ensure that the new fence does not encroach on the neighboring property. Ms. Herold stated that if the conditions of the IUP are not followed, it could result in enforcement actions or revocation of the IUP. This IUP will expire two years from the date of approval and will need to be renewed subject to a new application and public hearing. Supervisor Halliday moved to approve Resolution No. 2022-28 Approving an Interim Use Permit to Allow a Kennel License at 7940 217th Avenue NE; Supervisor Parker seconded. All ayes; motion carried 4-0. (Full resolution on file.)

Resolution #2022-25 Tax Forfeit Properties: Supervisor Halliday moved to adopt Resolution No. 2022-25 Approving Classification and Sale of 2022 Tax Forfeit Properties; Supervisor Parker seconded. This resolution defines that tax forfeit property identified as PIN 04-33-22-21-0013 would provide optimal use if conveyed to an abutting landowner. Further, the Township would like to secure ownership of PIN 34-34-22-13-0004 for public road use. All ayes; motion carried 4-0. (Full resolution on file.)

Townline Road agreements: The Town Line Road Agreements with Oxford Township and East Bethel were agreeable to those entities. The clerk received a phone call from Lent Supervisor Rick Keller informing the Township that he didn't like the way Linwood has been plowing Lyons Street and going forward, Lent will do the east lane and Linwood can take care of the west lane. This option is not in the best interest of the residents in either Township and not preferable for liability reasons. Supervisor Millerbernd will attend the next Lent Town Board meeting to discuss the matter.

Annual employee reviews: Supervisor Halliday reported that the annual employee reviews were conducted on November 16-17. The reviews went well. A copy of the evaluations will be signed by the employees and added to their personnel files. Supervisor Searing reported that Craig Rylander

would like to survey the south section of the cemetery within the next two years. The public works department was in need of tools and a toolbox.

Recycling Reuse building grant: Anoka County awarded the Township a grant in the amount of \$62,563.00 for the first phase of construction of a reuse building. The MPCA reuse grant award is expected to be announced around December 29th. There are no guarantees that the Township will receive grants for additional phases and the Township could have just the shell of the building. Unplanned costs to be added to the project are \$5,000-\$10,000 for architectural review and restrooms for the warming house. The proposed building was 30' x 90' with one-third for warming house and park equipment storage and the remaining two-thirds for the reuse building. Because of the cost of the restrooms, the warming house may be too expensive to follow through with. In order for the Anoka County grant money to be extended into 2023, the Township needs to send an extension letter. Supervisor Parker moved to have Chairman Halliday sign an extension letter; Supervisor Halliday seconded. All ayes; motion carried 4-0. The topic of moving forward with the project was tabled pending more information regarding regulations, septic, and well costs.

Subrecipient Agreement for police radio antenna: The grant agreement with Anoka County for reimbursement of the police radio antenna costs was reviewed. Items of significance included that the Township must show proof of insurance and file an annual status report outlining the use of the equipment. The agreement is good for ten years at which time the antenna equipment becomes the property of the Township. If the Township ceases using the antenna within that ten years, the equipment must be returned to the County, or sold at fair market value and funds returned to the County. Supervisor Parker moved to have the Chairman sign the Anoka County ARPA Subrecipient Agreement; Supervisor Searing seconded. All ayes; motion passed 4-0.

SRWMO: Following several meetings with representatives from the Sunrise River Water Management Organization (SRWMO) Joint Powers Agreement (JPA) members, Supervisor Millerbernd reported that Columbus, East Bethel, and Linwood were in agreement with a revised funding formula that would be based on public waters and private land for the non-operating costs and equally shared administrative costs. Ham Lake would only agree to an option that combined all costs and then divided according to the public waters/private land percentages. Ham Lake expressed that they weren't interested in attending the December 6, 2022 meeting, so the remaining entities proceeded with determining other amendments to the JPA. Without knowing whether Ham Lake intended to leave the SRWMO, it was determined that Janet Hegland, SRWMO representative from Columbus, would send a letter requiring Ham Lake to respond by December 26th regarding whether they intended to leave the SRWMO, pay their portion of the 2023 budget, and pay their portion of the JPA amendment process payment. Clerk Olson reported that she had met with representatives from BWSR, Columbus, East Bethel, and Jamie Schurbon to discuss what role BWSR (Board of Water and Soil Resources) plays in assisting WMO entities during conflicts, as well as the options that Ham Lake has if they leave the SRWMO. The group requested that the attorney for BWSR address the situation so the remaining entities can proceed with the budgeting process for 2024.

Resolution 2022-26 Establishing Polling Places: Supervisor Halliday moved to adopt Resolution No. 2022-26 Establishing Precinct and Polling Locations for 2023 Election Year; Supervisor Searing seconded the motion which passed 4-0. (Full resolution on file.)

Resolution 2022-27: Amending 2022 Budget: Supervisor Halliday moved to adopt Resolution No. 2022-27 Amending the 2022 Budget; Supervisor Searing seconded. The budget amendment was necessary due to the creation of two new recycling accounts. All ayes; motion carried 4-0. (Full resolution on file.)

Oath of Office: The clerk administered the Oath of Office for Robert Millerbernd and Jonn Olson. Their four-year terms of office as Township Supervisor will begin on Monday, January 2, 2023.

Crown Castle consent: Supervisor Parker moved to allow the chairman to sign the Crown Castle consent to sublease a portion of the tower; Supervisor Searing seconded. All ayes; motion carried 4-0.

Airgas cylinder lease: Supervisor Halliday moved to approve the Airgas one-year cylinder lease for \$189.79; Supervisor Parker seconded. All ayes; motion carried 4-0.

Plow blades: Supervisor Millerbernd moved to spend up to \$1,800.00 on new belly blades for Plow Truck 2; Supervisor Parker seconded. All ayes; motion passed 4-0.

Warning sirens: The Board was informed that Anoka County will be moving forward with replacing their outdated equipment for activating the emergency warning sirens. In 2019, the cost to update each of the Township's three warning siren's transmitter equipment was \$4,000 to \$7,000. The updates will be done in 2023.

Recycling Center Assistant hiring: Supervisor Millerbernd moved to hire Kent Gulbrandson as the recycling assistant at \$18.00 per hour, subject to the results of a background check; Supervisor Searing seconded. All ayes; motion carried 4-0.

Supervisor Halliday moved to set the workdays at Tuesday, Thursday and Saturdays, up to 20 hours per week; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. Kent will be allowed to start work after the results of the background check are returned.

Staff Check-in: The senior coordinator's check-in report informed the Board of the many senior and community events that have occurred in the last few months. Activities included self-taught painting classes, Intergenerational Halloween Party (with over 900 participants), holiday planter class, annual pie bingo, craft fair, and adopt-a-family participation. Upcoming events include white elephant bingo, Cookies, Coffee, and Cocoa, and game days.

2023 Holiday Schedule: Supervisor Halliday moved to adopt the 2023 Holiday Schedule as presented with the observed Christmas Eve taken on Friday, December 22nd. Supervisor Searing seconded the motion which carried 4-0.

2023 Schedule of Meetings: Supervisor Halliday moved to adopt the 2023 Schedule of Regular Meetings as presented; Supervisor Parker seconded. All ayes; motion passed 4-0.

Budget meetings: The 2024 budget meetings will be held on at 6:00 p.m. on January 25, February 8 and February 15, 2023.

Building inspection rates: Jonn Olson, the incoming Town Board Supervisor, was volunteered to meet with staff and Rum River Construction Consulting, to negotiate the updated building inspection rates provided by RRCC. The proposed rates will be presented to the Town Board for approval in January.

Municode pricing: The Board had previously approved having Municode prepare a supplement of all the ordinances that have been adopted since the codification of the Town Code in 2021. The cost will be approximately \$5,300. The update will not be done until the fee schedule has been updated with new building permit fees.

Enforcements update: The clerk provided an update for each of the current building and zoning enforcements that are underway and noted that several have been successfully come into compliance and have been closed. There are two properties noted that will be started soon.

Clerks Comments: An AED defibrillator was donated to the Linwood recycling center by Heart Safe East Bethel. The Christmas staff lunch will be held on Thursday, December 22nd. As a follow up note, the soil borings have already been done for the 205th Avenue paving project, so the soil borings for the parking lots will wait until next spring. New deputies being assigned to Linwood Township for 2023 are Bill Jacobson and Lauren Syckes. Staff will follow up to confirm that the Township website is ADA compliant, as represented when considering CivicPlus to build the website.

Supervisor Halliday moved to set the effective date of the wage increases as January 1, 2023; Supervisor Parker seconded. All ayes; motion passed 4-0.

Approval of Minutes: Supervisor Halliday moved, and Supervisor Parker seconded, to approve the meeting minutes for the November 21, 2022 Wage Review Meeting and the November 22, 2022 Town Board Meeting. All ayes; motion carried 4-0.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for November 23 through December 13, 2022, including claims #37127 through #37175 in the amount of \$265,751.00; Supervisor Parker seconded the motion, which passed 4-0.

Supervisor Halliday moved to approve the regular payroll for November 25, 2022, including direct deposits #19969 to #19978 and EFTs #19979 to #19981, for the dollar amount of \$18,382.43; Supervisor Parker seconded. All ayes; motion passed 4-0.

Adjournment: Supervisor Searing moved to adjourn; Supervisor Parker seconded. All voted in favor; motion carried 4-0. The meeting adjourned at 8:23 p.m.

Approved on December 27, 2022

Attested:

Michael Halliday, Chair

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes December 27, 2022

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

Board Members Absent: Supervisor Tim Peterson

Others Present: Mike Olson, Tom Searing, Jonn Olson, Mike Swedeen, Jack Sawatzky, Darryl Ballman, Andy Luedtke, Natalie Zabrzenski, & Emily Herold (via Zoom)

Call to Order and Approval of the Agenda: Chairman Halliday 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, December 27, 2022, and the clerk performed the roll call. Supervisor Parker moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed 4-0.

5431 Fawn Lake Dr variance: Michael Swedeen, the property owner residing at 5431 Fawn Lake Drive NE, Stacy, applied for an after-the-fact variance from the maximum square footage requirement and from the maximum sidewall height for his accessory building. In addition to the conditions that the Planning & Zoning Commission recommended, the Town Board was willing to make concessions to allowing the variance for the size and sidewall height, but the other aspects of the building would need to be consistent with the rest of the accessory building regulations. The Board added the conditions that no additional structures or additions to the current structure would be allowed, no one is allowed to live in the accessory building, and the owner has 90 days to be compliant by removing the shower and two sinks. Supervisor Halliday moved to direct staff to prepare a resolution to include all of the conditions proposed by P&Z and the Town Board; Supervisor Searing seconded. All ayes; motion carried 4-0. (Full resolution on file.)

P&Z resignation: Supervisor Halliday moved to accept Jeff Schafer's resignation from Planning and Zoning; Supervisor Parker seconded. All ayes; motion passed 4-0.

P&Z letter of interest: Supervisor Parker moved to appoint Rory Paggen to Planning and Zoning, as an alternate, subject to a background check; Supervisor Searing seconded. All ayes; motion carried 4-0.

Fire Department: Fire Chief Darryl Ballman reported that Bill Murholtz and Anna Amman had successfully passed the physical exam, criminal background check and interview process.

Supervisor Parker moved to accept William Murholtz ad Anna Amman into the Linwood Fire Department effective January 1, 2023; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. The starting pay will be \$11.55 per hour.

Resolution #2022-29 Accepting D&U Easement: In addition to the drainage and utility easement dedicated in the plat of Cliff's Boettcher Estates, the owner of the property has granted a perpetual drainage and utility easement on Lot 3, Block 1. Supervisor Halliday moved to adopt Resolution #2022-29 A Resolution Accepting a Perpetual Drainage and Utility Easement; Supervisor Parker seconded the motion which passed 4-0. (Full resolution on file.)

Recycling building update: Treasurer Alyssa Dehn informed the Board that the contract for the proposed recycling building should be available to sign within a week or two. Ms. Dehn will be getting more information regarding vault toilets for use at the warming house and possibly in other parks, in lieu of the rented portable toilets. Supervisor Halliday expressed that the Parks Committee would be willing to spend Parks Funds for the building, but not for the well and septic, if it were required.

R&B resignation: Supervisor Halliday moved to accept Jonn Olson's resignation from the Road and Bridge Committee, due to having been elected as a town supervisor; Supervisor Parker seconded. All ayes; motion passed 4-0.

Sr Driver: Supervisor Parker moved to accept Deborah Schifsky as a senior driver, pending the results of a background check; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Resolution 22022-30 Adopting 2023 Budget: Supervisor Halliday moved to adopt Resolution #2022-30 A Resolution to Adopt the 2023 Township Budget in the amount of \$2,461,979.00; Supervisor Searing seconded. All ayes; motion passed 4-0.

2023 Budget

Operating Funds

General Fund	\$ 506,739
Road and Bridge	\$ 310,880
Building Dept	\$ 87,765
Fire	\$ 263,500
Police	\$ 275,000
Senior Center	\$ 68,710
Cemetery	\$ 5,000
Parks and Recreation	\$ 82,500
Recycling	\$ 121,885

Capital Funds

Capital Improvement Fund	\$ 60,000
Road & Bridge Capital Fund	\$ 450,000
Building Capital Fund	\$ 100,000
Fire Equipment Fund	\$ 130,000
<u>Recycling Capital Fund</u>	<u>\$ -</u>
Total 2023 Budget	\$ 2,461,979

Clerks Comments: Rum River Construction Consultants made a donation to the North Anoka County Emergency Food Shelf in the Linwood Township staff's honor for all they do for the community.

The clerk has been in contact with the Anoka County Sheriff's Office in an attempt to encourage the County to get processes in place to handle dangerous dog matters that occur in the Township. The Board directed the clerk to contact the Town attorney to find out whether the Township would have the authority to govern dangerous dogs and what the County's obligations are to the residents of Linwood. The other concern was whether the Township carried a liability if they were aware of a biting dog but didn't do anything to correct the problem.

The clerk questioned what level of involvement Rum River should have in enforcement issues regarding non-compliant septic systems and other enforcement procedures. More discussion will be necessary.

Approval of Minutes: Supervisor Parker moved, and Supervisor Millerbernd seconded, to approve the meeting minutes for the December 13, 2022 Town Board Meeting. All ayes; motion carried 4-0.

Approval of Bills & Payroll: Supervisor Halliday moved to pay the claims list for December 14 through December 27, 2022, including claims #37176 through #37189 in the amount of \$11,023.77; Supervisor Millerbernd seconded the motion, which passed 4-0.

Supervisor Halliday moved to approve the regular payroll for December 9, 2022, including direct deposits #19982 to #19996 and EFTs #19997 to #19999, for the dollar amount of \$21,416.31; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Supervisor Halliday moved to approve the regular payroll for December 23, 2022, including direct deposits #20010 to #20020 and EFTs #20021 to #20023, for the dollar amount of \$19,365.57; Supervisor Millerbernd seconded. All ayes; motion passed 4-0.

Appreciation for Supervisor Halliday: In honor of Chairman Mike Halliday having served for 13 years on the Town Board, the meeting attendees expressed their appreciation for his years of service. Mr. Halliday attended in excess of 600 meetings during his tenure, in addition to countless hours of phone calls.

Adjournment: To commemorate his last meeting, Supervisor Halliday made the motion to adjourn; Supervisor Parker seconded. All voted in favor; motion carried 4-0. The meeting adjourned at 7:07 p.m.

Approved on January 10, 2023

Attested:

Chairman

Pamela Olson, Clerk