



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

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Website: linwoodtownship.org

Town Board Meeting Minutes

January 10, 2023

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

Board Members Absent: none

Others Present: Carri Levitski, Ed Kramer, Tom Searing, Chief Darryl Ballman, Andy Schreder, Candice Kantor, Andy Luedtke, Tony DeChaine, and Natalie Zabrzanski

Call to Order and Approval of the Agenda: The clerk called the Linwood Town Board meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, January 10, 2023, and performed roll call. Supervisor Parker nominated Supervisor Millerbernd as chairman; Supervisor Peterson seconded. Supervisor Millerbernd accepted the nomination as Town Board Chairman and all supervisors voted in favor. Supervisor Millerbernd proceeded to chair the meeting.

Supervisor Millerbernd welcomed Jonn Olson as the new Township supervisor. Supervisor Millerbernd noted that each supervisor should carefully consider their interest and involvement of being on the Board. If any supervisor has issues with fulfilling their obligations and being willing to attend at least three meetings a month, they should speak up. The liaison assignments will be reviewed in June to see that supervisors are performing their duties. Supervisor pay will be brought up at a meeting soon.

Supervisor Peterson nominated Mike Parker for Vice Chairman and Supervisor Olson nominated Carol Searing. Supervisor Millerbernd seconded Mike Parker's nomination. Supervisor Mike Parker accepted the position of Board Vice Chairman.

Reorganizational meeting:

Action:	
Town Board Chair	Bob Millerbernd
Town Board Vice-Chair	Mike Parker
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-Bob Millerbernd; Vice Chair-Mike Parker; Clerk-Pam Olson; Deputy Clerk – Pam Matti Treasurer-Alyssa Dehn; Deputy Treasurer- Sarah Raymond
Mileage reimbursement rate	65.5¢ per mile
WH Security contact list	Mike Parker, Bob Millerbernd, Jonn Olson
Credit card users	Bob Millerbernd, Mike Parker, Pam Olson, Darryl Ballman, Pam Matti, Sarah Raymond, Paul Deuth, Jack Sawatzky, Alyssa Dehn, Jeff Olson
Menards purchasers	Bob Millerbernd, Mike Parker, Pam Olson, Tim Peterson, Paul Deuth, Jack Sawatzky, Alyssa Dehn, Jeff Olson, Mike Olson
Kwik Trip card users	Darryl Ballman
Data Practice Responsible Authority	Pam Olson
Data Practice Compliance Official	Kennedy & Graven

Supervisor Parker moved to approve the first portion of the reorganization list; Supervisor Peterson seconded. All ayes; motion passed. *(Approved as shown above)*

Township Services:	
Attorney	Kennedy & Graven
Auditor	Smith Schafer & Associates
Building Official	Rum River Construction Consultants
Planning & Zoning Administrator	MSA Professional Services
Engineer	Hakanson Anderson Engineering
Health Authority	Dr. Nik Vuljaj
Road Foreman	Craig Rylander
Weed inspector	Jack Sawatzky

Supervisor Parker moved to approved the second section of the reorganization list; Supervisor Peterson seconded. All ayes; motion passed. *(Approved as shown above)*

Committee & Department Liaisons:	
Building Maintenance	Bob Millerbernd
Cemetery	Carol Searing/Tim Peterson
Enforcements	Carol Searing/Bob Millerbernd
Family Fun Day	Jonn Olson
Fire Department	Mike Parker
Human Resources	Carol Searing & Bob Millerbernd
I.T. (Information Technology)	Jonn Olson
Media, Newsletter and Webpage	Carol Searing
Office Staff	Carol Searing
Park & Recreation Commission	Bob Millerbernd
Planning & Zoning Commission	Carol Searing
Police	Carol Searing

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

Supervisor Parker moved to approve the Committee and Department Liaisons of the reorganization list; Supervisor Peterson seconded. All ayes; motion passed.

Supervisor Parker moved to amend the list by adding Supervisor Searing as Office Supervisor; Supervisor Olson seconded. Motion carried unanimously. (*Approved assignments as shown above*)

Approval of the Agenda: Supervisor Parker moved to approve the agenda as amended by moving the senior center request earlier in the meeting; Supervisor Peterson seconded. All ayes; motion carried.

Sr Center request: Senior Coordinator Sarah Raymond presented a quote for a 65" television and bracket to use in the senior center for classes, presentations, and renters. Supervisor Parker moved to purchase a new 65" Visio TV for the Senior Center up to \$900.00; Supervisor Olson seconded. All ayes; motion passed.

Fire Department: Fire Chief Darryl Ballman reported 26 runs in December, with 15 being medical and 11 being fire. Supervisor Parker moved to approve sending up to 12 firefighters to state schools for 2023; Supervisor Peterson seconded. MBFTE will reimburse the class cost, but mileage, meals and lodging aren't reimbursable. All ayes; motion carried.

Supervisor Parker moved to get quotes for the 2023 delivery of a replacement for Rescue 5; Supervisor Peterson seconded. All ayes; motion passed.

Supervisor Parker moved to purchase two Ice Commander suits, not to exceed \$2,000.00; Supervisor Olson seconded. The fire department currently has four suits that were purchased approximately six years ago. The motion carried by a unanimous vote.

Supervisor Parker moved to accept Randy Paggen's retirement from the fire department after 36 years of service; Supervisor Peterson seconded. All ayes; motion carried.

Road & Bridge: The Road and Bridge Committee scheduled for January 3rd was cancelled due to inclement weather. The meeting was rescheduled for January 18th.

SRWMO report: Sunrise River Water Management Organization (SRWMO) representative Candice Kantor informed the Board that the SRWMO met to discuss the 2024 budget, but without knowing whether Ham Lake intended to stay in the JPA, it was uncertain whether they should budget for three or four entities. A Board of Water and Soil Resources (BWSR) representative scheduled a meeting with Ham Lake to discuss the core objections to being in the SRWMO. There is grant money available through BWSR to help find a resolution to the stalemate that has been caused by Ham Lake wanting to leave the SRWMO.

Resolution #2023-01 Variance at 5431 Fawn Lake Dr: Supervisor Parker moved to pass Resolution No. 2023-01 A Resolution Approving a Variance to Allow an Oversized Accessory Structure at 5431 Fawn Lake Drive NE; Supervisor Searing seconded. The applicant, Michael Swedeen, requested an after-the-fact variance to keep the 5,546 ft² pole shed with 15' sidewalls. The R-A District currently limits accessory structures to 3,600 cumulative square feet and 14' sidewalls on parcels that exceed four acres. Following a change of use from agricultural to non-agricultural necessitated the need for a variance application from the size requirements. The Township became aware of this through other violation proceedings and requested that the applicant apply for a variance to allow the non-conformity. In addition to the conditions proposed by the Planning and Zoning Commission, the Town Board cited the following conditions: no additional structures may be added to the property; no additions may be added to the existing structure; the structure may not function as living quarters for the owner or guests; the shower and two out of three of the sinks must be completely removed within 90 days of the variance approval, and verified at the Board's discretion. The motion carried unanimously to grant the variance with conditions. *(Full resolution on file.)*

Lyons Street plowing: Supervisor Millerbernd attended the Lent Town Board meeting to discuss the town line road maintenance agreement for Lyons Street. Lent Board members didn't want to accept the maintenance agreement proposed by Linwood. Lent Township sent an offer for snow removal services on Lyons Street with a rate of \$75 per snowfall and a \$20 salt charge. Supervisor Parker moved to deny the snow removal proposal from Lent Township; Supervisor Searing seconded. All ayes; motion carried.

Dangerous dog follow-up: The clerk provided the attorney's response to the Board's questions regarding where the Township authority lies in regards to enforcing the dangerous dog statute. The Town may adopt an ordinance to declare a dangerous dog, but in the attorney's opinion, it would make sense to have law enforcement issue the designation since they're the ones that respond to the incident. The express authority to regulate potentially dangerous and dangerous dogs is given to cities and counties. Nothing in regulations suggest the legislature intended to make townships responsible for administering the provisions, unless they formally act by ordinance to assume the responsibility of an animal control authority. Animal control authorities or law enforcement agencies are required to enforce the regulations, regardless of whether those sections have been adopted into local ordinance. The Anoka County Sheriff's Office is working with the county attorney's office and county administration to put regulation and appeal processes in place. The Board determined that it would be best to have Anoka County regulate dangerous dog issues.

Mobile home removal follow-up: Supervisor Parker made a motion to move forward with having Woodlund Homes clear the snow around the mobile home on 239th Lane, transport and store the home until such time as the owner takes possession or the Township obligation is over. The Township will place insurance on the home during the storage period. Supervisor Searing seconded the motion. All ayes; motion carried. It was uncertain how long the Township would need to impound the home, but the Board suggested that the owner should be given a period of no longer than 90 days to recover their property. All costs associated with abating the violation will be assessed against the property. The proposed rates for Woodlund Homes to remove the snow on and around the home was approximately \$1,000; to move the two

sections was \$1,200; and the storage fees were \$400 per month. The Board would like to have a written agreement with Woodlund Homes to remove and store the non-compliant structure.

Recycling building update: Treasurer Dehn informed the Board that the approximate cost of a vault toilet was \$70,000, but according to Don Sivigny, a state building inspector, because the warming house use would be considered temporary, a portable toilet would suffice if it were handicap accessible and heated. There is nothing in the State Building Code that requires indoor bathrooms for a seasonal use. Phase 1 of the reuse building would need to be completed by December 31, 2023, according to the recycling capital grant. Clerk Olson stated that the contract received from Anoka County for the grant would need to be rewritten to remove contradictory and insignificant language. The Board questioned whether Anoka County intended to support the Reuse Center and if the Board should obligate Linwood residents to pay for the building completion. No action was taken pending a contract for the Board to consider.

Fee Schedule updates: Andy Schreder and Carri Levitski from Rum River Construction Consultants (RRCC) were present to explain that the building permit language in the Town Code needed to be updated because there was no basis for determining the value and plan checking fees. The Town Code also had no language giving authority to charge the state surcharge, defining the refund process, and expiration of permits. Building permit fee increases were proposed for each of the fixed fee permits and value-based permits. The Board directed staff to prepare the proposed Fee Schedule changes for adoption, as presented. A public hearing will be necessary to adopt the Fee Schedule changes. Future discussions will be held for determining RRCC's role in assisting with certain enforcement services.

Sr Transportation driver: Supervisor Parker moved to accept Jeffrey Thobe as a volunteer senior transportation driver, pending acceptable results of a background check; Supervisor Peterson seconded. All ayes; motion carried.

Approving bank signers: Supervisor Parker moved to remove Mike Halliday as a bank signer; Supervisor Peterson seconded. All ayes; motion carried.

Supervisor Millerbernd moved that any of the following named officers or employees of Linwood Township may sign checks: Bob Millerbernd, Mike Parker, Pam Olson, Alyssa Dehn, Pamela Matti, and Sarah Raymond. Three signatures are required for General Fund Account 1701239. Further, Clerk Pamela Olson, Treasurer Alyssa Dehn, and Deputy Clerk Pamela Matti are authorized to originate ACH payrolls up to \$30,000.00 with a limit of 40 items per payroll, to view account activity through First State Bank of Wyoming's Online System. Said persons are also authorized to transfer monies in account with two person's authorization. Two of the following signatures are required for all Certificates of Deposits for the Town of Linwood: Robert Millerbernd, Michael Parker, Pamela Olson, Pamela Matti, Alyssa Dehn, and Sarah A Raymond. The motion carried unanimously.

Driveway Inspector tablet: Supervisor Parker moved to spend \$1,875.74 on a Surface Pro 8 tablet for the Driveway Inspector and Public Works use; Supervisor Searing seconded. All ayes; motion carried.

Resolution #2023-02 Accepting 4Q 2022 Donations: Supervisor Millerbernd moved to adopt Resolution No. 2023-03 A Resolution Accepting 4th Quarter 2022 Donations, with cash donations of \$1,369.75 and material goods valued at \$1,630.00. Supervisor Parker seconded the motion, which carried with all ayes.

District 7 rep election: The Board was reminded of the upcoming special election for the MAT District 7 representative on January 31st in Annandale.

Schedule Board of Audit: Supervisor Parker moved to conduct the Board of Audit as part of the February 28th regular Board meeting; Supervisor Peterson seconded. All ayes; motion carried.

Schedule LBAE meeting: Supervisor Parker moved to request the Local Board of Appeals and Equalization meeting be held on Tuesday, April 25th at 5:30 p.m., with Tuesday May 9th at 5:30 p.m. be a second option. Supervisor Searing seconded the motion, which passed by unanimous vote.

Clerk's comments: The engineer sent letters to the residents on 205th Avenue for roadway easement agreements. The Board gave permission to have the posting box at the town hall moved to the face of the building.

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

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 12/28/2022-1/10/2023, including claims #37190 through #37216, in the amount of \$35,755.38; Supervisor Peterson seconded the motion, which passed unanimously.

Supervisor Millerbernd moved to rescind his previous motion and pay the claims list in the amount of \$34,835.38, to exclude the \$920.00 claim to Keller Excavating; Supervisor Peterson seconded. The claim for road grading bill from Keller Excavating was illegible and there appeared to be conflicts with the dates and times of service. All ayes; motion carried.

Supervisor Millerbernd moved to pay the regular payroll for 1/6/2023, including direct deposits #20025 to #20040 and EFTs #20041 to #20043, in the amount of \$18,515.34; 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 7:58 p.m.

Approved on January 24, 2023

Attested:

Robert Millerbernd, Chair

Pamela Olson, Clerk



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Town Board Meeting Minutes January 24, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Jack Sawatzky, Darryl Ballman, Claire Michelson, Ed Kramer

Call to Order and Approval of the Agenda: 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, January 24, 2023, and the clerk performed the roll call. Supervisor Peterson moved to approve the agenda as presented; seconded by Supervisor Parker. The motion passed unanimously.

Variance at 8921 Ryan Lake Dr NE: The Planning and Zoning Commission made recommendation that the Town Board approve a variance request for an attached garage that exceeds the maximum square footage allowance for garages in the R-1 district. The variance application came from Eric and Theresa Roy, related to a new build single-family home that would be located at 8921 Ryan Lake Drive NE, PID 35-34-22-41-0003. The proposed garage would be 368 square feet larger than the 1,200 square foot maximum. Because of the river on the property, the current owners don't plan to add an accessory building, so would like permission for additional footage on their attached garage. The Board wanted to be certain that any future accessory buildings be reduced by the 368 square feet being allowed to be added to the attached garage. Supervisor Olson moved to adopt Resolution #2023-03, A Resolution Approving a Variance to Allow an Oversized Attached Garage at 8921 Ryan Lake Drive NE, with the condition that the maximum size allowed for an accessory building on this property would be 2,032 square feet. (2,400 minus the 368 allowed on the garage.) Supervisor Searing seconded. All ayes; motion carried. (Full resolution on file.)

Planner's report: Planner Claire Michelson informed the Board that MSA is working on updated definitions and suggested changes to ordinances associated with dog kennels, and variance

ordinance Section 30-56, which utilized out of date language that is no longer compliant with state statute.

Road & Bridge: David Swearingen submitted his resignation from the Road and Bridge Committee, but agreed to stay on as an alternate member. As an alternate, Mr. Swearingen would be asked to attend all the meetings and be a voting member in the event one of the regular committee members was absent. The committee will also need to fill the recorder's position. Staff will advertise for a recording secretary for the Road and Bridge committee, with the pay at \$75.00 per meeting.

205th Ave striping & swing-away mailbox posts: Supervisor Parker moved to not stripe and to put swing away mailbox posts in the bids for the 205th Avenue paving project; Supervisor Olson seconded. All ayes; motion carried. Supervisor Olson was concerned that the turn-around at the west end of 205th Avenue wasn't large enough. Supervisor Olson will discuss his concerns with the engineer before the project goes out for bids.

PARCs: The Township received a request from the Linwood Lake Improvement Association (LLIA) to hold their Annual Ice Bocce Tournament in Broadbent Park on February 11th. In the event that the Town Board approved the request, the PARCs members recommended conditions to include: only flooding the infields, not the grass areas; ice areas should be marked before and after the tournament so no one slips on the ice; snow blown paths only on the infield to avoid damage to the sprinkler heads; no alcohol in the park; clean up all garbage and debris after the event; use of the pavilion was acceptable; LLIA would be responsible for any damage. Supervisor Peterson moved to let LLIA use Broadbent Park with the stipulations the PARC Board put in place; Supervisor Parker seconded for discussion. The Board struggled with the fire department providing water and staff hours being used for the organization's fund raiser. Firefighters could not volunteer to transport and spray the water, because of the liability they would need to be paid. Supervisor Parker rescinded his second and Supervisor Peterson rescinded his motion. Supervisor Peterson suggested tabling the topic to get more information, but the Town Board wouldn't meet again until after the scheduled event.

Supervisor Parker put forth the motion to deny LLIA's request to use Broadbent Park for Ice Bocce; Supervisor Olson seconded. All ayes; motion passed.

The PARCs committee recommended that the Board accept a proposal from TruGreen for weed control services. Supervisor Parker questioned whether TruGreen was able to get a product for eliminating sandburs. Supervisor Parker moved to table the topic for more information. Supervisor Peterson seconded the motion, which passed by unanimous vote.

Recycling Reuse building: The SCORE Grant Agreement was amended to include a signed copy of the grant application and unnecessary language was removed from the proposed contract. While the guarantee of future Anoka County SCORE supplemental grants cannot be secured, the County Recycling Department has expressed their support of Linwood Township's Reuse Program. The Board discussed the possibility of constructing the Reuse/warming house building in phases until the funding was available. The PARCs committee was committed to funding the warming house portion, but balked at the extra costs if bathrooms would have been mandatory. With the knowledge that accessible portable toilets would suffice, it was

understood that Park Dedication funds would be used to cover the warming house portion of costs. Supervisor Searing would not be supportive of the reuse building if it meant raising the levy to cover costs associated with a new building and related operating expenses. Supervisor Parker moved to proceed with the grant for the 30' x 90' reuse building; Supervisor Peterson seconded. All ayes; motion carried. Supervisor Parker moved to direct the Chairman to sign the grant request; Supervisor Olson seconded. All ayes; motion passed. Supervisor Millerbernd and Treasurer Dehn will get contractors to move the project forward.

Townline Road Maintenance Agreements: In an effort to come to an agreement with Lent Township for plowing Lyons Street, a town line road, the amendment to the Maintenance Agreement removed the language about Linwood performing the snowplowing and charging Lent for the services. The new proposal added, "It is mutually agreed and understood that the first snow plow from either Linwood Township or Lent township that arrives at Lyons Street NE as part of their regular plowing route, shall plow both sides of Lyons Street NE, said town line road, and sand/salt the road as necessary, at no cost to the other agency. Supervisor Parker moved to approve the amended agreement; Supervisor Peterson seconded. All ayes; motion carried.

1-ton plow quotes: The frame of the plow for the 1-ton has major cracks that make the plow unusable. Several experienced welders who looked at the compromised frame state that they wouldn't take on the liability of repairing the frame. Quotes for purchasing a new plow were procured. A new plow would have a plow mount specific for the 1-ton, but the plow could be moved to a newer truck with the purchase of a universal plow mount. Supervisor Parker moved to purchase the Boss plow with wings for \$10,557.44; Supervisor Olson seconded. All ayes; motion carried. Public works was instructed to remove the headlights and hydraulic cylinders, but the plow frame was to be sold as scrap.

CD #52745 renewal: Supervisor Parker moved to renew CD #52745 for 27 months with an interest rate of 3.5%; Supervisor Olson seconded. All ayes; motion passed.

Fee schedule escrows: There will be a public hearing to amend the Fee Schedule in the Town Code. The clerk explained the need for additional escrows for driveway permits and demolition permits. The Township policy is that a property owner has to get a driveway permit or in some instances a demolition permit as a condition of getting a building permit. The Building Official cannot legally withhold the Certificate of Occupancy because the owner hasn't completed the driveway or demolition. Currently, there is no motivation for a resident who has applied for a driveway permit to complete the driveway per specifications and call for a final inspection. The escrow amount should be high enough to cover the costs for the Township to complete the work, in the event that the applicant doesn't complete the work per Township standards. An escrow agreement would need to be created. The Board was supportive of bringing the suggested escrows to public hearing and approval would depend on the dollar amount of each escrow.

Surplus Services renewal: Supervisor Parker moved to renew the Township's Surplus Services account with Pam Olson, Sarah Raymond, Jack Sawatzky, Jeff Olson, Alyssa Dehn, and Bob Millerbernd as eligible purchasers. Supervisor Peterson seconded the motion which carried unanimously.

Upcoming meetings: The first budget meeting will be held on Wednesday, January 25th at 6:00 p.m. and the MAT District 7 Representative Election will be held on January 31st at 8:00 p.m. in Annandale.

Clerk's comments: As staff carries out enforcement procedures, difficulties have arisen due to the Town Code not having adequate language to define what requirements structures and properties must have. The Town Board and Planning and Zoning Commission will hold a joint work session to discuss incorporating parts of the IPMC (International Property Management Code) into the Town Code.

The clerk asked for clarification of the appointments as liaisons to various committees when the Board had appointed two to the same department. Supervisor Millerbernd was opposed to having co-liaisons because it's unclear who the employee would go to. In the past, co-liaisons were appointed to be able to take on the role when the appointed liaison left the position. Supervisor Olson asked for clarification that the role of a liaison was to be a conduit of communication between the Town Board and the department or committee. The Board agreed that that was the intended role. Supervisor Searing questioned what Supervisor Peterson's interest in the cemetery was? Supervisor Peterson stated that he would talk about it when he had done more research. Supervisors Searing and Millerbernd will share equally as liaisons to Enforcements and HR. Supervisors Peterson and Olson will be equal liaisons for the recycling area.

Supervisor Searing would like to discuss supervisor pay, in light of a supervisor not fulfilling the expectation of attending a minimum of three meetings per month. The discussion was tabled until the budget meeting.

Approval of Minutes: Supervisor Parker moved, and Supervisor Searing seconded, to approve the January 10, 2023 Town Board meeting minutes. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 1/11-1/24/2023, including claims #37217 through #37247, in the amount of \$100,126.32; Supervisor Parker seconded the motion, which passed with all ayes.

Supervisor Millerbernd moved to pay the regular payroll for 1/20/2023, including Direct Deposits #20053 to #20064 and EFTs #20065 to #20067, for the dollar amount of \$18,754.18; Supervisor Peterson 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 8:07 p.m.

Approved on February 14, 2023

Attested:

Michael Parker, Vice Chairman

Pamela Olson, Clerk



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Special Town Board Meeting Minutes

Budget Work Session

January 25, 2023

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

Board Members Absent: none

Others Present: Tom Searing

Call to Order and Approval of the Agenda: Chairman Millerbernd called the Special Linwood Town Board Budget Work Session meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, January 25, 2023, and the clerk performed the roll call. Supervisor Millerbernd announced that the purpose of the meeting was to discuss the proposed 2024 budget and other financial considerations.

PARCs Fund: Supervisor Millerbernd explained that Park and Recreation Commission prepared a preliminary budget that was \$30,000 higher than the 2023 budget to allow for hiring a part-time employee to assist with flooding and attending the rink, as well as adding mulch to make two more parks ADA compliant. The Board was informed that seasonal workers are eligible for unemployment benefits and wages should be increased to compensate for the benefits. After some discussion about seasonal workers for flooding the rink and mowing parks, the Board determined that one of the public works employees may be assigned to assist in performing those duties. Rather than increasing the budget, Supervisor Millerbernd suggested reducing the expenditures. Park Area Wages was reduced to \$40,000 and the associated PERA and FICA were adjusted; Non-Building Repair & Maintenance-Contractual was reduced by \$5,000; Capital Outlay: Buildings & Structures was increased to \$1,000 to add rubber mats to the warming house. The Board set the preliminary amount for PARCs at \$107,340.

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 will be used towards the new warming house. No money is levied for the Park Dedication Fund.

PARCs portion of General Capital: The Board agreed to budget \$5,000 in the General Capital Fund towards replacing one of the lawn mowers.

Road & Bridge Fund: The Board reviewed the preliminary budget prepared by the Road & Bridge Committee, totaled at \$351,341. The Board increased the Recording & Reporting budget to \$1,000; Driveway Inspections increased to \$1,000 because of the anticipated new developments; General Government Buildings & Plant at \$5,000; Paved Streets remained at \$55,500; Unpaved Streets Road Repair & Maintenance-Contractual was reduced by \$3,000, leaving Unpaved Streets budget at \$95,000; Street Maintenance Materials was increased to \$25,000 for sand and salt, making the Ice & Snow Removal budget at \$59,545. No other changes were made to the remaining preliminary budget. The Board set the preliminary Road & Bridge Fund at \$352,523. Supervisor Peterson was asked to determine which safety apparel the Township is required to provide and then a clothing allowance policy will need to be developed.

Road & Bridge Capital Fund: The Road & Bridge Committee recommended \$925,000 be budgeted for repaving the east portion of Martin Lake Road and \$90,000 to replace the 2011 Dodge Ram. The Board budgeted \$50,000 for Engineering Fees and \$5,000 for Legal Fees. Instead of levying \$925,000 for Road Improvements, the Board set the line item at \$635,000, plus \$250,000 will be spent out of ARPA funds for the road project. The total Road & Bridge Capital Fund was set at \$780,000.

Police Fund: The 2023 Police Contract is known to be \$283,504. The Board set the preliminary Police Fund at \$300,000 to cover the contract plus deputy office building expenses.

Building Department: 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. With the recent new developments, it was anticipated that there would be more new homes, so the Inspections line item was increased. There are currently 203 open permits, with the building inspector portion (approximately \$60,331) being due at the time the permits are closed. The Consultant line item was set at \$20,000 to cover the costs of the zoning reviews that are done for the value permits. The overall Building Department Fund budget was set at \$116,515.

General Fund: The General Fund budget was handled by section with the treasurer and clerk charged with completing the line items. The Board wanted the public to be informed at the Annual Meeting of the cost of elections. No overall General Fund amount was determined.

Supervisor's pay: This topic was tabled until the next budget meeting.

Adjournment: Supervisor Peterson moved to adjourn; Supervisor Parker seconded. All voted in favor; the motion carried. The meeting adjourned at 8:50 p.m.

Approved on February 28, 2023

Attested:

Michael Parker, Vice Chairman

Pamela Olson, Clerk



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Special Town Board Meeting Minutes Budget Work Session February 8, 2023

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

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Darryl Ballman

Call to Order and Approval of the Agenda: Chairman Millerbernd called the Special Linwood Town Board Budget Work Session meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, February 8, 2023, and the clerk performed the roll call. Supervisor Millerbernd announced that the purpose of the meeting was to discuss the proposed 2024 budget and other financial considerations.

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

Supervisor's pay: The supervisors in attendance agreed that it wasn't appropriate for supervisors who don't attend meetings to be paid the monthly wage. Supervisor Searing moved to change the supervisor's pay to \$100.00 for each Town Board meeting, and if a supervisor attends their committee meeting, they get the full month wage of \$325.00. Attending additional scheduled meetings will be paid at \$100.00 per meeting. The chairman pay remains at \$400.00 per month plus \$100.00 for all meetings after the three scheduled meetings. Supervisor Olson seconded the motion. A supervisor will get paid for a meeting they make every effort to attend, but if the technology fails, it would still count as a meeting. All ayes; motion carried 4-0.

Fire Fund: Chief Ballman presented the preliminary Fire Fund budget. The full-time wages line in Fire Administration was added and funded with \$1,000 plus associated payroll taxes for the treasurer to take on the role of collecting and calculating the firefighters' hours. Supervisor Parker moved to allow Treasurer Dehn to do the firefighter payroll; Supervisor Olson seconded. All ayes; motion carried. The Dues & Subscriptions expenses were discussed with receiving a detailed description of each of the subscriptions currently in place. PSTrax may be replaced with an alternate inventory tracking software.

The Fire Fighting account was proposed to increase 14% due to anticipated wages for regular firefighting training, new candidate training, along with continuing education for development of officers.

An increase in the Firefighter Equipment account included a slight increase mainly due to Motor Fuel expenses. The Township recently bought five sets of turnout gear for the cadets. The department may look at a minimum three-year commitment from the cadets. If they don't fulfill three years of service, they would need to reimburse the Township for the training and gear expenses.

The Fire Training budget has seen a decline in recent years, there are increasing requirements of training hours to maintain certifications. Fire Stations and Buildings budget was increased to reflect increases in gas utilities and contractual building repairs and maintenance.

The total preliminary Fire Fund budget was set at \$299,870.

Fire Capital: Rescue 5 is slated to be replaced in 2023 at an estimated cost of \$100,000. Engine 2 is slated to be replaced in 2026. \$175,000 was budgeted toward purchased of future capital assets.

Senior Center & Senior Capital: Due to the increasing attendance at the Halloween and Egg Hunt community activities, the Community Celebrations account was increased from \$2,000 to \$2,500. The Senior Center bathrooms need to be remodeled to make them ADA compliant, so \$20,000 was budgeted in Building Capital for the Senior Center. The total Senior Center and Transportation budget was set at \$72,552.

Recycling Fund: The Board increased the preliminary Recycling Fund by \$14,000 to accommodate an additional 15 hours for a part-time worker in the Recycling Center. The preliminary Recycling Fund was set at \$155,657.

Road & Bridge Fund revisited: Due to costs for Enhanced Street Sweeping, the contractual road repair and maintenance line item for Paved Streets was increased by \$2,500, making the preliminary budget total at \$355,023.

Building Capital Fund: Necessary building expenditures included \$20,000 for the Senior Center bathroom renovation and \$75,000 for resurfacing parking lots. The total Building Capital Fund was set at \$95,000.

General Capital Fund: Included in the Capital Improvements reserves was \$20,000; Senior Center at \$5,000; Parks reserves at \$5,000; Recycling Center reserves at \$20,000, for a total General Capital Fund of \$50,000.

ARPA Funds: The ARPA funds will need to be obligated to a project by December 31, 2024 and spent by December 31, 2026.

Scenarios to create: It will be up to the clerk and treasurer to complete the line items for each of the budgets as needed. At the next budget meeting, to be held at 6:00 p.m. on Wednesday, February 15th, the Board will consider scenarios with no levy increase, as well as a scenario using all of the preliminary budget amounts.

Adjournment: Supervisor Parker moved to adjourn; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting adjourned at 7:33 p.m.

Approved on February 28, 2023

Attested:

Michael Parker, Vice Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes

February 14, 2023

Board Members Present: Supervisors Carol Searing, Mike Parker, Jonn Olson; and Supervisor Bob Millerbernd (remote via Zoom due to work obligations) Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: Supervisor Tim Peterson

Others Present: Tom Searing, Darryl Ballman, Stevie Young, John Kobow, Mike Hanson, and Natalie Zabrzenski

Call to Order and Approval of the Agenda: The Vice Chairman Parker 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 14, 2023. The clerk performed roll call.

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

Approval of the Agenda: Supervisor Olson moved to approve the agenda as amended by adding a resignation; Supervisor Searing seconded. All ayes; motion carried 4-0.

Supervisor Olson moved to recess the Town Board meeting and to open the Public Hearing; Supervisor Millerbernd seconded. All ayes; motion carried 4-0.

Public Hearing: Supervisor Olson moved to open the public hearing; Supervisor Millerbernd seconded. All ayes; motion carried 4-0. Vice Chairman Parker announced that the purpose of the public hearing was to hear comments about amending Chapter 2 of the Town Code, Section 2-249 Fees and Charges. There being no oral or written public comments, Supervisor Parker moved to close the public hearing and continue the Town Board meeting; Supervisor Olson seconded. All ayes; motion carried 4-0.

Resignation: Supervisor Parker read a resignation letter that had been left for each supervisor. Effective this date, Timothy Peterson offered his resignation from the role of supervisor of the Linwood Township Board due to medical reasons. Supervisor Olson moved to accept Mr. Peterson's resignation; Supervisor Searing seconded. Supervisor Millerbernd stated his gratitude for Mr. Peterson's service to the community and expressed that he wished the best for Mr. Peterson. All ayes; motion carried. 4-0.

Supervisor Parker moved to leave the position open for two months to attain letters of interest to appoint a person to the position; Supervisor Olson seconded. All ayes; motion carried. Letters of interest must be to the clerk by April 7th and will be brought to the April 11th Town Board meeting for discussion. The opening will be advertised on the website, social media, posting boxes and the electronic sign.

Ordinance #205 Repeal & Replace Sec. 2-249: Supervisor Searing moved to adopt Ordinance No. 205 – An Ordinance to Repeal and Replace Chapter 2 Section 2-249 Schedule of Fees and Charges Adopted of the Linwood Town Code. Supervisor Olson seconded the motion. The reasons for replacing the existing Fee Schedule were to include language defining the basis for determining building permit valuations, and adding several escrows to land use applications to cover the costs associated with development. All ayes; motion carried.

Resolution #2023-04 Approving Summary Publication of Ordinance #205: Supervisor Searing moved to adopt Resolution No. 2023-04 Approving Summary Language for Publication of an Ordinance Repealing and Replacing Section 2-249 of the Linwood Town Code. Supervisor Olson seconded the motion, which passed unanimously.

Treasurer's Report: Treasurer Dehn provided a budget report as of January 31, 2023. She noted there was an additional claim #37202 for \$920.00 to Keller Excavating to be approved. Due to increasing costs for the portable toilet rentals for the parks, other quotes are being sought.

Fire Department: Fire Chief Darryl Ballman reported 17 runs in January, with 11 being medical and 6 being fire. Supervisor Olson moved to accept Mike Zacher's resignation from the Linwood Fire Department; Supervisor Parker seconded. All ayes; motion carried.

Firefighter Stevie Young was present to inform the Board of the classes she attended at the Arrowhead Conference. The various training topics will be shared with, and be of benefit to, all of the firefighters.

Chief Ballman assured the Board that the firefighters have been made aware that long distance phone calls are not authorized from the fire station and that the recent call charges will be reimbursed to the Township. The Anoka County Emergency Communications technology, Prepared911 will be rolling out to allow a dispatcher to send a video or picture from a scene to the responders. Anoka County is phasing out the FDM System and going to First Due, which will be an added cost for the Township.

SRWMO report: Supervisor Olson reported on the February 2nd SRWMO meeting, stating that the proposed budget will increase approximately \$8,000 from the current year budget, but that the 2024 SRWMO budget will be finalized in May. The next SRWMO JPA discussion will be held on March 2, 2023 at Ham Lake City Hall to determine whether Ham Lake will stay in the SRWMO or give a 60-day notice to withdraw from the organization. Supervisor Olson will be attending the Smart Salting and De-Icing class and the maintenance workers are also required to attain their Level 2 certification.

Supervisor's pay: At the February 8, 2023 budget meeting, the Board voted to adjust the supervisor's wages to reflect pay only for the scheduled meetings that they attended. The Board decided to leave the motion as it was written.

Enhanced street sweeping: Supervisor Parker moved to have Anoka Conservation District apply for the Enhanced Street Sweeping Funding using Option #4; Supervisor Olson seconded. All ayes; motion carried. Option #4 includes four street sweepings per year for all high priority roads with drainage to Martin Lake and Linwood Lake. The funding requires a three-year commitment to continue the additional sweepings, the cost of which is offset by just over \$1,000 per year funding. The benefits are a five-fold reduction of nutrients going into the lakes and less leaves clogging the culverts and catch-basins. All ayes; motion carried.

Reuse building update: Supervisor Millerbernd and Treasurer Dehn are actively seeking quotes for the first phase of the recycling reuse building construction.

1-ton plow replacement: The electronic controls for the extended wing plow are still not available, leaving the 1-ton without a plow. Supervisor Parker moved to purchase the V-Plow from Hitch-It in the amount of \$9,480.44, plus \$250.00 to \$300.00 to remove the old plow mount and wiring; Supervisor Millerbernd seconded. All ayes; motion passed.

Road maintenance RFPs: The Board instructed staff to request proposals for the annual street maintenance contracts, to include crack sealing, street sweeping, and road grading. The proposals for tree removal and culvert jetting can wait. The Board would like to get proposals for additional aggregate for the roads that were planned to be upgraded. The Board will not proceed with the suggested reclaiming until there is an explanation of removing gravel from the road as was recommended by the Road and Bridge Committee.

PARCs Letter of Interest: A letter of interest for PARCs. Supervisor Searing moved to appoint Tony Raymond to the Parks Committee; Supervisor Millerbernd seconded. All ayes; motion carried.

Laptop replacement: It was determined that it wouldn't be practical to repair one of the board room laptops. Supervisor Olson moved to purchase a replacement laptop from T.R. Computers for \$1,387.50; Supervisor Searing seconded. The cost includes the hardware, software and labor. All ayes; motion passed.

Release of cemetery lots: Supervisor Searing moved to accept two cemetery lots back to the Township, Block 161 Lots A & B; Supervisor Olson seconded. All ayes; motion carried.

MBA Life Insurance: Supervisor Parker moved to continue providing life insurance coverage for the supervisors through MN Benefit Association in the amount of \$805.00; Supervisor Millerbernd seconded. The motion carried unanimously.

OSHA Annual Report: The Town Board acknowledged the 2022 OSHA Annual Report, noting only two reportable injuries. The report will remain posted until April 30th.

Contract for Services: Supervisor Parker moved to accept the Contract for Health, Social, or Recreational Services with Alexandra House for \$143.00. The contract provides assistance to victims and survivors of domestic and sexual violence, and assists Linwood residents to address their immediate needs and supporting them in moving beyond their crisis or violent situation. Supervisor Searing seconded the motion, which carried with all in favor.

Annual Meeting: The Annual Meeting will be held in the board room, with the senior center set up for social distancing. The meeting will be streamed via YouTube and there will be no guest speakers invited.

Upcoming meeting: The next budget workshop will be on Wednesday, February 15th at 6:00 pm.

Approval of Minutes: Supervisor Searing moved, and Supervisor Olson seconded, to approve the January 24, 2023 Town Board meeting minutes, as presented. All ayes; motion carried 4-0.

Approval of Bills & Payroll: Supervisor Parker moved to pay the claims list for 1/25/2023 to 2/14/2023, including claims #37248 through #37293 and claim #37202 in the amount of \$62,634.24; Supervisor Searing seconded the motion, which passed 4-0.

Supervisor Parker moved to pay the regular payroll for 2/3/2023, including direct deposits #20102 to #20112 and EFTs #20113 to #20115, in the amount of \$22,238.98; Supervisor Searing seconded. All ayes; motion carried 4-0.

Supervisor Parker moved to pay the 2022 4th Quarter Fire Department payroll, including direct deposits #20072 to #20097 and EFTs #20098 to #20099, in the amount of \$31,677.05; Supervisor Searing seconded. All ayes; motion carried 4-0.

Supervisor Parker moved to pay the 2022 annual payroll for PARCs, Planning & Zoning, and Cemetery Coordinator, including checks #40700 to #40712 and EFT #20101, in the amount of \$3,999.20; Supervisor Searing seconded. All ayes; motion carried 4-0.

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

Approved on February 28, 2023

Attested:

Michael Parker, Vice Chairman

Pamela Olson, Clerk



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Special Town Board Meeting Minutes

Budget Work Session

February 15, 2023

Board Members Present: Supervisors Mike Parker, Carol Searing, Jonn Olson; and Supervisor Bob Millerbernd (remote via Zoom due to work obligations); Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing

Call to Order and Approval of the Agenda: Vice Chairman Parker called the Special Linwood Town Board Budget Work Session meeting to order at 6:00 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Wednesday, February 15, 2023, and the clerk performed the roll call. Supervisor Parker announced that the purpose of the meeting was to discuss the proposed 2024 budget and other financial considerations.

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

Schedule 1: In reviewing the Schedule 1, it was observed that there were many disbursements that weren't planned for when the 2022 budget was developed. The 2022 budget was \$2,026,980, but taking out the unplanned purchase of the SCBAs at ~\$126,195, ARPA expenditures for extra PolyFlex at ~\$64,584, disbursements from the Escrow Fund at ~\$30,971, and the South Linwood Drive road project and engineering fees for both the 2022 & 2023 road projects at \$889,725, the actual budgeted expenditures for 2022 was \$1,782,358.

It was also pointed out that the CD investments are accounted for in the General Fund, and coupled with restricted and assigned funds, the General Fund doesn't carry a positive balance in the checking account.

Levy history: A report showing the total levy splits for each fund since 2019 was available for the Board to review.

Scenarios: The projection for the ending balance of 2023 included expenditures for \$60,000 from the Park Dedication Capital for the warming house; \$740,000 for the 205th Avenue paving and the Martin Lake Road storm pipe project; and \$62,000 for Phase 1 of the Reuse building.

Scenario #1 included all of the preliminary budget amounts of \$3,101,757 and no increase to the levy. This scenario was not acceptable to the Board because while the capital fund balances increased, the operating funds ended the year ~\$450,741 lower than the year started.

Adjustments to budgets: The Board then went through each of the funds to look for ways to make further cuts to the expenditures. It was agreed that it wouldn't be practical to make reductions to the General Fund, Road & Bridge Fund, Police Fund, Fire Fund, Senior Center Fund, or Cemetery Fund. Within the General Fund, only \$10,000 would be levied for the SRWMO Committed Fund.

The Board discussed the extra expenses the Township is undertaking by the construction, maintenance, and staffing a reuse building in the recycling center. Supervisor Olson noted that the Township should proceed with the phased construction of the reuse building only as grants are available. The Township needs a cohesive vision for the recycling program so that it is clear to future Boards, the county, and employees. The Recycling Collection Wages line was reduced by \$14,000, and the associated payroll expense lines were adjusted accordingly. The Recycling Center Capital budget was reduced from \$20,000 to \$10,000.

Because 1-ton truck is also used by the driveway inspector, when the truck is replaced in 2024, the cost will be split by ~\$60,000 from the Road & Bridge Capital Fund and ~\$30,000 from the Building Department Fund. The Board decided to use \$175,000 from the ARPA funds for the Martin Lake storm pipe project in 2023.

Fire Capital was reduced from \$175,000 to \$100,000. The replacement of Engine 2 may need to be delayed or financed.

PARCs budget was reduced in the Wages line item from \$40,000 to \$35,000, as well as the associated payroll expense lines. The Landscaping Materials line item and the Contractual Non-Building Repair & Maintenance lines were each reduced to \$10,000, thinking that perhaps only one park will get the mulch replaced in 2024.

In the Building Capital Fund, the General Government Capital Reserves was reduced from \$75,000 to \$60,000. The \$20,000 that had been added to the Building Capital Fund was cut out with the understanding that the cost to renovate the Senior Center bathrooms, may need to come out of the General Capital reserves assigned to the Senior Center.

In the General Capital Projects Fund, \$5,000 was cut from the Senior Center Reserves, leaving the total budgeted in the General Capital Fund at \$25,750.

Proposed levy: The Board will decide the Proposed Levy at the next Board meeting when they can see totals after all the proposed cuts were made. The Board asked to scenarios showing levy increases of \$100k, \$150k, and \$175k and the household tax impact of each increase.

Adjournment: Supervisor Searing moved to adjourn; Supervisor Millerbernd seconded. All voted in favor; the motion carried. The meeting adjourned at 8:29 p.m.

Approved on February 28, 2023

Attested:

Michael Parker, Vice Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes February 28, 2023

Board Members Present: Supervisors Carol Searing, Mike Parker, Jonn Olson; and Supervisor Bob Millerbernd (remote via Zoom due to work obligations) Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Darryl Ballman, Tony DeChaine

Call to Order and Approval of the Agenda: Vice Chairman Parker 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 28, 2023, and the clerk performed the roll call. Supervisor Olson moved to approve the agenda as presented; seconded by Supervisor Millerbernd. The motion passed unanimously.

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

Planning & Zoning: Supervisor Olson reported that the property owners on Ryan Lake Drive who were granted a variance to build an oversized attached garage have sold their property without building on the property. If the work for which the variance was granted has not been completed within 12 months, the variance will be considered void. The next owners of that property would build be allowed to build using the same conditions as granted in the variance.

PARCs: The Park and Recreation Commission meeting scheduled for February 27th was cancelled due to lack of a quorum.

Road & Bridge: The Road and Bridge Committee meeting scheduled for March 7th will be cancelled due to lack of agenda items.

Budget Scenarios: The Board was presented with several 2024 budget scenarios. The road project bids for 205th Avenue paving and the Martin Lake storm pipe project came in relatively close to the estimates. The intention was to use \$175,000 of the ARPA money to fund parts of the Martin Lake storm sewer project and the 205th Avenue paving project in 2023. The treasurer will verify if ARPA funds can be used for the matching portion of grants. After carefully considering the financial impact of each of the scenarios on the residents and the

obligations of the Township, the Board came to a consensus. Supervisor Searing moved to propose Scenario #3, a 9.9% increase of \$175,000.00; Supervisor Millerbernd seconded. All ayes; motion carried.

Resolution #2023-05: Supervisor Olson moved to accept Resolution #2023-05 A Resolution Authorizing an Enforcement Action for Code Violation and Public Nuisance at 239th Lane NE; Supervisor Millerbernd seconded. The resolution authorizes the town attorney to prepare and serve a summons and complaint to enforce the Town Code with respect to the property and to seek an order requiring the owner to bring the property into compliance with the Town Code and allowing the Town to correct the violations in the event the owner fails to do so and seeking such other relief as may be deemed appropriate. It further authorizes the town attorney and town staff to take other actions as needed to pursue civil actions, correct the violations, and to carry out the intent of the Resolution. All ayes; motion carried. (Full resolution on file.)

Cell tower moratorium: Supervisor Parker proposed a moratorium on cell towers in the Township, citing the following concerns:

- The Town Code doesn't define a fall zone for towers
- The Town Code doesn't require the property to be zoned commercial
- Concerns about property values for the properties in close proximity to towers
- Residents have expressed their concerns regarding the effects of 5G antennas
- There are also concerns about towers located near lakes

Under some circumstances, the Town already has the ability to require an EAW for a project if the Town "determines that, because of the nature or location of a proposed project, the project may have the potential for significant environmental effects." The moratorium would allow the township to direct P&Z to conduct a study and decide if, and what, amendments should be made in the Code. Supervisor Searing moved to direct staff to have the attorney draft the moratorium on cell towers; Supervisor Millerbernd seconded. All ayes; motion carried. The moratorium would be for one year, but would be lifted as soon as the work was done.

R&B Letter of interest: Supervisor Olson moved to appoint Jane Rylander to the Road & Bridge Committee as the recording secretary; Supervisor Millerbernd seconded. All ayes; motion carried.

Board of Audit: The Board reviewed the Clerk's Report for Year Ending 12/31/2022. The report showed the beginning balance of each fund, receipts, disbursements, investments, and ending balances for all Township funds. The funds reconciled with the ending bank statement and the petty cash register. Supervisor Olson moved to approve the Clerk's Report; Supervisor Millerbernd seconded. All ayes; motion passed.

Upcoming meetings: Supervisor Olson and the clerk will be attending the SRWMO JPA meeting on Wednesday, March 1st. The special joint meeting on Thursday, March 2nd will be for the Town Board and the Planning and Zoning Commission to discuss the International Property Management Code.

Clerk's comments: Supervisor Olson, a representative from the fire department, and the clerk met with T.R. Computers to discuss the current technology infrastructure, security and back-up measures, and options for connecting data from the fire department into the office electronic files. An option for a Managed Service Plan will be evaluated and may be proposed to the Board.

The clerk election training has begun with updates to the judge tracking software. The new Board laptop is in service. In an effort to reduce the impact of a tight budget, actively pursuing grant opportunities would be essential.

The Board had advised that the plow that was taken off the 1-ton should be scrapped, but because there is still value, the plow needs to be offered back to the public for sale. Joe Dolphy has offered to weld the frame to make the plow usable. Supervisor Parker moved to spend up to \$500.00 to repair the plow; Supervisor Olson seconded. All ayes; motion passed. After the repair, the plow will be offered for sale, as is.

Approval of Minutes: Supervisor Parker moved, and Supervisor Olson seconded, to approve the February 14, 2023 Town Board meeting minutes. All ayes; motion carried.

Supervisor Parker moved, and Supervisor Olson seconded, to approve the budget meeting minutes from January 25, February 8, and February 15, 2023. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Parker moved to pay the claims list for 2/15/23-2/28/2023, including claims #37294 through #37314, in the amount of \$19,091.48; Supervisor Olson seconded the motion, which passed with all ayes.

Supervisor Millerbernd moved to pay the regular payroll for 2/17/2023, including Direct Deposits #20127 to #20141 and EFTs #20142 to #20144, in the amount of \$22,147.35; Supervisor Olson seconded. All ayes; motion carried.

Adjournment: Supervisor Millerbernd moved to adjourn; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting adjourned at 6:58 p.m.

Approved on March 14, 2023

Attested:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board and Planning & Zoning Joint Meeting Minutes March 2, 2023

Board Members Present: Supervisors Bob Millerbernd, Jonn Olson, Mike Parker, Carol Searing

P & Z Members Present: Joe Dolphy, Jim Garrison, Gary Gustafson, Nancy Matson, Rory Paggen, Tom Searing

Board Members Absent: none

P & Z Members Absent: Lloyd Horton, Tom Pilla, Tom Sausen

Others Present: Jason Hill – Attorney, Claire Michelson – Planner, Pam Olson – Clerk, Pam Matti – Deputy Clerk, Andy Luedtke – Fire Marshal

Town Board Call to Order and Approval of the Agenda: 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 Thursday, March 2, 2023. The clerk performed the roll call. Vice Chairman Parker moved to approve the agenda as presented; seconded by Supervisor Olson. The motion passed unanimously.

Planning & Zoning Call to Order: Chairman Dolphy called the Planning and Zoning Committee meeting to order at 6:00 p.m. The deputy clerk performed the roll call.

Purpose of the meeting: Is to learn about and discuss the adoption of the International Property Maintenance Code (IPMC).

Introductions of Jason Hill, Town Attorney and Claire Michelson, Planner

Overview of the IPMC: Attorney Hill presented the overview and explained that the International Property Maintenance Code (IPMC) applies to existing structures. It is different from the Building Code, in that the building code applies to new construction and remodeling.

Attorney Hill explained, municipalities adopt the IPMC. There is a process to do that. But there is not a whole lot to adopting the IPMC. You can choose to adopt parts of the IPMC or all of it. Attorney Hill stated, if you adopt the IPMC and start to enforce it, you must be consistent with your enforcements. Attorney Hill said, the benefit he sees to the IPMC in municipalities is that it provides the township additional authority to rely upon and for different types of enforcement actions.

Attorney Hill said, there is work to be done. You will need to look at all the specific provisions. Make sure you are not conflicting with anything in your current code. Know what your goals are. Know what you want to enforce and not enforce. Make sure you are sure about what you wish to enforce.

Enforcement issues: Pam O. stated that we are in the middle of an enforcement right now and we cannot tell people that they need electricity or a working septic system, in the house they live in. The intention is to pull some things out of the IPMC, but not adopt all parts of it so that we can move forward with enforcements. This code gives specifics as to what constitutes for example, garbage or trash. Pam O. stated, Rum River CC and Attorney Hill have both worked with this code and have experience with it.

Andy Luedtke, Fire Marshal addressed the group. He gave examples of where this code would help with enforcements, whereby our current code does not address or make enforceable.

Joe D. added, in the past letters have been sent out and things have gone to court and then ended up getting thrown out, because the Township was not being consistent with their enforcements.

Attorney Hill stated, if you have some of the rules from the IPMC, you can then cite to all the infractions and it will make it easier for you to enforce. Again, Attorney Hill warned, the Township must be consistent with enforcements. The system can still be complaint-based and the Township will enforce when a complaint has been received. Attorney Hill pointed out, that the general public nuisance language is a challenge for him, if he's just bringing a case on a public nuisance. There is no clear definition of that.

Discussion: Chairman Millerbernd reminded the group that we are only looking at what fits for us. Pam O. said, Chapter 3, is what the Clerk would be looking at the most. The one area that is always paid attention to and will always take front-row is the safety aspect. The question of what you can do on a piece of vacant land, is big for us in the Township, for example, with people storing stuff on vacant land.

Joe D. asked, is this for the health and safety of the resident or for the health and safety of the neighbors? Andy L. said, it is for the health and safety of both the resident, the neighborhood, and fire fighters, as employees of the Township etc.

Attorney Hill stated, this just gives you another tool for enforcement. If there is broken windows, open doors, broken doors, etc. that you can see visually from the road, then you have grounds for hazardous conditions. The IPMC gives you a bit more leverage to get into a house with an administrative search warrant. And, if you need to go to a judge, you can site to the IPMC.

Attorney Hill stated, when an administrative search warrant is served, both a Deputy and Building Inspector are typically sent. But every case is different and is determined at the time.

Supervisor Olson commented, that we should look at this as a tool in their toolbox for the staff. You cannot expect staff to do these enforcements, if you do not give them the right tools.

Options for Property Maintenance: The question was asked, is there support for this? The Township Supervisors all indicated their support for moving forward with review of the IPMC. Joe D. asked Claire M., if we have all our ducks in a row, will this help? Claire M. replied, yes, this would help with enforcement of the full township code.

Attorney Hill stated, the goal is not court, but to try and work with property owners to rectify the situation by a deadline date. This is always the first goal, before court. And, often this works.

Pam O. said, we ask for the complaint to be in writing and complainants name must be on the complaint. Names are redacted from complaint letters. The only time it can not be redacted is if it goes to court. Both the Township Board of Supervisors and the Planning and Zoning Committee are part of this process.

Process/timeline for review, public hearing, and ordinance adoption: *Motion* by Chairman Millerbernd, seconded by Vice Chairman Parker, to recommend that the Planning & Zoning Committee move forward with consideration of the IPMC and review what parts of it should be used. All ayes, motion carried.

Joe D. commented, P & Z will need to work on this with Claire M. very closely. It will take several months. Jim G. asked, what are we needing to do specifically? Claire M. stated, she would like P & Z to take a look at what other communities are doing.

Andy L. offered to work with the P & Z on this, both as a resident of the Township and as someone with professional experience as a Fire Marshal.

Adjournment:

Motion by Tom Searing, seconded by Nancy Matson, to adjourn. All ayes from P & Z, motion carried.

Motion by Vice Chairman Parker, seconded by Supervisor Olson, to adjourn. All ayes from Town Board, motion carried.

Meeting adjourned at 7:22 p.m.

Respectfully Submitted,
Pam Matti
Deputy Clerk

Approved on March 14, 2023

Attested:

Robert Millerbernd, Chairman

Pamela Olson, Clerk

Approved on March 21, 2023

Joe Dolphy, Planning & Zoning Chairman



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

March 14, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Darryl Ballman, and Natalie Zabrzenski

Call to Order and Approval of the Agenda: The 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, March 14, 2023. The clerk performed roll call.

Approval of the Agenda: Supervisor Millerbernd requested the addition of dirt quote to the agenda and Supervisor Parker added a request to use the Fire Department. Supervisor Parker moved to approve the agenda, as amended; Supervisor Olson seconded. All ayes; motion carried.

Supervisor Parker moved to recess the Town Board meeting and to open the Public Hearing; Supervisor Olson seconded. All ayes; motion carried.

Public Hearing: Supervisor Millerbernd announced that the purpose of the public hearing was to hear public comment, both oral and written, concerning amendments to Chapter 2, Section 2-249 Schedules of Fees and Charges Adopted. There being no oral or written public comments, Supervisor Parker moved to close the public hearing and continue the Town Board meeting; Supervisor Olson seconded. All ayes; motion carried.

Ordinance #206: Supervisor Parker moved to adopt Ordinance No. 206 Chapter 2 Fee Schedule amendments; Supervisor Olson seconded. All ayes; motion carried. (Full ordinance on file.)

Ordinance #207: Supervisor Parker moved to adopt Ordinance No. 207 Authorizing a Study and Placing a Moratorium on Wireless Communication Towers; Supervisor Searing seconded. In response to Supervisor Olson's questions, the Board was informed there are no cell tower applications and the moratorium does not affect antenna work on existing towers, only expansion of the existing structures. The motion carried unanimously for this six-month moratorium, which became effective on passage. (Full ordinance on file.)

Resolution #2023-06: Supervisor Parker moved to pass Resolution No. 2023-06 Approving Summary Language for Publication of an Ordinance Authorizing a Study and Placing a Moratorium on Wireless Communication Towers; seconded by Supervisor Olson. All ayes; motion passed. (Full resolution on file.)

205th Avenue paving project: Supervisor Parker moved to award the 205th Avenue Reconstruction Project to Asphalt Surface Technologies Corporation in the amount of \$404,767.00; Supervisor Olson seconded. This project includes subgrade correction and paving of 205th Avenue from Lyon Street west to the Carlos Avery WMA property. The bid was 12.4% over the estimated cost. Approximately 35% of the road has muck soils under the Class 5 surface, which would be removed and replaced with granular fill. All ayes; motion carried.

The total grant award for the 205th Avenue project was \$307,900.00 for eligible right-of-way acquisitions and construction costs, but all the road, drainage, and utility easements were secured without cost, so this money will be put towards the construction cost. There were considerably more subgrade corrections than anticipated in the original estimate and the bid came in \$150,000 higher than the grant estimate. The Township engineer requested an additional \$96,867 and the DNR approved the request. The total amount of the grant is now \$404,767.00, the full construction cost.

Martin Lake Road storm pipe project: Supervisor Olson moved to award Douglas-Kerr Underground, LLC the contract for the Martin Lake Storm Pipe Project for \$87,821.55; Supervisor Searing seconded. This project consists of construction of approximately 400 linear feet of storm sewer from 225th Lane to 225th Avenue, bituminous patching and a bituminous overlay from 225th Lane to 225th Avenue. This project would also abandon the storm sewer that currently goes through a residential lot directly to Martin Lake. The project was 7.4% under the estimated cost. All ayes; motion passed.

Road salt: The Township started the current snow season with a full salt shed, purchased and used 194 tons on the road salt contract. When the salt supply was used up, the Township was able to get 40 tons of road salt from the Anoka County Highway Department to get through the rest of the season. The agreement was to replace the 40 tons owed to ACHD before the next snow season. Supervisor Parker moved to order 260 tons of road salt for the 2023-2024 season; Supervisor Olson seconded. All ayes; motion carried.

MSA Professional Services agreement: Supervisor Parker moved to renew the MSA Professional Services Agreement; Supervisor Searing seconded. The term of the agreement is through December 31, 2023. All ayes; motion carried.

Resolution #2023-07: Supervisor Parker moved to adopt Resolution No. 2023-07 Approving State of Minnesota Joint Powers Agreements with the Township of Linwood on Behalf of Its Prosecuting Attorney; Supervisor Olson seconded. The purpose of this agreement is to renew the Township's ORI number with the State of Minnesota, for access to the Bureau of Criminal Apprehension for criminal prosecutions through the Anoka County Attorney's Office. The motion carried with all supervisors voting in favor.

Upcoming meetings: Supervisors Millerbernd, Parker and Olson, the treasurer, and the clerk will be attending the Local Government Officials' Meeting on March 29th.

Supervisor Millerbernd moved to allow Supervisor Olson, the clerk, and the treasurer to attend the MAT Spring Short Courses; Supervisor Parker seconded. All ayes; motion passed.

Dirt quote: Supervisor Millerbernd presented the lowest quote from DW, who is willing to clear snow in the area of the proposed recycling building so they can start hauling the dirt. Supervisor Olson moved to hire DW Companies for dirt work for the recycling reuse building in the amount of \$6,000.00; Supervisor Searing seconded. The quote includes stripping the topsoil off the area, supplying and compacting approximately 205 cubic yards of sand for the 30' x 90' building pad, plus 10' wider around the building pad. The motion passed unanimously.

Request to use Fire Department: Supervisor Parker moved to allow Mike Zacher to use the fire station kitchen and meeting room for a men's group activity for two hours on Sunday, March 19th, at no charge; Supervisor Olson seconded. The motion carried with all in favor. Mr. Zacher will need to sign a rental agreement.

Clerk's comments: The clerk expressed her appreciation for the staff support in preparing for the Annual Meeting.

Approval of Minutes: Supervisor Parker moved, and Supervisor Olson seconded, to approve the minutes for both the February 28, 2023 Town Board meeting and the March 2, 2023 Special Joint Meeting. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 2/28/2023 to 3/14/2023, including claims #37249 through #37351 in the amount of \$36,880.33; Supervisor Searing seconded the motion, which passed unanimously.

Supervisor Millerbernd moved to pay the regular payroll for 3/3/2023, including direct deposits #20146 to #20157 and EFTs #20158 to #20160, in the amount of \$19,354.13; Supervisor Parker seconded. All ayes; motion carried.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried.

Approved on March 28, 2023

Attested:

Michael Parker, Vice Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

March 28, 2023

Board Members Present: Supervisors Carol Searing, Mike Parker, Jonn Olson; and Supervisor Bob Millerbernd (remote via Zoom due to work obligations) Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Ed Kramer, Brennen Herzog, Jack Sawatzky, Bart Perkins, Fire Chief Darryl Ballman, Jason Baggenstoss, Andy Luedtke, indecipherable name on sign-in sheet, Claire Michelson, Sarah Raymond, Sheriff Brad Wise, Lt. Daniel Douglas, Deputy Lauren Sycks

Call to Order and Approval of the Agenda: Vice Chairman Parker 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 28, 2023. The clerk performed roll call.

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

Approval of the Agenda: Supervisor Parker requested the addition of Pet Clinic to the agenda. Supervisor Olson moved to approve the agenda, as amended; Supervisor Searing seconded. All ayes; motion carried.

Anoka County Sheriff's Office: Brad Wise, the new Anoka County Sheriff, introduced himself to the Board and stated that the Linwood contract and providing services to the residents are important to the Sheriff's Office. The focus of the sheriff's office will be maintaining law and order, and traffic enforcements.

Anoka County Lieutenant Dan Douglas explained that the deputy car is used in the Township for the contracted eight-hour shift, then the remaining four hours as a countywide vehicle. Basically, the car is leased from the county for the contract and replaced approximately every three years. The Township pays two thirds of the cost and maintenance of the vehicle.

Pet Clinic: Supervisor Parker reported that there will not be a Pet Clinic in Linwood this year due to the veterinarian offices not being interest in doing them.

Ordinance #208: Planner Claire Michelson explained the purpose of each of the proposed amendments to the Town Code. Supervisor Parker moved to adopt Ordinance No. 208 An Ordinance Amending Chapter 30, Article II Section 30-56, Article IV Section 30-575, article V Section 30-666, 30-667, 30-668, and 30-675; Supervisor Searing seconded. All ayes; motion carried. (Full ordinance on file.)

Resolution #2023-08: Supervisor Olson moved to adopt Resolution No. 2023-08 A Resolution Approving Summary Language for Publication of Ordinance Amendments to Chapter 30 of the Linwood Town Code. Supervisor Searing seconded the motion, which passed with all ayes. (Full resolution on file.)

Ordinance #209: Supervisor Parker moved to adopt Ordinance No. 209 An Ordinance Amending Chapter 4, Article III Section 4-68; Supervisor Olson seconded. The ordinance defines Commercial and Private Kennels. The motion carried unanimously.

Resolution #2023-09: The applicant, property owner at 6845 231st Lane NE (PID 33-34-22-31-0046), is seeking a 15' variance from the minimum wetland setback to build a detached accessory structure in line with the front setback of the existing single-family home. The owner understands that he won't be allowed a second driveway, but plans to access the accessory building through his front yard. No survey was provided but the Anoka Conservation District representative viewed the property and one of the conditions is that the owner will need to submit a wetland delineation report prior to obtaining a building permit. The other condition was that the façade of the building must match the Primary house structure. Supervisor Parker moved to adopt Resolution No. 2023-09 A Resolution Approving a Variance to Allow a 15-Foot Variance from the 50-Foot Wetland Setback at 6845 231st Lane NE. Supervisor Olson seconded the motion, which passed with all voting in favor. (Full resolution on file.)

Variance staff report: The applicant for a septic placement variance is the property owner at 23051 West Martin Lake Drive NE (PID 33-34-22-43-0016). The applicant is seeking a 40-foot variance from the front yard setback and a 10-foot variance from the side yard setback. These variances would allow the applicant to place a septic system in the southwest corner of his property, extending 15 feet along the front property line and 33 feet along the side property line. The Planning and Zoning Commission recommended approval in a 4-3 vote. The commission members who were opposed cited that the owner may have the option to place the septic system on his lot across the street, where his accessory building is. Supervisor Searing stated that variances should only be granted when there are no other options. The commission also had concerns that the proposed septic system would be located on the side property line and against the road surface. The expense of running the septic lines under the road would not be a reason to allow the variance. Supervisor Olson moved to table the decision to gather more information regarding the viability of placing the system across the road; Supervisor Millerbernd seconded. All ayes; motion carried.

Fire Department: Fire Chief Darryl Ballman reported 39 runs in February, with 15 being medical and 7 being fire calls.

Fire Captain Jason Baggenstoss reported that the fire station garage doors and operators have had problems such as not consistently opening and closing the eight doors. Two garage door companies found a collision of frequencies between the operators, remotes, and other

electronics. Both companies noticed excessive wear on all moveable parts of the garage doors and tracks. They also discovered the stop/close beams are too low to prevent the doors from closing in the event that a truck is not breaking the beam. The department requested that the Township sign a maintenance and repair contract with A-Dynamic Door in the amount of \$5,550.00. The fee would include the initial service, updating the remote frequencies, and moving the beams to a different angle. The bi-annual services would cost \$1,297.00 per trip, plus the cost of any necessary parts to fix the doors. The company was willing to check out the garage doors at the Town maintenance garage. In response to Supervisor Searing's question regarding what fund the expense would be paid out of, it was determined that it would come from the Building Capital Fund. Supervisor Millerbernd would like to see more details before making a decision. Captain Baggenstoss will provide the email that he received from the contractor. Supervisor Millerbernd moved to table the discussion for two weeks; Supervisor Searing seconded. All ayes; motion carried.

The topic of the SCBA maintenance package was tabled until the April 25th Town Board meeting.

Two firefighters have successfully completed their probationary period. Supervisor Olson moved to accept Tyler Beck and Jason Kellerhuis as active firefighters effective April 1, 2023; Supervisor Olson seconded. All ayes; motion carried.

Supervisor Olson moved to approve Eric Byers' request for a one-year leave of absence from the fire department effective February 1, 2023; Supervisor Parker seconded. All ayes; motion passed.

Since it was discovered that purchases made at Menards on the VISA card includes sales tax, Supervisor Olson moved to add Jason Baggenstoss, Steve Espersen, and Justin Hansen as purchasers on the Menards account; Supervisor Searing seconded. All ayes; motion carried.

Linwood and Ham Lake have agreed to be the first communities to transition to the First Due Project. The preliminary cost estimates were \$3,771, but the chief will update the Board when the costs associated with the new contract are available.

Parks: The February 27th Park meeting was cancelled due to lack of a quorum.

Treasurer's report: Treasurer Dehn presented a financial report as of 3/22/2023 showing that \$398,428 of the budget has been expended. The reimbursement for the deputy radio antenna and the rebate for the board room air conditioning unit have been received. The rebate would cover the insurance deductible.

SRMWO JPA update: Supervisor Olson reported that representatives from BWSR, the Anoka County Attorney's Office, the DNR, and officials from the SRWMO and Upper Rum River communities met for three hours on March 1, 2023. The option for Ham Lake to leave the SRWMO would not likely be approved by BWSR or the county attorney. Since that meeting, the Ham Lake City Council met and sent notice to East Bethel, Columbus, and Linwood that they would not be agreeable to the funding formula that the other entities had agreed to. In an effort to move toward a resolution to the impasse with updating the JPA. Each entity would pay \$1,000.00 to complete the JPA, with the risk of the misinterpreting the meaning of the MN statute regarding not being able to require more than a majority vote in a JPA. Finishing the JPA

doesn't solve the funding stalemate with Ham Lake. The Board considered whether the costs would be worthwhile if the SRWMO needed to start over with just three members. The Board eventually determined that the best path forward was to pay an attorney to advise the communities how to work through the process. Supervisor Olson moved to approve \$1,000.00 to continue the work on the SRWMO JPA; Supervisor Millerbernd seconded. All ayes; motion carried.

TruGreen proposal: Supervisor Parker moved to table the TruGreen proposal until the next meeting to get more information regarding sandbur control; Supervisor Olson seconded. All ayes; motion carried.

Correction to Feb. 15 minutes: Supervisor Searing moved to accept corrections to the February 15, 2023 meeting; Supervisor Olson seconded. The correction was that the ARPA funds would be used towards the storm pipe project in 2023, not the Martin Lake Road resurfacing project in 2024. The motion passed with all voting in favor.

Fire station door: The recent repairs to the fire station overhead door was paid out of the Building Capital Fund. The Fire Department Fund line-item Building Repairs and Maintenance is mainly used for cleaning services and pest control services.

Abatement Agreement: Supervisor Olson moved to enter into the Abatement Agreement with the owner at 8642 240th Avenue NE; Supervisor Searing seconded. The agreement allows the owner 90 days to correct the stated violations on the property or the Township would be authorized to abate the violations. All ayes; motion passed. The clerk was authorized to provide the owner with a list of local contractors to assist with cleaning the property.

Resolution #2023-10: Supervisor Searing moved to adopt Resolution No. 2023-10 A Resolution Accepting Roadway, Drainage, and Utility Easements; Supervisor Olson seconded. The easements are for the 205th Avenue paving project scheduled for 2023. All ayes; motion carried. (Full resolution on file.)

Street Sweeping: Supervisor Parker moved to accept the Natural Resources Improvement Grant Agreement for Linwood Township Enhanced Street Sweeping; Supervisor seconded. The agreement is between Linwood Township and the Anoka Conservation District, a three-year project. All ayes; motion carried.

Senior Center rental request: Katie Donahue was present to request the use of the senior center for a retirement party for her father, Anoka County Sargent John Pilz. Supervisor Millerbernd moved to waive the senior center rental fee for the retirement party; Supervisor Searing seconded. All ayes; motion carried. The application and damage deposit will still be required.

Sr Transportation Policy: Senior Coordinator Sarah Raymond asked for clarification from the Board on several matters regarding the senior transportation program. A policy is being developed, but the original grant for the van needs to be considered with the policy. Questions included scheduling, fees, and defining medical appointments. It was questioned whether the Township could give out names of residents who were willing to drive their own vehicle to appointments. Supervisor Olson moved to table the topic for the Board to consider each of the bullet points. Supervisor Millerbernd seconded the motion, which carried unanimously.

Recording Secretary Job Description: A draft of the Road & Bridge Committee recording secretary's job description was presented because it's a paid position with no approved job description. Supervisor Olson questioned whether the job description had been reviewed by the Road & Bridge Committee. Supervisor Parker moved to send the job description to the Road & Bridge Committee for their comments; Supervisor Olson seconded. All ayes; motion passed.

Street Sweeping proposal: The treasurer sent out three requests for proposals and received one proposal. The Board was presented with a street sweeping proposal from Shermik Tree Farms. Brennen Herzog, new owner of Keller Excavating, was present and stated that he would buy a sweeper and submit a proposal. Supervisor Olson stated that the deadline for submitting proposals was last Thursday. Supervisor Olson moved to accept the proposal from Shermik Tree Farm for street sweeping at \$270.00 per hour; Supervisor Millerbernd seconded. All ayes; motion carried.

Road Grading proposal: The treasurer sent out five requests for proposals and received three proposals. Of the three proposals, two of the contractors were present to explain their experience and equipment for road grading. Brennen Herzog, of Keller Excavating, explained that he had been grading the Township roads and knew the roads. Supervisor Millerbernd moved to go with Keller Excavating. The motion died for lack of a second.

Bart Perkins, from Shermik Tree Farms, informed the Board that he also knew the Township roads, having been contracted for the past few years for ditch mowing and street sweeping. Mr. Perkins invited the Board to compare his road maintenance equipment with that of the other contractor. Supervisor Olson moved to award the road grading contract to Shermik Tree Farms at \$138.00 per hour. Supervisors Olson and Searing voted aye; Supervisors Millerbernd and Parker voted nay. The motion failed for lack of a majority.

To Supervisor Olson's point, the Board was informed that the proposal from Keller Excavating was received on the day of the meeting, not meeting the deadline. Mr. Herzog questioned why the clerk hadn't sent the RFP to him. The clerk took direction from previous Board discussions that they didn't intend to do business with Keller Excavating in the future. The clerk wasn't aware that the company had been sold to Mr. Herzog. Supervisor Olson moved to award the road grading contract to Shermik Tree Farms for \$138.00 per hour; Supervisor Searing seconded. Supervisors Olson, Searing, and Parker voted aye; Supervisor Millerbernd voted nay. The motion carried.

Community Celebrations funding: MN Statute defines that the electors may set an amount of money and let the Town Board spend it, among other things, to recognize volunteers or host a community celebration. Discussion ensued as to whether the Board could spend in excess of the amount the electorate approved if the overage came from donations. It was questioned why bother spending time in getting donations if the total dollar amount has a maximum limit that can come from levy money. The statute doesn't define where the revenue comes from, only allowing authorization for the amount of expenditures. Requests for donations has the benefit of involving local businesses in sponsoring the community events. In the past, donors have given material goods as prizes, which allows the dollars that would have been spent for prizes to be used for other services. Grant money and donations help offset the budget so levy money can be allocated to other General Fund needs.

CLERK'S NOTE: Supervisor Millerbernd left the meeting at 8:17 p.m.

Auditor engagement letter: Supervisor Olson moved to accept the contract with Smith Schafer and Associates for the 2022 audit in the amount of \$26,600.00; Supervisor Searing seconded. All ayes; motion carried 3-0.

Clerk's comments: The clerk informed the Board of the passing of Sheila Bien, a former Linwood elections administrator. The Minnesota legislature is being monitored for proposed election changes that would include 18 days of early voting, with the addition of Saturdays, the Sunday prior to the election, and evening hours each week for the polls to be open.

To clarify the supervisor approval limits, at the February 8, 2022 meeting, the Board voted to allow individual supervisors to approve up to \$1,000.00 and two supervisors to approve up to \$2,500.00. The Board would be notified of any emergency approvals at the meeting following the event. Anything more than those limits would require full Board approval prior to the expenditure.

Approval of Minutes: Supervisor Searing moved, and Supervisor Olson seconded, to approve the March 14, 2023 Town Board meeting minutes. All ayes; motion carried 3-0.

Annual Meeting minutes: Supervisor Parker moved to acknowledge receiving a draft of the 2023 Annual Meeting minutes; Supervisor Olson seconded. The minutes will be approved by the public at the next Annual Meeting. All ayes; motion passed 3-0.

Upcoming meetings: The Board was reminded of the LGO meeting on Wednesday, March 29th; the 205th Avenue Preconstruction Meeting on Thursday, March 30th; and the Local Board of Appeals & Equalization meeting on April 25th.

Approval of Bills & Payroll: Supervisor Parker moved to pay the claims list for 3/14/2023 to 3/28/2023, including claims #37352 through #37373 in the amount of \$13,474.51; Supervisor Olson seconded the motion, which passed 3-0.

Supervisor Parker moved to pay the regular payroll for 3/17/2023, including ~~direct deposits #19982 to #19996 and EFTs #19997 to #19999, direct deposits #20174 to #20188 and EFTs #20189 to #20191~~ in the amount of \$21,837.10; Supervisor Olson seconded. All ayes; motion carried 3-0. (Minutes amended on passage 4/11/2023) ____/____

Adjournment: Supervisor Olson moved to adjourn the meeting; Supervisor Searing seconded. All voted in favor; the motion passed 3-0. The meeting was adjourned at 8:34 p.m.

Approved on April 11, 2023

Attested:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

April 11, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Lloyd Horton, Chief Darryl Ballman, Bob Gorr, Ed Kramer, Andy Luedtke, Tony DeChaine, and Natalie Zabrzanski

Call to Order and Approval of the Agenda: 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, April 11, 2023. The clerk performed roll call.

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

Approval of the Agenda: Supervisor Parker moved to approve the agenda as written; Supervisor Olson seconded. All ayes; motion carried.

Fire Department: Supervisor Parker moved to pay the 2023 Anoka County Fire Protection Council (ACFPC) agreement for \$4,008.00; Supervisor Searing seconded. All ayes; motion carried. The ACFPC annual cost is currently based on population, but the proposal is to move to a fixed percentage for all of the entities. The cost for next year will be approximately \$2,000 higher.

The fire department purchased ten sets of structure firefighting boots last year at a cost of approximately \$350 per pair. Turnout gear is specific to each firefighter, and though uniforms and turnout gear stays with the department when firefighters resign or retire from the department, the equipment may just sit on a shelf if it doesn't fit new recruits. An average of 5-6 firefighters resign or retire each year. Supervisor Parker moved to allow the fire department to purchase ten sets of firefighting boots, not to exceed \$2,750.00; Supervisor Olson seconded. All ayes; motion carried.

To keep a rotation of replacing the turnout gear, the request was to buy two sets. Supervisor Millerbernd moved to purchase two sets of turnout gear, not to exceed \$6,000.00. Supervisor Parker seconded the motion, which carried unanimously.

The audio-visual equipment at the fire station is dated. The Board approved the firefighters to look into purchasing new AV equipment.

In order to ensure that the Linwood Fire Department doesn't incur the expenses of personal protective equipment (PPE) and invest time and money for training persons without receiving the years of services for which the employee was trained and the PPE intended to be used, written reimbursement agreements were proposed. The legality of the agreements was questioned and whether the requirement for this type of agreement would hinder recruiting new firefighters. The proposed agreements will be sent to the town attorney for review and comment.

Belonging to the ACFPC is necessary as it provides firefighting training, dispatch, and a reporting system for everything in the trucks. The plan, if changed, will change the formula to where 25% of the RMS costs will be split evenly among each of the 22 entities, and then the PSDS support, the remaining RMS software, and auditing costs will be split according to population. Supervisor Parker moved to support belonging to the ACFPC because the fire department needs to belong and the old reporting system is obsolete; Supervisor Searing seconded. All ayes; motion carried. Each entity will be represented in having a vote in amending the formula for how the costs of the 2024 Anoka County Fire Protection Council are allocated. Supervisor Olson moved to direct Supervisor Parker to vote in favor of the proposed amendments; Supervisor Searing seconded. With the new formula, Linwood Township's 2024 cost for the ACFPC would be \$6,606.00, a \$2,598.00 increase over the current year cost. Supervisors Olson, Searing, and Parker voted aye; Supervisor Millerbernd voted nay. The motion carried 3-1.

The Linwood Fire Association will sponsor the Linwood Fire Department's Appreciation Night on June 7th at Split Rocks in Wyoming. An ambulance from MHealth Fairview will be stationed in Wyoming to allow quicker responses to Linwood Township. Lt. Mark Olson will be hanging a windsock for helicopter landings at the fire station.

Road & Bridge: Supervisor Olson reported that the Road and Bridge committee reviewed the Road and Bridge guidelines and proposed several changes. A copy of the suggested changes will be submitted to the Board for approval. The committee reviewed the preliminary plat for Dellwood Country Estates and recommended approval to move forward. Public works placed 4-5 bags of cold patch in a sink hole near the Ryan Lake Drive bridge. The guard rails adjacent to the Martin Lake Road culvert need to be found deficient in order to secure grant funding. There will be aggregate ordered this year, depending on the amount that was budgeted. Ed Kramer will drive the roads to determine which roads will be crack sealed this year. The committee suggested that the public works department should be notified before the grader goes out.

LFFD: Supervisor Olson informed the Board that the Linwood Family Fun Day committee had a long, productive meeting. Supervisor Olson moved to approve the service providers as stated in the amount of \$6,595.00; Supervisor Searing seconded. All ayes; motion carried.

The stated list included:

- a. Roadhouse 6 = \$1,500 (7:00-11:30pm band)
- b. Karl Achilles = \$500 (2 magic shows)
- c. Hitching Post = \$1,025 (4 hours trolley rides)
- d. Little Blues Traveling Zoo = \$1,150 (5 Hours)
- e. Wyoming Wanderers = \$225 (2 hours of music)
- f. Captain Cool Kid = \$215 (1 ½ hours of music)
- g. Pony Trail Blazers = \$1,980 (11am-5pm + \$80 mileage)

SRWMO update: Supervisor Olson reported that some of the Sunrise River Water Management Organization's (SRWMO) ten-year priorities were to get Martin and Linwood Lakes removed from the state 'impaired' water list; manage carp to below 89 pounds per acre in Martin, Linwood and Typo Lakes; get less than 20% of the lake shoreline manicured to the water's edge. The highlights of the 2022 SRWMO projects included concluding a five-year effort to improve the water quality in Martin and Typo Lakes by removing 14,518 carp; restoring and stabilizing 330 linear feet of lakeshore on Fawn, Linwood, and Martin Lakes; conducted a street sweeping study to reduce nutrients finding their way into the lakes; secured a State Clean Water Fund grant for lakeshore stabilizations for Martin, Linwood, and Coon Lake; and instituted an Adopt-A-Drain program leading to Martin, Fawn, Linwood, and Coon Lakes.

Supervisor Olson also informed the Board that over half of the regular SRWMO board meeting was spent discussing the JPA and options for a resolution. The options included to remain status quo and move on as it has been in the past; mediation is an expensive option with no guarantee of a resolution because Ham Lake could choose not to accept the mediation results; give in to Ham Lake's funding formula of splitting all costs equally, not require a council member on the WMO board, in exchange for majority vote for ratifying budget and Ham Lake would have to pay \$1,000 required for JPA amendments; dissolve current JPA and reform an alliance with East Bethel, Columbus, and Linwood Township. The other option to just give Ham Lake everything they are asking for was not considered a viable option. The Ham Lake attorney sent a letter to inform the entities of his opinion of the meaning of the state statute regulating the majority vote in a JPA and that the city was not willing to change their direction. Each supervisor voiced their frustration with Ham Lake's decisive position and supported the decision to dissolve the current JPA and move toward reforming a new JPA with East Bethel and Columbus. Supervisor Parker noted that Ham Lake is in a better financial position than Linwood Township, and Supervisor Olson expressed that by taking the step to dissolution, it may move Ham Lake to come to the table.

Sr Transportation policy: Based on clarification from Anoka County concerning the terms of the senior transportation van grant, the senior coordinator will meet with Supervisor Olson to review a draft transportation policy to bring for Board approval. Supervisor Searing requested that the policy include that scheduling rides should only be made during the senior coordinator's working hours. In the event that the coordinator is required to respond to ride requests outside of work hours, she should be compensated accordingly.

Supervisor Seat E: Six Letters of Interest for the vacant supervisor Seat E were received. The appointment committee determined that they would meet at 6:00 p.m. on Thursday, April 20th to meet and interview the persons who submitted their letters. Staff was directed to invite the

six candidates. The meeting will be posted and open to the public. It was decided that the committee will be voting by secret ballot when deciding the appointment.

R&B resignation: Supervisor Olson moved to accept David Swearinger's resignation from the Road and Bridge Committee effective immediately; Supervisor Parker seconded. All ayes; motion carried.

Fire station door repair: The firefighters originally received three quotes for the fire station garage door repairs and provided the A Dynamic Door quote for the Board to consider. The proposal didn't recommend the use of timers for closing the doors due to the possibility of trapping people or animals in the building. Remote controls are used for opening and closing the doors. Supervisor Parker suggested that the company include the maintenance building overhead doors in the maintenance plan. Supervisor Parker moved to go with the A Dynamic Door proposal as written, to spend \$5,550.00 for the maintenance proposal; Supervisor Olson seconded. All ayes; motion passed. Former maintenance worker, Tony DeChaine, stated that all of the maintenance garage doors were replaced in 2016 with the building renovation and he maintained them.

Supervisor Searing moved to pay for the fire station doors maintenance with half of the cost funded by the Fire Department operating budget and the other half from the Building Fund. Supervisor Millerbernd seconded the motion which carried unanimously.

Weed control proposal: Two weed control proposals for certain Township parks were considered. Both companies proposed the same protocol for fertilizing and weed control. Supervisor Millerbernd moved to hire Shermik Tree Farms to do weed control in the parks for \$5,300.00; Supervisor Parker seconded. All ayes; motion carried. The contract includes Four Seasons, Carroll Broadbent, Boettcher Farms, Olympic Green, the Town Hall East, and Playful Shadows Parks.

R&B secretary job description: Supervisor Parker moved to accept the Road and Bridge Committee Secretary job description; Supervisor Searing seconded. All ayes; motion carried.

Media laptop quote: A quote to replace the laptop computer used by the media specialist was presented. The laptop wasn't working well with the programs that are being used for updating the website and creating the newsletter. The existing computer was purchased in 2020 and will be usable in the Board Room. Supervisor Parker moved to purchase the Dell laptop from T.R. Computers for \$2,532.97; Supervisor Olson seconded. All ayes; motion passed.

CD renewal: Supervisor Millerbernd moved to renew CD 19411 for a seven-month term at 4.5% interest; Supervisor Olson seconded. All ayes; motion carried. The treasurer was instructed to request a better rate if possible.

Clerk's comments: Municode is in the process of creating the first supplement to the Town Code with all of the ordinances that have been adopted since the codification. Supervisor Millerbernd moved to appoint Supervisor Searing to represent the Township in voting for the Connexus Board of Directors; Supervisor Olson seconded. All ayes; motion passed. The clerk was instructed to contact Marty Anderson to provide a quote to repair the water damaged sheetrock in the senior center and the town hall.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 3/29/2023 to 4/11/2023, including claims #37374 through #37401 in the amount of \$27,036.26; Supervisor Olson seconded the motion, which passed unanimously.

Supervisor Millerbernd moved to pay the regular payroll for 3/17/2023, including direct deposits #20174 to #20188 and EFTs #20189 to #20191, in the amount of \$21,837.10; Supervisor Parker seconded. All ayes; motion carried. (NOTE: This payroll was approved at the 3/28/23 meeting, but the direct deposits and EFT numbers were incorrect.)

Supervisor Millerbernd moved to pay the regular payroll for 3/31/2023, including direct deposits #20192 to #20203 and EFTs #20204 to #20206, in the amount of \$18,409.34; Supervisor Olson seconded. All ayes; motion carried.

Approval of Minutes: Supervisor Searing moved, and Supervisor Olson seconded, to approve the minutes for the March 28, 2023 Town Board meeting. All ayes; motion carried.

Expired SCBA tanks: Bob Gorr was present to appeal to the Board that the expired SCBA tanks do not get destroyed. With the purchase of new SCBAs in 2022, 17 expired and unserviceable tanks were taken out of service. Mr. Gorr would like a tank for the heritage display at the fire station and to allow other firefighters the opportunity to take them. The Board had previously directed that the tanks be sent to the recycling center to be destroyed. The Board determined that the tanks should be offered back to the public by publishing notice on the website.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting was adjourned at 7:56 p.m.

Approved on April 25, 2023

Attested:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

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Special Town Board Meeting Minutes April 20, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Carrie Luedtke, Andy Luedtke, Kevin Kelly, Ed Kramer, Dan Babineau, Lloyd Horton

Call to Order and Approval of the Agenda: Chairman Millerbernd 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 Thursday, April 20, 2023. The clerk performed roll call.

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

Purpose: Supervisor Millerbernd stated that the purpose of this meeting is for the appointment committee to meet the interested parties and to perform all actions necessary to appoint a person to fill the supervisor vacancy until the unexpired term ends on January 5, 2025. The meeting was open to the public.

MN Statute: Supervisor Millerbernd read the applicable portions of MN Statute 367.03 Subd. 6 to outline the requirements of appointing a new supervisor. When a vacancy occurs in a town office, the town board shall fill the vacancy by appointment. The person appointed shall hold office until the next annual town election, when a successor shall be elected for the unexpired term. A vacancy in the office of supervisor must be filled by an appointment committee comprised of the remaining supervisors and the town clerk. Any person appointed to fill the vacancy in the office of supervisor must, upon assuming the office, be an eligible voter, be 21 years of age, and have resided in the town for at least 30 days.

Interviews: Six candidates submitted their Letters of Interest, but Joseph Grafft rescinded his interest prior to the interviews. The remaining candidates were Lloyd Horton, Ed Kramer, Dan Babineau, Kevin Kelly, and Andy Luedtke. Each supervisor was given the opportunity to ask questions of the candidates in an effort to determine the person best suited to represent the residents.

Appointment: By secret ballot, the supervisors each voted for one candidate. Supervisor Millerbernd opened each ballot and read them aloud. The tally was four votes for Andy Luedtke and one vote for Kevin Kelly. Andy Luedtke was appointed as the Town supervisor to fulfill the unexpired term.

Oath of Office: The clerk presented Mr. Luedtke with his Certificate of Appointment and Mr. Luedtke took his Oath of Office for Town supervisor, a position that became effective immediately.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried.

Approved on April 25, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

April 25, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Sharon Mojsiej, Ed Kramer, Jack Sawatzky, Chief Darryl Ballman, Justin Hansen, Tony DeChaine, Claire Mechelson, and Natalie Zabrzenski

Call to Order and Approval of the Agenda: Chairman Millerbernd called the Linwood Town Board meeting to order at 7:26 p.m. in the Town Hall at 22817 Typo Creek Drive NE, Stacy, on Tuesday, April 25, 2023. The clerk performed roll call.

CLERK'S NOTES: The delayed start time was due to the LBAE meeting scheduled prior to this meeting extending beyond the time allotted. Due to a supervisor attending remotely, all votes during this meeting were conducted by roll call vote.

Approval of the Agenda: Supervisor Olson asked that No Wake Zone be added to the agenda. Supervisor Parker moved to approve the agenda as amended; Supervisor Olson seconded. All ayes; motion carried.

Rezoning 20410 Viking Blvd: Planner Claire Mechelson reported that the applicant/owner of the property at 20410 Viking Blvd NE, PIN 19-33-22-21-0008, requested a map amendment/change of zoning from R-A to R-1 to allow the parcel to be subdivided into three lots. The Planning and Zoning Commission held a public hearing and made recommendation that the Town Board approve the rezoning request. Supervisor Olson moved to rezone the property at 20410 Viking Blvd to R-1, Ordinance 210. Ordinance No. 210 is titled 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 Residential District. Supervisor Parker seconded the motion, which carried unanimously.

Approval of Cliff's Peterson Ridge Preliminary Plat: Sherco Construction applied for preliminary plat approval for Cliff's Peterson Ridge, a subdivision proposed for 20410 Viking

Blvd NE, which would result in two new single-family homes in accordance with the Township's Comprehensive Plan. PIN 19-33-22-21-0008. The site is approximately 34.26 acre, proposed to be split into two 10-acre lots and one twelve-acre lot. The Planning and Zoning Commission held the public hearing and recommended the Town Board approve the proposed preliminary plat with the following conditions:

1. The changes provided from Anoka County Highway Department concerning access and right-of-way width are to be addressed and an update plan set with the changes will be provided to the Township prior to filing for Final Plat.
2. Park dedication fee shall be paid prior to filing for Final Plat.
3. All comments from Township Staff, Anoka County Highway Department, Anoka County SWCD shall be addressed.
4. The rezone for the property is approved.

Supervisor Parker moved to adopt Resolution No. 2023-11 A Resolution Approving a Preliminary Plat for Cliff's Peterson Ridge; Supervisor Olson seconded. All ayes; motion carried. (Full resolution on file.)

Approval of Dellwood Country Estates Preliminary Plat: Lee Hennen applied for preliminary plat approval for Dellwood Country Estates, a subdivision proposed for PIN 07-33-22-22-0003, lying north of Anoka County Road 74. The property was rezoned to R-1 prior to the application. The site is approximately 85.09 acres, proposed to be split into 21 lots, each lot created as 2.5-8 acres, with two access points onto CSAH 74. The applicant has collaborated with the USPS to determine the type and location of mailboxes. The applicant has located two areas for the boxes, one on the west side of Unser Street and one on the east side of Willy's Street. The Planning and Zoning Commission held the public hearing and recommended that the Town Board approve the preliminary plat with the condition that the applicant is to address the comments from Anoka County Highway Department and Township engineer, and provide an updated preliminary plat to Township staff prior to filing of the Final Plat. Supervisor Olson moved to adopt Resolution No. 2023-12 A Resolution Approving a Preliminary Plat for Dellwood Country Estates; Supervisor Searing seconded. All ayes; motion passed. (Full resolution on file.)

Planning & Zoning: The Commission had a brief discussion regarding cell towers, their locations, and the effects of 5G.

Cemetery lot request: Supervisor Searing reported that Diane Grant is appealing the decision that Allan Grant does not qualify to be buried in the Linwood Cemetery. Mrs. Grant is asking to purchase two lots in the cemetery for her husband and herself. Linwood Township doesn't sell cemetery lots. The Grants did not qualify for lots because their lake home isn't their primary residence and Mr. Grant never had a permanent residence in the Township. Cemetery lots have not been allowed in the past for property owners of summer homes or cabins. The Grants could be buried with another family member since the Township allows three cremains over an existing full burial or four cremains in one lot. The cemetery rules have been followed strictly to be consistent and fair to all residents. The proof of residency that the Grants referred to was taken out of context. That definition only applies to former residents. Supervisor Searing moved to deny the appeal for a burial lot for the Grants; Supervisor Luedtke seconded. All ayes; motion passed. To avoid future confusion, definition #9 of the Standards and Regulations of the cemetery may need to be amended to be clearer.

Burial rates: Increased operating costs were the factor for a rate increase from the gravedigger. After checking with other cemeteries, the proposed rates seemed fair. There are not many options for companies who provide burial services. Supervisor Searing moved to accept D&K Outdoor Services new rate schedule and enter a two-year contract; Supervisor Luedtke seconded. All ayes; motion carried.

Supervisor Searing moved to terminate the existing contract with D&K Outdoor Services; Supervisor Luedtke seconded. All ayes; motion carried.

Cemetery maintenance: Supervisor Searing moved to have a load of black dirt taken to the cemetery, up to \$500.00; Supervisor Olson seconded. All ayes; motion carried.

The road in the cemetery should have a layer of gravel put on the entire surface, but especially to fill in the low spot at the south entrance. It was suggested that the gravel be included in the road aggregate order, with the cost for the cemetery road being paid out of the General Fund. Supervisor Searing moved to put lime rock on the cemetery road; Supervisor Millerbernd seconded. Supervisors Searing and Millerbernd voted aye; Supervisors Luedtke, Olson, and Parker voted nay. The motion failed 2-3. Public works will get a price on lime rock.

School Forest: Supervisor Millerbernd reported that it was too wet in the School Forest to do necessary repairs. Supervisor Millerbernd moved to allow the Linwood Covenant Church to use the School Forest for a 6k trail walk event on May 20th; Supervisor Olson seconded. The motion passed with all voting in favor. Since the School Forest is open to the public and this is not a Township sponsored event, no liability waivers will be required.

PARCs: The Park and Recreation Commission (PARCs) went on their annual park tour on Monday, April 24th. Supervisors Millerbernd and Luedtke, as well as a public works employee also participated. Many pine branches were down in Alquist Park.

PARCs recommended the Board hire one part-time seasonal worker this year. The committee suggested some of the irrigation zones be shut down since portions of the park don't get used. This year, park maintenance will be done by one public works employee and one part-time employee. Supervisor Millerbernd will check with Brian Johnson to see if he's interested in returning to work this year. Public worker Jack Sawatzky was concerned that other public works duties could arise, and then they wouldn't be available for mowing.

Fire Department: Five firefighters attended the EVOC Course in St. Cloud on April 24th. There had been cancellations creating opening for the Linwood Firefighters. Supervisors Parker and Olson approved firefighters' attendance prior to the class. Supervisor Parker moved to spend \$1,925.00 for EVOC training; Supervisor Olson seconded. Supervisors Parker, Olson, Searing, Millerbernd voted in favor. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 with one abstention.

LFA Liquor & Bingo licenses: Justin Hansen was present to ask permission for the Linwood Fire Association to use the fire station for their September 9th gun/purse bingo fund raiser. A bingo license and liquor license would need Town Board approval. Supervisor Millerbernd questioned what alcohol was served at last year's event under the 3.2 non-intoxicating liquor license. Mr. Hansen responded that they served beer and White Claws^R. Supervisor Millerbernd stated that

they don't sell 3.2 beer and White Claws^R contain more than 3.2% alcohol. Mr. Hansen informed the Board that the State allows them to sell stronger drinks with the 3.2 license. Supervisor Millerbernd tabled the decision until written communications substantiating what is allowed can be provided to the Board.

Clarey's Silver Package: The Clarey's representative wasn't available to attend, so Supervisor Millerbernd moved to table the Clarey's Silver Package until May 9th; Supervisor Olson seconded. All ayes; motion carried.

Expired SCBA packs: The Board was provided with SCBA packs for sale in an effort to determine the fair market value to be able to sell the expired air packs. Township surplus must be offered back to the public for at least seven days. Supervisor Parker moved to put the air pack for sale at \$225.00 per unit for 14 days and then revise the price at the next meeting for the units that didn't sell; Supervisor Millerbernd seconded. It was questioned whether the 14 days were from the date of the posting or from the time of the motion. It was also uncertain what items were being sold. The quantity and description of each item will be provided by the fire department to the treasurer so each item can be removed from the asset and insurance lists. It was suggested that all the items be sold as one lot as opposed to individually. Supervisors Parker and Millerbernd rescinded their motion and second to the motion. The fire chief will provide the information to the treasurer.

5431 Fawn Lake Drive follow-up: The Town Board granted a variance to allow an oversized accessory structure at 5431 Fawn Lake Drive NE with several conditions, one of which was that the owner needed to remove the shower and two of the three sinks within 90 days. The building official visited the property and confirmed that the property was in compliance. The Board did not require photos proving that the identified facilities have been removed. Supervisor Searing moved to accept Rum River's verification that work done at 5431 Fawn Lake Drive NE was completed; Supervisor Parker seconded. All ayes; motion carried.

JPA for 205th Avenue grant: The Township coordinated with Anoka County to apply for the SPRA funds to improve 205th Avenue from Lyons Street to the entrance of Carlos Avery WMA. Supervisor Olson moved to accept the Joint Powers Agreement with Anoka County for the Improvements of 205th Avenue, SAP 002-600-018. Supervisor Luedtke seconded the motion which carried by a unanimous vote.

Road Committee guidelines: The Road and Bridge Committee made several proposed changes to the committee guidelines, but Supervisor Olson state that there may be more changes after he does a road review with the committee chairman. Supervisor Olson moved to table the Road and Bridge Committee guidelines to a later date; Supervisor Searing seconded. All ayes; motion carried.

Supervisor assignments: With the appointment of Supervisor Luedtke to the vacant Supervisor Seat E, supervisor liaisons were reassigned. Supervisor Luedtke was assigned to Safety/Workplace. Linwood Family Fun Days liaison was reassigned from Supervisor Olson to Supervisor Luedtke. All other assignments remained the same.

Contract with Interested Officer: Supervisor Millerbernd moved to adopt Resolution No. 2023-13 A Resolution Authorizing Contract With Interested Officer Under MN Statute 471.88, Subd.

5; Supervisor Parker seconded. This resolution is necessary due to Supervisor Luedtke's employment with the Township as a firefighter and is retroactive to the time of Mr. Luedtke's appointment as a Town Supervisor. All ayes; motion passed.

Website: Supervisor Searing approved \$250.00 for Sarah Raymond to have full access to the website and be trained as Natalie's backup. Supervisor Searing moved to spend \$599.88 for Adobe Creative Cloud suite license; Supervisor Olson seconded. The Adobe software is what the webmaster is familiar with, but the license being used was owned by the webmaster. All software licenses on Township computers must be owned by the Township. All ayes; motion carried.

Computer replacement: It was necessary to replace one of the office staff computers. The cost of the replacement computer was \$975.00 plus labor. Supervisors Olson and Searing approved the emergency expenditure. Three other computers in the office are the same vintage (2017-2018) and should be scheduled to be replaced.

No Wake zone: Supervisor Olson was made aware that in 2014, the DNR authorized Township to enact Slow or No Wake Zones on the lakes, when necessary, because of unusually high-water levels. More information will be gathered in the event it becomes necessary to put the regulation in place to protect lakeshore properties.

Supervisor Millerbernd expressed his appreciation for Supervisor Olson, maintenance, and John Matilla of the Martin Lakers, who have spent many hours monitoring lake water levels, patching washed out roads, and clearing bogs from carp traps during this time of extraordinary spring melt high water conditions.

Enforcement update 239th Avenue: Supervisor Parker requested an update on the status of the enforcement action for removal of the manufactured home on 239th Avenue NE. The clerk reported that the owner has received a summons and has until mid-May to respond. A public notice was published in an attempt to notify parties to the estate that is listed as owners of the property. If there are no responses, a court order to remove the double-wide trailer may be issued sometime in August or September. It has come to the attention of the Township that the owner is staying on the property. The Town may proclaim the structure a hazardous building, which would make it a felony for anyone to inhabit the structure. It was noted that updates to the Town Code would make it more expedient in cleaning up junk/blighted properties and unsafe buildings.

Clerk's comments: Marty Anderson will be hired to repair the water damaged sheetrock in the main hallway at a cost of \$160.00. A painter will be contacted for a quote to paint the hallway.

Supervisor Millerbernd moved to remove Timothy Peterson from the MN Benefit Association Life Insurance Policy and add Andrew Luedtke to the policy; Supervisor Olson seconded. Supervisors Millerbernd, Olson, Parker and Searing voted aye; Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0, with one abstention.

Anoka County Deputy Sycks was reassigned and the Town will get a new patrol deputy starting May 1st. Minnesota Mosquito Control will begin treatments in neighborhoods and parks. The

Board gave permission to purchase new/used conference tables for the board room to replace the existing dark, heavy conference tables.

Approval of Minutes: Supervisor Olson moved, and Supervisor Parker seconded, to approve the minutes for the April 11, 2023 Town Board meeting and the April 20, 2023 Special Town Board meeting. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 4/12/2023 to 4/25/2023, including claims #37392 through #37438 in the amount of \$116,690.67; Supervisor Olson seconded the motion, which passed with Supervisors Millerbernd, Olson, Searing, and Parker voting in favor. Supervisor Luedtke abstained due to conflict of interest with one of the claims.

Supervisor Millerbernd moved to pay the regular payroll for 4/14/2023, including direct deposits #20216 to #20230 and EFTs #20231 to #20233, in the amount of \$20,563.11; Supervisor Olson seconded. All ayes; motion carried.

Adjournment: Supervisor Olson moved to adjourn the meeting; Supervisor Luedtke seconded. All voted in favor; the motion carried. The meeting was adjourned at 9:35 p.m.

Approved on May 9, 2023

Attested:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

May 9, 2023

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

Board Members Absent: none

Others Present: Jim Stockinger, Tom Searing, Tom Bibus, Kathleen Bibus, John Mattila, Bruce Safler, Kenneth Welle, Scott Lecy, Laura Hamer, Robert Hamer, Darryl Ballman, Justin Hansen, Tom Green, Keith Klein, Bob Gorr, Tony DeChaine, and Sarah Raymond

Call to Order and Approval of the Agenda: 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, May 9, 2023. The clerk performed roll call.

Approval of the Agenda: Supervisor Parker moved to approve the agenda; Supervisor Searing seconded. All ayes; motion carried.

Coon Lake Park: Karen Blaska, Anoka County Parks, presented the Coon Lake Park Long Range plan to incorporate the park into the Regional Park System. Supervisor Parker moved to adopt Resolution #2023-14 A Resolution of Support for Anoka County's Coon Lake Regional Park Long-Range Plan; Supervisor Luedtke seconded. All ayes; motion carried. (Full resolution on file.)

Fire Department: Fire Chief Darryl Ballman reported 24 runs in April, with 18 being medical and 6 being fire calls.

The SCBA air packs were purchased in 2022 through a Joint Purchasing Agreement which included the requirement that a five-year maintenance service agreement through Clarey's Safety Equipment be entered into. The contract price can increase up to 3% per year, so the cost for 2023 will be \$154.37 times 18 packs. Included in the service agreement are compressor air quality testing, flow test, fit test, tracking system, and a yearly refresher training. The tracking software will replace the PStrax equipment tracking system. Each cabinet on each truck will have a label created by the software to inventory the items. The Linwood Fire

Department will have an administrator responsible maintaining the software and for transitioning from PStrax to the Scott Tracking Software. There are three levels of service for the Board to choose from. Supervisor Parker moved to select the Silver Package as proposed, for \$2,778.59; Supervisor Olson seconded. All ayes; motion carried.

Assistant Chief Jim Stockinger reported that the committee researching the replacement of Rescue 5, has narrowed the search down to either a 2023 Ford Expedition or Chevrolet Tahoe type vehicle. Rescue 5, a 1997 Ford 350, that was acquired used from the U.S. Forestry Service, will be repurposed by the department as a general utility vehicle. The committee is receiving competitive bids at approximately \$80,000, for trucks that have upgraded brakes, tires, and are stripped down for emergency service. The truck will come completely upfitted with lighting, sirens, and compartments.

Captain Justin Hansen explained that the Linwood Fire Association (LFA) will be applying for a Liquor License instead of a Non-Intoxicating Liquor License for their Linwood Family Fun Day Purse and Gun Bingo event. The LFA plans to serve beer and White Claw® beverages. The LFA will also apply for a gambling permit.

Captain Justin Theis will be the point of contact for the Fire Department Safety Committee. The 2024 Volunteer Fire Assistance Grant for \$10,000 was submitted for wildland firefighting gear. This is a 50-50 matching grant. The Board was advised that the fire department would like to move the existing warming house to the fire station property when the building is taken out of service, when it is replaced by the new warming house.

Building permit extension: Laura Hamer, 23739 Sunrise Road NE, explained to the Board that eight of the 22 trees she planted to screen the solar panels died and it's been too wet this spring to be able to have them replaced. The solar panel building permit is set to expire. Ms. Hamer is requesting a three-month extension to be in compliance for the final inspection. Supervisor Luedtke moved to give the building official the authority to extend the building permit; Supervisor Searing seconded. All ayes; motion carried.

Road & Bridge: Supervisor Olson informed the Board that there is a one-year warranty on the PolyFlex work that was done last year, and that he will meet with the engineer to inspect the condition of the PolyFlex work.

No Wake Zone: John Matilla, Martin Lakers President, expressed his appreciation for all the hours Supervisor Olson and the public workers spent monitoring the water levels at the Martin Lake dam. The water was at its highest level any of the residents could recall and some properties were threatened with flooding. The water level has come down and is no longer threatening the integrity of the road, but with the fishing opener this weekend, several lakeshore residents requested that "No Wake" signs be put up to protect the shoreline properties. Anoka County Lt. Daniel Douglas spoke with Supervisor Olson regarding the Township's authority to post a temporary 'no wake' zone. Anoka County Peter Grover has been working with Anoka Conservation District for guidance and clarity of the process. The Anoka County Sheriff's Office would patrol more regularly on land and by boats on the water. Supervisor Olson moved to put the "No Wake" status in place for thirty days on Martin Lake, beginning May 10th. Supervisor Parker seconded the motion, which carried unanimously.

Letters of Interest: Two letters of interest were received, but others have expressed an interest in becoming members of the Road and Bridge Committee. Supervisor Parker moved to table the decision until the next meeting; Supervisor Olson seconded. All ayes; motion carried.

LFFD: Supervisor Luedtke reported that he has been getting historical information about the Linwood Family Fun Day (LFFD) committee and questioned why the Board doesn't appoint the members and require agendas and minutes. Supervisor Luedtke will be working with the committee chair so the organization is consistent with other Township-appointed committees. The Board tabled the decisions regarding the Wyoming Wanderers updated agreement and waived vendor fees pending further information.

Recycling: Supervisor Olson reported that 70 boxes of reuse materials were transported to Family Pathways. Ramsey County will be touring the ReUse Center. A quote for the reuse building will be presented to the Board after Supervisors Olson and Millerbernd meet with staff members to determine the actual location and building features.

SRWMO: Supervisor Olson reported that Township staff had informed the other SRWMO entities of the Town Board's position not to offer Ham Lake a compromise, but rather to move forward with filing the intent to dissolve the SRWMO JPA. East Bethel City Council was in agreement to dissolve. Columbus City Council member Janet Hegland contacted Attorney Troy Gilchrist who advised that it only takes two entities to file their intent to dissolve, but advised that instead of the required 60-day notice, the entities provide a 90-day notice.

Supervisor Olson moved to accept Candice Kantor's resignation from the Sunrise River Water Management Organization effective June 8, 2023; Supervisor Searing seconded. All ayes; motion carried.

Included in the proposed amendments to the SRWMO JPA is the stipulation that one of the two representatives would need to be a board or council member, plus each entity would have an alternate. Supervisor Olson was not opposed to being one of the representatives, but stated that each representative needed to be present at the SRWMO Board meetings and be engaged. The open position will be advertised and published.

Safety Committee: Supervisor Luedtke stressed the importance of workplace safety and having processes in place ahead of an OSHA inspection. Supervisor Luedtke will meet with the clerk to gather information regarding existing safety policies and get input from each of the Township departments.

Treasurer's Report: Treasurer Alyssa Dehn provided a budget report as of May 4, 2023 showing a remaining budget balance of \$1,802.335. With three CD's set to renew in May, the Board discussed length of terms and interest rates. Supervisor Searing moved to renew CD #53008, current balance \$125,554.17, for seven months; CD 19232, current balance \$77,727.10, for seven months; and CD #53009, current balance \$121,091.23 for 27 months. Supervisor Parker seconded the motion for discussion. Supervisors Searing, Olson, Millerbernd, and Luedtke voted aye; Supervisor Parker voted nay. The motion carried 4-1.

Treasurer Dehn has been working with the Fire Department officers to transition the collection and auditing of firefighter pay sheets to the Town office. The treasurer cited reasons for her

request to have the fire department payroll switched from quarterly to monthly as it is sometimes difficult to verify attendance and duties when they are several months past, as well quarterly payroll amounts exceed the maximum payroll level at the bank. Supervisor Parker moved to allow the fire department payroll to be paid monthly effective April 1st; Supervisor Searing seconded. All ayes; motion carried.

Sr Transportation Policy: Supervisor Parker moved to adopt the Senior Transportation Policy; Supervisor Olson seconded. All ayes; motion passed. Supervisor Parker moved to make the Policy effective July 1st; Supervisor Olson seconded. All ayes; motion carried. The senior coordinator will send notification to residents who have been using the transportation service along with the Policy and a Code of Conduct. All concerns regarding the change in policy should be directed to Supervisor Parker.

Employee reimbursement agreements: The proposed fire department employee equipment and training reimbursement agreements were sent to the Town attorney for review. The attorney comments were that the Township needs to be consistent across all departments, and that this policy if adopted would need to apply to every employee. Firefighters' clothing could be treated differently because it's custom fitted, but reimbursements for training costs should be applied as a consistent policy. The attorney changed the forms to reflect that the Township is the employer, not the Fire Department. It was questioned how big of a problem the firefighters leaving after the Township has incurred major expenses has been. Chief Ballman noted that last year two of the five cadets left the department. The personal protection equipment is the major expense with the training being reimbursed through MBFTE, but could be better used for training expenses associated with long term firefighters. The startup costs are explained to the new recruits before they are hired. Questions of how to enforce the agreement and what dollar amount would be used went unanswered. No action was taken to move forward with developing a policy for employee reimbursement agreements.

SCBA air packs: The decisions regarding selling the SCBA air packs was tabled until the expiration date of the air pack bottles can be verified.

Seasonal hiring: Supervisor Millerbernd reported that Brian Johnson will only return to mow grass if he gets a raise from \$21.00 to \$23.00 per hour. Supervisor Searing reported that other entities are paying \$16.50-\$21.00 per hour for grass mowers. Supervisor Millerbernd asked for a motion to pay Brian Johnson \$23.00 per hour, but no motion was made. Supervisor Luedtke suggested that the employee wage rates that are set by the Board should be adhered to so that wages aren't based on feelings. Supervisor Millerbernd will contact the other seasonal worker from last year, but will have public works do the mowing until the Board can hire someone.

Streaming & retaining meeting videos: Supervisor Searing moved to stop streaming the Town Board meetings; Supervisor Parker seconded for discussion. Supervisor Searing noted that social media takes just portions of the streamed meetings and runs with limited information without knowing the history of the topic. Supervisor Luedtke wanted the Township to retain the meeting videos, making them available to people who don't attend the meetings and can't watch them when they are streamed. Supervisor Luedtke noted that YouTube isn't a legal storage place, but questioned what the cost would be for the Township to retain copies of the videos. Supervisor Parker stated that the meetings are open to the public and agendas for

upcoming meetings are made available so residents can decide to attend. The meetings are for the Board members to conduct Township business and may be observed by the public. Supervisor Olson reported that, according to the minutes, there was a definitive start date to stream the meetings so that Supervisors could conduct business without being in the same room during the pandemic. The minutes also defined the end date as when the pandemic ended. On April 10th, the federal government declared the end of the pandemic, so there would be no basis for the Township to continue streaming the meetings. Supervisor Olson was in favor of setting up policies for streaming the meetings again, but not retaining the videos. Supervisors Searing and Olson each reported that only one or two other townships have their meetings on their websites. Supervisor Olson shared that meeting minutes can be very brief, defining only the legal actions taken by the Board. The vote on the motion to stop streaming the meetings was called. Supervisor Searing voted aye; Supervisors Parker, Millerbernd, Luedtke, and Olson voted nay. The motion failed 1-4.

Supervisor Parker moved to table the discussion until the next meeting and direct staff to try to get information for video retention for Town Board meetings, what cost would be for server and other considerations; Supervisor Olson seconded. Supervisor Olson asked that staff review all costs, not just storage. All ayes; motion carried. It was clarified that no further meetings will be streamed, since there is no policy in place for the Board to continue.

Resignation: Supervisor Millerbernd moved to accept the resignation of Sandy Lathrop; Supervisor Parker seconded. The supervisors expressed their appreciation for all that Sandy has done for the Township and what a wealth of information she takes with her. All ayes; motion carried. Supervisor Searing will work with the clerk to consolidate the position duties with those that the clerk will turn over to the new hire. The proposal will come before the Board for final approval.

Accepting 1Q 2023 Donations: Supervisor Parker moved to accept Resolution #2023-15 Accepting 1st Quarter 2023 Donations; Supervisor Searing seconded. The known value of the cash donations were \$720.00 and material goods valued at \$835.99. All ayes; motion carried. (Full resolution on file.)

Clerk's comments: Since the Township has not incurred any Covid-19 emergency protective measures expenses, Supervisor Parker moved to authorize Chairman Millerbernd to sign the Withdrawal of Request for Public Assistance FEMA DR-4531- MN; Supervisor Olson seconded. All ayes; motion passed.

The Board would like to schedule a special joint meeting with the Planning and Zoning commission to have the Anoka County Assessor's Office attend to discuss assessments for commercial zoning. Setting the date for the special meeting was tabled.

Approval of Minutes: Supervisor Searing moved, and Supervisor Parker seconded, to approve the minutes for the April 25, 2023 Town Board meeting. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 4/26/2023 to 5/9/2023, including claims #37439 through #37473 in the amount of \$18,101.69; Supervisor Parker seconded the motion, which passed by unanimous vote.

Supervisor Millerbernd moved to pay the regular payroll for 4/28/2023, including direct deposits #20264 to #20274 and EFTs #20275 to #20277, in the amount of \$19,023.39; Supervisor Olson seconded. All ayes; motion carried.

Supervisor Millerbernd moved to pay the 1st Quarter 2023 Fire Department payroll, including direct deposits #20234 to #20259 and EFTs #20260 to #20261, in the amount of \$36,825.46; Supervisor Parker seconded. Supervisors Millerbernd, Parker, Searing, and Olson voted aye. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 and one abstention.

Supervisors Parker, Olson, and Luedtke plan to attend the Local Government Officials meeting on May 31st.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting was adjourned at 9:43 p.m.

Approved on May 23, 2023

Attested:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

May 23, 2023

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

Board Members Absent: none

Others Present: Luke Jensen, Carrie Luedtke, Tom Searing, Jack Sawatzky, Daryl Norgard, Jason Theis, David Haugen, Emily Raml, Ed Kramer, Glenn Wick, Sharon Wettschreck, Becky Frigo, Mary Dalkowski, Jim Stockinger, Jeff Reinert, Rick Wagner, Kathy Jensen, Dana Jensen, Lorie Keister, Lamar Campbell, Larry & Nancy Olson, Susan Churack, Kris Millerbernd, Drew Hau, Don Luedtke, Tarah Pierce, Brad Johnson, Lisa Henrikson, and 3 indecipherable signatures

Call to Order and Approval of the Agenda: 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, May 23, 2023. The clerk performed roll call.

Approval of the Agenda: Supervisor Parker asked that the YouTube discussion be moved earlier on the agenda. Supervisor Parker moved to approve the agenda as amended; Supervisor Luedtke seconded. All ayes; motion carried.

Ticket revenue: County Commissioner Jeff Reinert was present to report that the Anoka County Attorney's Office had researched the prospect of the Township receiving a portion of the fines collected for violations occurring in Linwood Township. Anoka County Attorney Brad Johnson arrived later in the meeting and gave an explanation of the process and prospective funds that could be returned to the Township. More information will be provided as the County works through the process. The Township portion of the funds could either be paid directly to the Township or could be credited against the police service contract.

Planning & Zoning: Supervisor Searing reported that Planning and Zoning members will be scheduling work sessions to review and make recommendation for adding portions of the Property Maintenance Code to the Town Zoning Code.

Parks: Parks Chair Carrie Luedtke reported that a 5th grade Girl Scout Troop would like to create a pollinating garden and bench to honor a troop mom who passed away. The troop also developed a weekly watering and maintenance plan to care for the garden in the future. Supervisor Parker moved to approve a 10' x 20' garden at Boettcher Park; Supervisor Luedtke seconded. All ayes; motion carried.

The Parks Committee did the Parks Tour and created a small punch list of repairs needed in the parks. The new equipment ordered for three parks will be delivered and installed this year. The committee will consider how much of Boettcher Park to mow and water. The committee suggested bringing all the ballfields in Township Parks into better condition and letting area ball teams know the fields are available.

LFFD: Supervisor Luedtke reported that he's working with the LFFD Chair Nancy Kramer to create a plan for the committee to operate similar to the other committees. The plan should be ready for the next Town Board meeting.

Supervisor Luedtke moved to approve FroggyHops at \$2,732.88 and Paul Christian at \$400.00 for Linwood Family Fun Day; Supervisor Parker seconded. All ayes; motion carried.

YouTube retention: Luke Jensen, representing his Linwood Neighbors Facebook followers, stated that 93% of the people who participated in his poll wanted the Board meetings to be live streamed and kept available to view later. Mr. Jensen noted that it would be simple to add closed captioning to the videos and the Township wouldn't need an expensive server to retain the videos.

Streaming and retaining videos: Supervisor Luedtke stated that the cost to retain the videos appeared minimal, but there needs to be a policy in place. Supervisor Parker moved to direct staff to write a policy; Supervisor Millerbernd seconded. The policy would define implementing the technology without violation of the laws. Supervisor Olson requested that the Board be definitive in requesting staff to write policies. Supervisor Parker rescinded his previous motion and Supervisor Millerbernd rescinded his second to the motion.

Supervisor Parker noted that the first step would be to determine whether the recordings are an official record or not. Other considerations were how to store the recordings and make them available to the public, addressing ADA regulations, and amending the Records Retention Schedule. Supervisor Olson moved to set up a special meeting for the purpose of discussing the video streaming and retention for the Linwood Township Board Meetings; Supervisor Luedtke seconded. All ayes; motion passed. Supervisor Olson will facilitate arranging a meeting date that works for the Board.

23051 W. Martin Lk Dr septic variance: Supervisor Searing informed the Board that the request for a septic setback variance for Mr. Glenn Wick, at 23051 W. Martin Lake Drive NE, was tabled by the Board until soil borings in the lot across the road could determine the viability of placing the septic on that lot. Supervisor Searing repeatedly expressed her concern that placing the septic system so close to the road could cause a liability for the Township due to snowplowing causing damage to the septic system, which would be within a few feet of the driving surface of the road. The opinion of the septic installer was to build the primary system on the property with the cabin and reserve the lot across the road for an alternate septic site. Since both lots

were viable sites, Supervisor Searing suggested that the primary septic go across the road, and in the future, decisions could be made if the septic needed to be replaced. Mr. Wick informed the Board that he didn't want his septic close to the road and that he'd never seen the site plan the Board was presented with. His original intention was to put the septic where the outhouse is now. Mr. Wick would prefer to keep his outhouse, but would be willing to remove it if he could move his septic system further away from the road. No survey or application was provided for the Board consideration. Supervisor Parker moved to approve the septic variance for 23051 W. Martin Lake Drive. The motion failed for lack of a second.

Supervisor Parker moved to table the topic until the next meeting; Supervisor Millerbernd seconded. Supervisors Parker, Millerbernd, Olson, and Luedtke voted aye; Supervisor Searing voted nay. The motion carried 4-1.

Supervisor Parker moved to waive the applicant's fee for another extension. The motion died for lack of a second. Supervisor Luedtke stated that the Township should require a survey. Mr. Wick stated that he wouldn't pay for a septic system that went up to the road. The variance would allow the applicant to place the septic anywhere within the side and front yard setbacks, but the system wouldn't need to be right up to the road.

Supervisors Parker and Millerbernd moved to rescind their motion and second to table the topic until the next meeting. All ayes; motion carried.

Supervisor Parker moved to approve the variance with a minimum of 10-foot setback from the front yard property line; Supervisor Olson seconded. All ayes; motion carried.

Fire Rescue 5 replacement: Assistant Chief Jim Stockinger presented a memo outlining a plan to replace the 1997 Ford Rescue 5 truck. The truck replacement committee determined that Rescue 5 should have a minimum capacity of four crew members, equipment for medical response, 4x4 or all-wheel drive, gas engine, NFPA compliant emergency lighting and sirens, and complete the purchase and build in 2023. The committee researched and spoke with three vendors. The committee obtained estimates from DTM and Guardian, but recommended the purchase of a 2023 Chevy Tahoe and the upfitting services provided by DTM Fleet Service. The estimated cost of \$83,239.25 wouldn't include tax, title, and license fees. The shipping costs were estimated, and would depend on the location the truck was shipped from. Supervisor Parker moved to continue with DTM; Supervisor Olson seconded. The motion carried unanimously. The current Rescue 5 vehicle will be used as a back-up truck. The used truck was obtained from the U.S. Forest Service.

Supervisor Olson requested that the fire department check out the feasibility of moving the old warming house, and determine costs associated with the move and what renovations would need to be done for the structure to be used for fire training.

LFA Liquor & gambling licenses: Emily Raml from the Linwood Fire Association (LFA) was present to request the Board allow the LFA to sell beer and seltzers at the purse and gun bingo during Linwood Family Fun Days. Supervisor Millerbernd questioned why the LFA chooses to take on the headache and liability associated with serving alcohol when that was the reason given for discontinuing the dance as a fundraiser. Ms. Raml explained the LFA always had beer and seltzers but it was served by the Stacy Lions. People were able to bring their own

beverages. Supervisor Millerbernd also questioned if it was a liability to have Township employees serving the alcohol. Supervisor Luedtke expressed that there should be consistency in the rules when Township buildings are being rented or used. Users of the senior center carry liability insurance and, if there is alcohol, must have a security guard. Supervisor Parker moved to require that LFA provide licensed security, proof of insurance, non-employees of the Township are the only ones who can sell liquor; Supervisor Millerbernd seconded. Supervisors Parker and Luedtke voted aye; Supervisors Millerbernd, Searing, and Olson voted nay. The motion failed 2-3.

Supervisor Olson moved to allow the LFA to get a Liquor License with the conditions that they provide licensed security, proof of insurance, and no employees can be on the clock when selling alcohol. Supervisor Parker seconded. Supervisors Olson, Parker, Luedtke, and Searing voted in favor; Supervisor Millerbernd voted against. The motion carried 4-1.

Supervisor Parker moved to instruct staff to write a resolution for the last motion; Supervisor Olson seconded. Supervisors Parker and Olson rescinded their motion and second.

Supervisor Millerbernd moved to adopt Resolution No. 2023-16 Allowing Linwood Fire Association to Sell Liquor and Conduct Gambling Activities for a One Day Event with the three conditions; Supervisor Millerbernd seconded. All ayes; motion carried.

No Wake Zone: Supervisor Olson had been communicating with residents on Martin Lake who advised that water levels were down enough to remove the No Wake Zone, while others expressed their concerns with the water still in their yards. Supervisor Parker moved to authorize Supervisor Olson the authority to lift the No Wake Limit on Martin Lake after discussions with the Martin Lakers Association; Supervisor Olson seconded. Supervisor Luedtke recommended creating an ordinance which defines the lake levels for determining when No Wake Zones are needed. All ayes; motion carried.

Road & Bridge letters of interest: The interested parties will be invited to attend the next Road and Bridge committee meeting to be interviewed. Supervisor Parker moved to table the topic until the next meeting; Supervisor Millerbernd seconded. All ayes; motion passed.

Seasonal worker: Supervisor Millerbernd spoke to one of the two applicants for the seasonal grass mower position, but that person had no experience. Since public works has been cutting the parks, Supervisor Millerbernd questioned whether the Township needed to hire help. Supervisor Olson had been exploring the benefits of using full- or part-time employees versus contracting for services for park mowing. Supervisor Olson had experience bidding mowing services and had calculate the square footage of each park area. Supervisor Millerbernd was going to work on getting contractor prices.

Right-of-Entry: Supervisor Parker moved to have Chairman Millerbernd sign the Right-of-Entry Agreement between the Township and Keith and Robyn Leverton; Supervisor Searing seconded. The agreement would permit Township contractors to enter onto the Leverton property fill an existing stormwater pipe located on the property. By signing the agreement, the Levertons also waive all claims against the Township arising out of the existing stormwater pipe. All ayes; motion passed.

Enforcements update: The clerk reported that the time has expired for the owners of the property on 239th to respond to the summons. The attorney is putting together a motion for default judgement.

The owner of the property at 8642 240th Avenue sold the property to a company who is aware of the abatement agreement with a deadline to bring the property into compliance. The Board chose not to have the attorney send a letter to the new owner with the option to request an extension with a timeline for bringing the property into compliance.

Supervisor Searing moved to move forward with legal action and offer abatement opportunities for the owners at 24111 Rutgers Street and 21295 Viking Blvd; Supervisor Millerbernd seconded. Both properties have exceeded the time to replace their non-compliant septic systems. The vote passed by unanimous votes.

Supervisor Parker will provide plans for securing the front counter opening.

Jam session request: David Haugen sent a request to waive the fee for using the senior center for 2-hour jam sessions. The sessions would be open to the public and be cancelled if the hall was rented for other activities during the time slot chosen. Supervisor Parker moved to allow the Wyoming Wanderers to come back for jam sessions; Supervisor Searing seconded. All ayes; motion carried.

Clerk's comments: The Township received a thank you from Linwood Covenant Church for being able to use the School Forest for their 6K Walk through World Vision. The Board was invited to attend an upcoming webinar about the cannabis bill that will become law on July 1st.

Approval of Minutes: Supervisor Parker moved, and Supervisor Olson seconded, to approve the minutes for the May 9, 2023 Town Board meeting. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 5/10/2023 to 5/23/2023, including claims #37474 through #37498 in the amount of \$20,713.22; Supervisor Parker seconded the motion, which passed unanimously.

Supervisor Millerbernd moved to pay the regular payroll for 5/12/2023, including direct deposits #20287 to #20302 and EFTs #20303 to #20305, in the amount of \$20,708.67; Supervisor Olson seconded. All ayes; motion carried.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting was adjourned at 9:12 p.m.

Approved on June 13, 2023

Attested:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes

June 13, 2023

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

Board Members Absent: none

Others Present: Luke Jensen, Becky Frego, Darryl Ballman, Tom Searing, Hank Senger, Ed Kramer, Carol Ladd, Daryl Norgard, Tony DeChaine

Call to Order and Approval of the Agenda: 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 13, 2023. The clerk performed the roll call.

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

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

Fire Department: Fire Chief Darryl Ballman reported 27 runs in May, with 18 being medical and 9 being fire calls. Captain Theis will be the point of contact for the fire department's safety committee. Supervisor Luedtke will be meeting with all Township departments to see what their safety concerns are.

The Linwood Fire Association paid for the firefighter's recognition meal and venue. The LFA also purchased 100 cones for EVOC training.

Road & Bridge: Supervisor Olson moved to appoint Tom Weaver to the open seat on the Road and Bridge Committee; Supervisor Luedtke seconded. All ayes; motion carried.

SRWMO: Supervisor Olson met with the Sunrise River Water Management Organization (SRWMO) entities, Anoka County representatives, and the attorney working with updating the Joint Powers Agreement (JPA) to discuss the next step towards finishing the JPA. Because of the impasse of not being able to agree on JPA issues, the process of dissolving the SRWMO was discussed in detail. The attorney pointed out that there would be 90 days after Letters of Intent

were submitted for Ham Lake to figure out how they were going to proceed. Supervisor Olson moved to adopt Resolution No. 2023-18 A Resolution to Withdraw from a Joint Powers Agreement and to Express the Town's Intent to Enter into a new Joint Powers Agreement to Reestablish the Sunrise River Watershed Management Organization. Supervisor Luedtke seconded the motion, which carried with all voting in favored. (Full resolution on file.)

The Board will be able to fill the vacant position on the SRWMO at the next Town Board meeting. Ashley Millerbernd has not been attending the SRWMO meetings due to confusion regarding being asked for financial information. The SRWMO Board requested that Supervisor Olson be added as a signer on the SRWMO checking account. Supervisor Olson would need to be officially appointed by the Township as a representative on the SRWMO Board.

LFFD: Supervisor Luedtke reported that the Linwood Family Fun Day (LFFD) Committee is working through the organizational aspects for conducting their meetings. Requests to waive vendor booth fees will be brought to the Board by a LFFD committee member. A corrected contract for the fireworks display in the Township's name will be brought to the next meeting. The Board was agreeable to paying 60 days in advance to take advantage of the prepay bonus.

Becky Frego requested Township approval for a gambling license for the History Committee to conduct the LFFD Bingo. The clerk will prepare a resolution for the next meeting.

Recycling: Supervisor Olson reported that the first phase of the reuse building will cost approximately \$95,000. A 25% down payment is required in order to get on the builder's schedule for this year. Supervisor Olson moved to approve \$25,000 as a deposit on Phase 1 of the reuse building to Walter's Buildings; Supervisor Luedtke seconded. All ayes; motion carried.

Supervisor Olson will meet with Kent for his 60-day review and report to the Board.

Treasurer's report: Treasurer Dehn provided the budget report as of June 5th, showing the remaining 2023 budget at \$1,712,696. According to Jamie Schurbon, the Martin Lake Road storm water pipe repair doesn't qualify for grant money. Two seven-month CDs renewed at 4.6% and the 12-month CD renewed at 3.65% interest rate. The Township was granted a 2023 recycling capital grant for \$25,000 to be applied to the construction of the reuse building.

205th Avenue: Supervisor Olson reported that 205th Avenue paving project encountered delays due to utility construction, but is scheduled to start after July 4th.

Park mowing: With the dry weather, grass mowing has slowed down to the point Supervisor Millerbernd questioned whether there was a need to hire grass mowers. Supervisor Olson reported that to contract with an independent mowing company it would average approximately \$15,000 to \$19,000 per year. In comparison to last year's costs of employee wages, fuel, equipment maintenance, and insurance was approximately \$36,000. Supervisors Millerbernd and Olson will discuss the topic and report to the Board.

Streaming & retaining videos: It wasn't possible to coordinate a date when all supervisors could attend a meeting to discuss streaming the meetings. It was decided that Supervisors Olson and Luedtke would do the preliminary work to identify the users, technology requirements, and validate needs against statutes and regulations, and then a meeting of the full Board will be scheduled.

FWD State Fair Parade: Former Fire Chief Joe Dolphy, Jr. sent a request to take the restored FWD fire truck to the State Fair to participate in the Fire Prevention Day Parade on August 25th. Supervisor Parker moved allow the FWD to be taken to the State Fair Parade; Supervisor Luedtke seconded. All ayes; motion carried.

Holiday schedules: Due to recent state legislation declaring Juneteenth a state holiday, the Township cannot conduct business on June 19th. Supervisor Parker moved to amend the Holiday Schedule to include Juneteenth; Supervisor Luedtke seconded. All ayes; motion passed. Supervisor Olson moved to accept the Recycling Holiday Schedule to include Juneteenth; Supervisor Parker seconded. All ayes; motion passed.

Request for funding: Mediation & Restorative Services sent a request for \$1,088.40 for providing dispute resolution services. The electorate voted to allow up to \$1,000.00 for health and social services in 2023. To date, a contract for services to Alexandra House for \$143.00 was paid. Supervisor Luedtke will check with the LFFD committee to see if a contract for services will be needed for the FL Music Booster for providing volunteers.

Senior activity request: Supervisor Parker moved to allow a train trip to Osceola and spend \$55.00 to cover the driver and alternate driver's admissions; Supervisor Olson seconded. The senior coordinator will be driving to Osceola, WI to check out the fall colors on October 5th. The motion carried unanimously.

Kiwi Club request: Supervisor Parker moved to allow the Kiwi Club the use of Four Seasons Park on July 8th for a 4-wheeler class; Supervisor Olson seconded. All ayes; motion passed.

Firefighter Disability Policy renewal: Supervisor Millerbernd moved to renew the Firefighter Disability Policy with Dolliff Insurance for \$1,421.53; Supervisor Olson seconded. Supervisors Millerbernd, Olson, Searing, and Parker voted aye. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 and one abstention.

Treasurer's duties & wages: Supervisor Searing provided a list of extra duties that the treasurer has taken on since she was hired. Supervisor Searing also asked the Board to allow the clerk to start teaching the skills Treasurer Alyssa Dehn would need to take on the clerk position when Clerk Olson is ready to retire. Along with approving the treasurer's updated job description, Supervisor Searing recommended giving Alyssa a raise of \$2.50 per hour. Supervisor Luedtke questioned the process of giving mid-year raises. The employee handbook allows for wage adjustments when an employee's duties have changed. Supervisors Luedtke and Olson were not in favor of changing job descriptions when duties are altered. Supervisor Searing moved to give Alyssa a \$2.50 raise to bring her wages to \$28.88; Supervisor Millerbernd seconded. All ayes; motion passed.

Supervisor Searing moved to allow Alyssa to be trained with clerk duties; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Millerbernd moved to make Alyssa's wage increase effective July 1, 2023; Supervisor Olson seconded. All ayes; motion carried.

Online card access: Supervisor Millerbernd moved to allow the treasurer to have online access to the VISA cards, KwikTrip card, FirstNet account, and NSV/Blueface account; Supervisor Olson seconded. All ayes; motion passed.

Cannabis legislation: The sale of cannabis products recently became legal in Minnesota and several of the supervisors attended a webinar about the new legislation. A local governmental unit (LGU) cannot prohibit establishment or operation of a cannabis business licensed under the bill. An interim ordinance to place a moratorium would allow time to conduct a study of time, place, and manner restrictions for cannabis businesses, and create policies for employees.

Supervisor Parker voiced his support for a moratorium until the state can get regulations in place and the Township can create policies.

Supervisor Luedtke moved to direct the clerk to proceed with resolutions and documentation to place a moratorium on cannabis use for the July 11th Town Board meeting; Supervisor Olson seconded. Supervisor Luedtke amended his motion to make the resolution for a one-year moratorium; Supervisor Olson accepted the amendment. All ayes; motion carried.

Fall newsletter: Media specialist, Natalie Zabreznski, would like articles from all committees by July 10th for the fall/winter newsletter. Any articles submitted after that will not be printed. The expected delivery to residents would be August 28th or sooner. Ms. Zabreznski will send notification to all committees and departments.

Gravesites to revert to Township: Supervisor Millerbernd moved to have the following cemetery lots revert to back to the Township:

	<u>Section</u>	<u>Block</u>	<u>Lot(s)</u>	<u>Reserved Name</u>
Supervisor Parker seconded the motion. In the past, some families were assigned several extra lots, but the cemetery regulations state that reserved lots may not be transferred to other family members. The people who the lots were reserved for have already been interred in other lots, so the unused lots revert back to the Township. The motion carried by unanimous vote.	Original	134	D	Wilbur Pfaffendorf
	Original	98	A, B, C, D	Robert Beckman
	East	28	C, D	Charles Solem
	Original	55	A, B, C	John F. Webb
	Original	54	B, C	John F. Webb
	Original	167	A	Phillip Ridge

Carp barrier signage & repair: A resident adjacent to the Typo Lake carp trap requested that more signs be put up to discourage people from fishing off the carp trap. The county road right-of-way would allow the public to access the carp trap area, as it is not private property. Supervisor Olson stated that the brush that has grown up along the east side should be removed to make the sign on the carp trap more visible. Supervisor Olson moved to allow staff to order appropriate signage that will be located on the west side of the dam letting people know that they are not permitted to access that dam. Supervisor Olson amended his motion to include that the signs will have enforceable language. Supervisor Luedtke seconded. All ayes; motion carried.

Agenda items: The Board was in favor of adjusting future agendas to include a consent agenda, time for supervisors' comments that don't require action, and public comment at the end of the

meeting. Meeting packets need to be submitted to the clerk by noon on the Thursday before the meeting date.

Clerk's comments: The clerk brought to the Board's attention several instances where the zoning code in connection with permitted building projects is not being followed. The clerk will meet with the planner and building official to discuss what each department's roles are in seeing the zoning code is being followed. Due to office staffing shortages, the office will be closed on Wednesday morning so treasurer and clerk can attend the Town Law Review and on Monday, July 3rd.

In the past, residents who received permission from the Town Board were allowed to put dust control products on the road in front of their homes and post signs directing not to grade that section of the gravel road. The SRWMO has expressed their concerns for the ground water any time calcium chloride is used. Supervisor Millerbernd will call the Road & Bridge chairman to see if he recalls past procedures. It wasn't determined whether this Board would allow the residents on 244th and 245th Avenue to continue to use the dust control this year.

The clerk gave an overview of the many election changes that came out of this legislative session. Among the changes, were additional mandated hours that office staff would have to be open. The clerk's suggestion was to have the office closed to the public for parts of the day so staff doesn't go into overtime by working the additional hours.

As of April 1, 2022 Linwood Township had 2,104 household units, 1988 households, and 5,279 people. The average household size was 2.648 persons per household.

Town Law Review: The treasurer and clerk will be attending the annual Town Law Review training in Burnsville on June 14th.

Approval of Minutes: Supervisor Luedtke moved, and Supervisor Searing seconded, to approve the minutes for the May 23, 2023 Town Board meeting. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 5/24/2023 to 6/13/2023, including claims #37499 through #37538 in the amount of \$59,449.91; Supervisor Parker seconded the motion, which passed by unanimous vote.

Supervisor Millerbernd moved to pay the regular payroll for 5/26/2023, including direct deposits #20336 to #20346 and EFTs #20347 to #20349, in the amount of \$18,514.90; Supervisor Olson seconded. All ayes; motion carried.

Supervisor Millerbernd moved to pay the April 2023 Fire Department payroll, including direct deposits #20306 to #20331 and EFTs #20332 to #20333, in the amount of \$11,600.52; Supervisor Olson seconded. Supervisors Millerbernd, Parker, Searing, and Olson voted aye. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 and one abstention.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting was adjourned at 8:51 p.m.

Approved on 6/27/2023

Attested:

Michael Parker, Vice Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

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Stacy, Minnesota 55079

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Town Board Meeting Minutes

June 27, 2023

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

Board Members Absent: none

Others Present: Becky Frego, Tom Searing, Ed Kramer, Nancy Kramer, Bri Seekon, William Pundt, Darryl Ballman, Hank Senger, Shelby Kramer, Carol Ladd, Don Luedtke, John & Michele Mattila, Tony DeChaine, Daryl Norensen

Call to Order and Approval of the Agenda: Vice Chairman Parker 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 27, 2023. The clerk performed roll call.

Approval of the Agenda: Supervisor Olson moved to approve the agenda with the addition of dust control; Supervisor Luedtke seconded. All ayes; motion carried.

Resolution #2023-19 23130 E Martin Lk Dr: The clerk provided the Board with a staff report for the variance request for replacing a failed septic system at 23130 East Martin Lake Drive. The Planning and Zoning Commission held a public hearing and made recommendation for Town Board approval with conditions. One of those condition was for the Township to enter into an Encroachment Agreement with the owners.

John and Michele Mattila received a copy of Encroachment Agreement but wanted their attorney to review the agreement because they had a lot of concerns with the agreement.

Supervisor Parker motioned to table the variance; Supervisor Olson seconded. Discussion included the five conditions of granting the variance. The Encroachment Agreement was a condition of getting the Certificate of Compliance for the septic system, but not a condition of granting the variance. The owners were allowed to proceed with replacing the septic system due to the failed system being a potential health risk. Supervisor Luedtke pointed out that the Encroachment Agreement was to give legal authorization for the septic to be in the road right-of-way.

The Mattila's expressed that they would not sign the Encroachment Agreement as written and plan to seek legal advice. With that information the Board ceased the discussions and called the vote. The motion to table the variance carried by a unanimous vote of the supervisors.

Resolution #2023-20 Adopt Zoning Map: The existing zoning map had become difficult to interpret because of the various zoning changes and additions that have been approved by the Board since 2016. The DNR and WMA properties and the Wildlife Science Center properties were rezoned from R-A Residential Agricultural District because the use of said properties was not intended to be allowed the uses granted to residential properties. Supervisor Olson moved to adopt Resolution No. 2023-20 A Resolution Adopting a New Official Zoning Map to Supersede the Prior Official Zoning Map. Supervisor Searing seconded the motion, which carried unanimously. The designated DNR and WMA properties will be zoned DNR/WMA and the Wildlife Science Center will be zoned EP. (Full resolution on file.)

Parks: Supervisor Searing moved to accept Laura Kearns' resignation from the Parks Committee; Supervisor Luedtke seconded. All ayes; motion carried. Supervisor Luedtke would like to create a process for appointing committee members where the committee interviews the interested persons and then makes a recommendation to the Board for appointment.

The committee recommended the continuation of watering and fertilizing the parks to maintain the condition of the parks. The playground equipment that was purchased last fall will be delivered this week. The equipment was paid for last year, but the installation costs were not. An updated quote will be provided at the next meeting for the equipment installation costs.

LFFD: Supervisor Luedtke moved to approve the purchase of display fireworks up to \$7,000.00; Supervisor Olson seconded. By paying in full 60-days in advance, the Township will receive a 5% discount. The motion passed by unanimous vote.

Supervisor Luedtke moved to hire Ecowboy DJ Services for DJ and MC services for Linwood Family Fun Days from 3:00 to 7:00 p.m. Supervisor Olson seconded. All ayes; motion carried.

LFFD Chair Nancy Kramer reported that the committee requested that "No Parking" signs be put along Boyne Avenue to discourage cars from parking along the trolley route. A-frame "Event" signs would be placed along the roads to caution people of the events. The committee will create a traffic control plan.

Supervisor Parker moved to waive the booth fee for the Parks Commission; Supervisor Searing seconded. All ayes; motion passed.

Supervisor Parker moved to adopt Resolution No. 2023-21 Allowing the Friends of Linwood Township History to Conduct Excluded Bingo for a One Day Event; Supervisor Luedtke seconded. All ayes; motion carried. (Full resolution on file.)

SRWMO: The Township received one letter of interest for serving as a representative on the Sunrise River Water Management Organization (SRWMO). Supervisor Olson moved to appoint Kevin Kelly to the SRWMO Board effective immediately; Supervisor Luedtke seconded. All ayes; motion carried.

Supervisor Olson reported that three entities (Linwood, Columbus, and East Bethel) voted to submit a resolution with their intent to dissolve the current JPA and reform the SRWMO with

three entities. On August 19th, the 90-days notification period will have expired and then the new JPA will be reformed.

R5 purchase: Supervisor Olson made a motion to move forward with the purchase of the 2023 Tahoe SSV for the amount of \$44,030.00; Supervisor Luedtke seconded. The Rescue 5 truck was available for purchase from a dealer in Indiana. The vehicle will be transported to DTM to be upfitted. All ayes; motion carried.

Resolution #2023-22 Allowing Abatement Extension: Supervisor Parker moved to adopt Resolution No. 2023-22 Allowing a 90-Day Extension to the Abatement Agreement for 8652 240th Street NE; Supervisor Luedtke seconded. On March 28, 2023 the Township entered into an Abatement Agreement with property owner at 8642 240th Avenue NE giving them until June 26, 2023 to eliminate the public nuisances on the property and the hazardous conditions in the dwelling. On May 22nd, the owner sold the property to HomeVestors, who are requesting a 90-day extension of the Abatement Agreement. During the course of this enforcement action, the property address was corrected to 8652 240th Avenue NE. The Board voted unanimously to adopt Resolution No. 2023-22. (Full resolution on file.)

Zoning compliance follow up: Staff met with the planner and building official to determine the various responsibilities associated with building permits and zoning issues. Since the building official is responsible for enforcing the building code and the planner isn't on site to see that the code is being enforced, an option would be to have a staff member carry out the onsite inspections for zoning. Supervisor Luedtke expressed that the Town Code covers the authority to enter properties for code enforcement, but it was decided to confirm this with the Town attorney.

Dust control: In the past, the Town Board has allowed a private citizen to place calcium chloride on a section of gravel road adjacent to their property. Section 20-142 of the Linwood Town Code reads, "No person may work, maintain, improve, or repair the traveled portion of a right-of-way without the written permission of the town board." The Board would like to create a policy with specifications for the permissible products that would be allowed. The clerk was directed to notify anyone who is known to be putting calcium chloride on the roads to let them know they need to obtain written permission from the Town Board.

Eagle Scout Project: Scout Billy Pundt proposed his Eagle Scout project to build a ticket booth for Linwood Family Fun Days and other Township events. Supervisor Parker moved to approve the beneficiary agreement and direct the chairman to sign the agreement when the names on the agreement are corrected; Supervisor Luedtke seconded. When it was determined that the corrections could be made during the meeting, Supervisor Parker rescinded his motion and Supervisor Luedtke rescinded his second.

Supervisor Parker moved to allow the vice chairman to sign the beneficiary agreement with the corrected names; Supervisor Luedtke seconded. All ayes; motion carried.

Supervisor's comments: Supervisor Olson will be getting quotes for ditch mowing and a quote for removing two trees on a Township easement that are suspended over a resident's deck.

Supervisor Luedtke will be meeting with Supervisor Olson to discuss communications, media, and supervisors attending remote Board meetings remotely.

Treasurer & Clerks comments: Supervisor Luedtke volunteered to speak at the Linwood Lake Improvement Association's Annual Picnic. The clerk will invite the Anoka County Sheriff's Office to present the 2024 police contract and the County Assessor to discuss commercial properties in the Township.

Consent Agenda: Supervisor Parker moved to approve the consent agenda except the minutes; Supervisor Millerbernd seconded. All ayes; motion passed. The consent agenda contained:

Claims List for Approval	6/14/2023-6/27/2023	\$79,556.99
	Claims # 37539-37561	
Regular Payroll	6/9/2023	\$13,940.48
	Direct Deposits # 20350-20364	
	EFTs # 20365-20367	

Approval of Minutes: Supervisor Parker moved, and Supervisor Olson seconded, to approve the minutes for the June 13, 2023 Town Board meeting with the correction of the Treasurer's rate of pay at \$28.88. All ayes; motion carried.

Approval of FD Payroll: Supervisor Parker moved to pay the Fire Department May payroll, payday 6/25/2023, direct deposits #20368-20393, and EFTs #20394-20395, in the amount of \$10,459.02; Supervisor Olson seconded the motion. The motion passed with Supervisors Parker, Olson, Searing, and Millerbernd voting in favor. Supervisor Luedtke abstained due to conflict of interest.

Public comment: Tom Searing stated that having public comment after the Board has voted on issues precludes the public from participating in Board discussions. The supervisors discussed allowing each speaker three minutes at the beginning of the meeting, having two-minute comments at the end of the meeting so as not to influence the Board's decisions with information that hasn't been vetted, having a sign-up sheet for speakers to note the topic they would like to comment on, not allowing the public to address the Board from their seats, or have side conversations in the back of the room.

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

Approved on July 11, 2023

Attested:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

July 11, 2023

Board Members Present: Supervisors Bob Millerbernd, Mike Parker, Carol Searing, Jonn Olson; Treasurer Alyssa Dehn; Clerk Pam Olson; Supervisor Andy Luedtke (7:30 pm arrival)

Board Members Absent: none

Others Present: Tom Searing, Darryl Ballman, Sara Nelson, Hank Senger, Daryl Norgard, Cory Lee, Ed Kramer, Joe Vondrasek, Luke Jensen, Joe Dolphy, Jr., Tony DeChaine

Call to Order: Supervisor 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, July 11, 2023. The clerk performed roll call.

Approval of agenda: Supervisor Parker moved to approve the agenda as presented; Supervisor Olson seconded. All ayes; motion carried 4-0.

Public comment: Planning & Zoning Vice Chairman Tom Searing requested that Sec. 602.4 of the proposed International Property Management Code, to be addressed later in the meeting, be amended to eliminate the 'from' and 'to' dates in each section. Section 602.3 Heat supply, would read, "Every owner and operator of any building who rents, leases, or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms." Section 602.4 Occupiable work spaces, would read, "Indoor occupiable work spaces shall be supplied with heat to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied."

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

Public Hearing for cannabis businesses: Supervisor Millerbernd read the public hearing notice and called for public comment. The purpose of the public hearing was to hear from the public, discuss, and take action on an interim ordinance authorizing a study and imposing a moratorium on the operation of cannabis businesses in Linwood Township. Hearing no comments, Supervisor Parker moved to close the

public hearing and continue the Town Board meeting. Supervisor Searing seconded the motion, which passed 4-0.

Ordinance #211: Supervisor Parker gave a brief overview of the recently enacted state legislation legalizing the use and sale of cannabis and certain hemp products. The proposed interim ordinance would allow the Township to develop ordinances for reasonable restrictions on the time, place, and manner of the operation of cannabis businesses, as well as the other potential local regulation allowed under the legislation. Supervisor Parker moved to pass Ordinance No. 211 An Interim Ordinance authorizing a Study and Imposing a Moratorium on the Operation of a Cannabis Business Within Linwood Township. Supervisor Searing seconded the motion. The moratorium was for up to one year. All ayes; motion carried 4-0. (Full ordinance on file.)

Resolution #2023-23: Supervisor Parker moved to pass Resolution No. 2023-23 Approving Summary Language for Publication of an Ordinance Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses. Supervisor Searing seconded. All ayes; motion passed 4-0. (Full resolution on file.)

Dust control hearing: Joseph Vondrasek was present to request permission to continue placing calcium chloride on the road adjacent to his property at 7770 245th Avenue NE. Mr. Vondrasek informed the Board that he was using Dow Flake Extra, calcium chloride, at the application rate of .1 pound of powder per square yard. The location being treated was approximately 320 feet on 245th Avenue NE from the corner of Willamette Street NE east to Mr. Vondrasek's second driveway. The supervisors were willing to allow the dust control materials on the town line road if Mr. Vondrasek was willing to sign the Dust Control Agreement, provide a map showing the area of application, liability insurance with the Township listed as additional insured, and Safety Data Sheets (SDS) for the product. Once the agreement is in place, the grader operator will be instructed to only grade the treated section when necessary, and signs will be placed denoting the section being treated. Supervisor Parker moved to approve to allow Mr. Vondrasek to put the calcium chloride down upon him signing the agreement; Supervisor Olson seconded. Supervisor Searing wanted a condition that Mr. Vondrasek to provide a map, material information, and rate of application. Supervisor Parker amended his motion to agree to allow it with the signed agreement and all documentation to include the property boundaries and the area where the chloride will be applied to; Supervisor Olson accepted the friendly amendment. All ayes; motion carried 4-0.

Fire Department: Fire Chief Darryl Ballman reported 27 runs in June, with 18 being medical and 9 being fire calls. Chief Ballman informed the Board that the Department will start training on First Due on July 24th. First Due is the Anoka County management system, which dispatches emergency calls. First Due has some functionality for tracking equipment. The Township is on the second year of a two-year contract with PSTrax, software for tracking equipment and training. The Clarey's Silver Package provides warranty and maintenance for the SCBAs and the compressor for filling SCBAs. The Silver Package also tracks fire equipment. The Department wasn't aware that the County was going to be transitioning to First Due when contracting with PSTrax. Supervisor Parker moved to pay \$1,890.00 for the PSTrax contract and decide at the end of the contract whether to keep it; Supervisor Olson seconded. Supervisor Millerbernd questioned whether the equipment and training could be done on a spreadsheet or find other options that don't cost extra. Supervisors Olson and Parker voted in favor; Supervisors Searing and Millerbernd voted against. The motion failed 2-2. The Township is still under contract with PSTrax, so Supervisor Millerbernd moved to pay \$1,890.00 for PSTrax; Supervisor Olson seconded. All ayes; motion carried 4-0.

The Fire Department will not be taking the old warming house because they don't want to get the permits to move the structure and pay for the moving service, but would like to use the structure for search and rescue training. Supervisor Millerbernd moved to allow the warming shack to be used for training on Wednesdays July 19, 26, and August 16 or until it interferes with construction of the reuse building. Supervisor Parker seconded the motion which passed 4-0.

The expired SCBA packs and bottles will be brought to the town hall to be offered for sale to the public, instead of going to the recycle center. Hose testing will be on July 17th and two of the firefighters will be assisting with restacking the hoses on the trucks.

The Chief wanted clarification on the Board's decision to not put any more money into Rescue 5 when the new rescue truck arrives. Maintenance such as oil changes and fuel will be done to keep the truck as a utility vehicle for traveling to training and going to responses with additional equipment. There is a bay in the fire station for this vehicle to remain. The Board questioned the need for a new truck if this vehicle is still usable. It was explained that it will eliminate individual mileage costs for training when the firefighters travel together in the utility vehicle. It has been highly recommended by the fire staff for firefighters to carpool to trainings when possible. Supervisor Millerbernd moved to keep Rescue 5 as a utility vehicle for the fire department; Supervisor Olson seconded. All ayes; motion passed 4-0.

The Chief was looking for a blanket approval to purchase food, not to exceed \$200.00, after a structure fire or long call, when the firefighters didn't have an opportunity to get food. The Fire Association paid for breakfast after a recent fire, but advised the Chief that they will not be doing so for future incidents. The clerk was instructed to check with the attorney to see that its not a violation of the laws to provide food with taxpayer money and that a policy is consistent for all employees.

Supervisor Millerbernd moved to allow the Cub Scouts to use the fire station on July 16th, 1:00-5:00 p.m. A rental agreement will be signed; no fee will be charged. Supervisor Parker seconded the motion, which carried 4-0.

Supervisor Millerbernd moved to allow the firefighters to use the grass rig and drive to trainings, two days per week; Supervisor Parker seconded. All ayes; motion passed 4-0.

Supervisor Parker moved to direct staff to write a cancellation notice for PSTrax so it doesn't automatically renew; Supervisor Searing seconded. All ayes; motion carried 4-0.

PARCs: Parks Commission member Sara Nelson was present to request funds to purchase prizes to give away at the PARCs Family Fun Days booth, in an effort to entice people to use the Township parks. The plan is to purchase baseballs or frisbees. Supervisor Parker moved to allow PARCs to spend up to \$500.00 for promotional items out of the Parks operating budget; Supervisor Searing seconded. All ayes; motion passed 4-0.

The installation date for the new playground equipment has been pushed out to August so PARCs can determine the exact locations of each piece. An installation quote from Webber Recreational Design was presented for \$5,900.00. The equipment will be covered under warrantee if professionally installed. Supervisor Parker moved to approve up to \$6,000.00 to install the playground equipment; Supervisor Searing seconded. The playground equipment was already purchased, delivered, and is waiting to be installed. All ayes; motion carried 4-0.

Clerk's note: Supervisor Luedtke arrived at this point of the meeting at 7:30 p.m.

Soil boring quotes: Two quotes for soil borings were provided for the town hall and fire station parking lots. Each of the quotes contained different amounts of borings and depths so it was difficult to compare pricing. Both companies were recommended by the engineer. Supervisor Olson made a motion to table this and rebid but provide specs for what the Township is looking for to get a more accurate bid from each one; Supervisor Parker seconded. Supervisor Olson will contact the engineer to get more information. The motion passed by a 5-0 decision.

Re-use building: Supervisor Olson provided a series of documents to be signed for constructing the shell of the reuse building. In order to stay within budget, Phase 1 will be completed this year. Once the contract is signed, the project will be turned over for engineering and then the process of getting bids for electric and concrete will begin. Supervisor Olson moved to authorize the Chair to sign the documents for Walter's Buildings for \$94,350.00; Supervisor Parker seconded. All ayes; motion carried 5-0. The plans will be provided to the PARCs members because one third of the building will be for parks use.

Streaming update: Supervisors Olson and Luedtke met to discuss the various approaches to streaming the meetings. Possible solutions were live streaming with close captioning to be ADA compliant or to record the meetings and playback on the website, making it accessible to the community. The retention period of the recordings would need to be determined. The supervisors will continue testing the technology, work with staff to create procedures, and verify compliance. Options will be presented to the Board with impacts. Following Town Board approval would be implementation of the process. The supervisors also touched on other related aspects such as social media and the website.

IPMC: Supervisor Luedtke met with Planning and Zoning members Tom Pilla & Jim Garrison to consolidate the feedback from the P&Z subcommittees regarding a new ordinance for property maintenance. Supervisor Olson expressed that since P&Z had reviewed and amended the International Property Maintenance Code (IPMC) to be customized for the Township, the process should not be held up while the supervisors conduct their own reviews. Supervisor Olson moved to approve the Property Maintenance Code as it was presented to the Board and pass it on to the attorney for the next step in the process; Supervisor Millerbernd seconded. Because the ordinance wasn't ready to be approved, Supervisor Olson rescinded his motion and then moved to authorize staff to move the Property Management document to the attorney for review, with the documented corrections (from the beginning of the meeting); Supervisor Searing seconded. All ayes; motion passed 5-0.

Tree removal: Supervisor Millerbernd moved to approve the Raml quote for \$2,500.00 to remove two trees between 22764 and 22756 E. Martin Lake Drive NE; Supervisor Olson seconded. The trees are in the Township easement but are suspended over a resident's house. The motion passed 5-0.

Resolution #2023-24: Supervisor Parker moved to accept Resolution No. 2023-24 A Resolution Accepting 2nd Quarter 2023 Donations; Supervisor Olson seconded. The donations were for Senior Transportation and Senior Center expenses with a known cash value of \$120.00. All ayes; motion carried 5-0. (Full resolution on file.)

Resolution #2023-25: Supervisor Millerbernd moved to approve Resolution No. 2023-25 A Resolution Adopting the Amended Residential Driveway Policy and Design Standards; Supervisor Searing seconded. The amendments clarified what the driveway escrow may be used for and to be consistent with escrow language in Chapter 2 of the Town Code. All ayes; motion carried 5-0. (Full resolution on file.)

Supervisor compensation-meetings & mileage: Supervisor Olson wanted clarification on what constitutes a meeting and when to charge mileage for reimbursement. There hasn't been a definite policy, but as a guide, mileage to training and in the performance of supervisor duties can be claimed. Supervisors get paid for committee meetings and other scheduled meetings. Beyond that, it was advised to use good judgement when charging for meetings.

Additional aggregate: Supervisor Olson reported that the engineer and Ed Kramer compiled a list of eleven roads needing gravel. The request for proposals will be for aggregate materials, and to haul, spread, and pack the aggregate. The specs will be specific.

CD renewal: Supervisor Searing moved to renew CD #52746 for a seven-month period; Supervisor Olson seconded. All ayes; motion carried 5-0.

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

Approval of Town Board Meeting Minutes for 6/27/2023		
Claims List for Approval	6/28/2023-7/11/2023	\$30,376.06
	Claims # 37562-37594, except voided Claim #37576	
Regular Payroll	6/23/2023 pay date	\$17,496.00
	Direct Deposits # 20409-20418	
	EFTs # 20419-20421	
Treasurer's Reconciliation Report for month ending 6/30/2023		Balance =\$1,515,611.48

Board comments: Supervisor Luedtke reported that the LFFD committee is refining the organization of the committee and will have draft minutes ready for the Board meetings. They've appointed officers and are looking for one more member. The committee will request that the LFFD meeting time be changed from 7:00 p.m. to 6:30 p.m. Supervisor Luedtke met with the Driveway Inspector to discuss how to improve collaboration with the residents for inspections and zoning-related compliance.

Supervisor Olson reported that the 205th Avenue construction project is on schedule.

Clerk Olson will be sending an Administrative Letter to inform the owner at XXXX 237th Avenue NE that he can request a hearing with the Town Board to discuss his accessory building that doesn't match the house.

Supervisor Searing is working on job descriptions for the office position opening and shifting office duties.

Treasurer Dehn reported that the 2022 audit was complete and had been filed. The first half property tax settlement was received. Staff recommends eliminating Adam's Pest Control and would need to send a 30-day cancellation notice. The public works staff would apply pest deterrents when necessary.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All ayes; motion passed. The meeting was adjourned at 8:39 p.m.

Approved on July 25, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

July 25, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Michael Waldoch, Hank Senger, Darryl Ballman, Carol Ladd, Jeff Ladd, Tony DeChaine, Camp Ajawah Scouts & leader

Call to Order: Supervisor 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, July 25, 2023. The clerk performed roll call.

Approval of agenda: Supervisor Olson requested to remove the topic of aggregate from the agenda. Supervisor Parker moved to approve the agenda, as amended; Supervisor Olson seconded. All ayes; motion carried.

Enforcement Hearing: Michael Waldoch, property owner at 6715 237th Ave NE, requested a hearing in response to an Administrative Letter regarding violation of Town Codes Sec. 30-669 and Sec. 30-677 2. (e). The exterior of Mr. Waldoch's accessory building was not harmonious with the dwelling and the accessory building façade facing the road did not match the dwelling. The zoning review defining the ordinance requirements was sent to the building permit applicant, in this case the contractor, not the property owner. Mr. Waldoch stated that he intended the accessory building would match the dwelling when the roof, siding, and stone on the dwelling gets replaced. Supervisor Searing noted an incident when the Township allowed a property owner time to replace the siding on the dwelling to match their new accessory building. Supervisor Olson supported the ordinance, but would consider allowing a timeframe for compliance. Supervisor Millerbernd stated that it was the contractor's responsibility to follow local ordinances. Supervisor Parker moved to have the office staff contact the attorney to draft an agreement for a two-year extension for Mr. Waldoch to make his house harmonious with his accessory building; Supervisor Searing seconded. Supervisor Millerbernd questioned who would pay the attorney

costs. All ayes; motion carried. Mr. Waldoch questioned whether the windows needed to match as well as the façade. It was determined that if the siding and brick on the two buildings matched, that would be in compliance of the Code.

Supervisor Parker moved to allow Mr. Waldoch to finish the construction of the accessory building; Supervisor Olson seconded. All ayes; motion passed.

Public comment: No public comments.

Planning & Zoning: Joe Dolphy, Jr. and Tom Searing renewed their four-year terms as members of the Planning and Zoning Commission (P&Z). The Commission recommended approval of the Final Plats for Dellwood Country Estates and Cliffs Peterson Ridge developments. These plats will come to the next Town Board meeting for consideration.

PARCs: Supervisor Parker moved to accept Sarah Raymond for the Park and Recreation Commission (PARCs); Supervisor Searing seconded. All ayes; motion carried.

At the July 24th PARCs meeting, members Sara Nelson, Carrie Luedtke, and Mark Cawley renewed their three-year terms. PARCs Officers were appointed by the commission as Chair Luedtke, Vice Chair Sara Nelson, and Secretary Tony Raymond.

Fire Department: The SCBA bottles will not be decommissioned by the fire department, but will be delivered to the town hall to be taken off the asset list. The SCBA air packs will be offered for sale to the public with a Release of Liability statement being signed for each purchase.

Supervisor Parker moved to allow the fire department to use the FWD and Engine 1 for Stacy Days parade; Supervisor Olson seconded. All ayes; motion carried. Supervisor Millerbernd stressed that anyone who intends to drive the FWD in parades needs to sign the Volunteer Waiver. Chief Ballman explained that firefighters don't get paid when attending events outside of the Township, only when attending public events within the Township. The volunteers will need to bring completed forms to the Town Office.

FireCat performed the fire hose testing on July 17th. Twenty-one of the hoses didn't pass because all hoses after 1986 needed to be synthetic. A lot of the hoses that were expired were donated to the Township by the City of Plymouth and may be used as back up hoses. Two of the hoses failed and will be disposed of.

Supervisor Parker moved to approve SOP 2.1 Maintenance and Air Management and SOP 3.10 Rapid Intervention Team. Supervisor Olson seconded the motion, which passed unanimously.

Oxford Township met with Supervisors Parker and Olson, and the Fire Chief to start the conversation with Oxford Township for Linwood Fire Department (LFD) to provide fire and EMS coverage for certain sections of Oxford Township. Supervisor Olson moved to move forward with negotiation for options to provide fire coverage with Oxford Township; Supervisor Parker seconded. Supervisors Olson, Parker, Searing, and Millerbernd voted in favor; Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0, with one abstention.

The fire department would be interested in keeping the warming house to be used for smoke training. LFD will get quotes for moving the building. The building would be moved back 60', inside the wood line, and it wouldn't interfere with the pleasure rink. This option has not been discussed with PARCs.

The LFD will attend the Night to Unite on August 1st on Cranberry Drive. The fire department and police department will participate from 5:30-7:30 p.m. Chief Ballman would like to put in SOP form, permission for the chief to use his discretion to decide community outreach and parades, by reaching out to two supervisors to let them know, without getting Board permission for each event. Supervisor Millerbernd considered the costs for public relations to be wages for the fire fighters, unless it were volunteer or a work night, and sending the trucks out. Chief Ballman reiterated that usually any type of community outreach is all on a volunteer basis. The caveat being for the pool party, the department had stagnant water in the tank that they wanted to get rid of, and it was worked into a work night, and that's why the individuals got paid. Supervisor Olson questioned the liability when anyone is volunteering to drive one of the fire trucks. Supervisor Millerbernd suggested that they would need to sign a Volunteer Waiver. Most of the communities they are going to have a Mutual Aid agreement, so it may be similar to that. There's a greater risk of having an issue. Supervisor Searing moved that when LFD wants to go, not on a regular run, but to a community event, that they bring it before the Board and ask; Supervisor Millerbernd seconded. The motion failed 2-3 with Supervisors Searing and Millerbernd voting aye and Supervisors Olson, Parker, and Luedtke voting nay. Supervisor Millerbernd stated that the Board would just let a supervisor give the permission.

The Fire Association bought EMT bags for \$2,175.00 as one of the ways they assist the fire department.

The LFD received \$3,000.00 from the MN State Fire Association as reimbursement for health screens PPE for the new riders under the new SAFER Grant program.

Supervisor Olson checked with the engineer and confirmed that the parking lot soil borings should go deep enough to confirm the depth to mottled soil.

Supervisor Luedtke is working on a policy regarding community outreach activities.

Campers from Camp Ajawah were attending the meeting. The scouts were working to earn their Citizenship in the Community Merit Badge, as well as a Communications Merit Badge, both of which require the scouts to attend a local government meeting, and to learn how local government works.

LFFD: The Linwood Family Fun Day committee (LFFD) appointed Nancy Kramer as Chair, Bri Seekon as Vice Chair, Shelby Kramer as Treasurer, and Samantha Kramer as secretary for their meetings. LFFD recommended that the committee meeting time be changed. Supervisor Luedtke moved to change LFFD committee meeting times from 7:00 pm to 6:30 pm; Supervisor Parker seconded. All ayes; motion carried.

No Parking and Event signs will be purchased. Supervisor Luedtke moved to approve the Wild Life Science Center at \$250.00; Richard Hodges at \$150.00 for the car show DJ; and to spend up to \$1,500.00 for volunteer t-shirts. Supervisor Olson seconded. All ayes; motion carried.

Supervisor Searing moved to waive the booth fee for the Friends of Linwood History; Supervisor Parker seconded. All ayes; motion carried. The History Committee will host the mini-golf, knot tying, and other free games and activities.

Streaming: Supervisor Olson reported that live-stream testing continues for ADA compliance and the settings to be able to restrict audience comments while allowing supervisors to participate remotely. The close captioning feature doesn't function when the video recording is played back. A policy for retaining recorded videos would need to be developed. The testing will focus on live-streaming, and will work towards recording at a later date.

Ditch mowing proposals: Supervisor Millerbernd opened the only ditch mowing proposal that was received. Shermik Tree Farms proposed options for a disc mower and boom mower. Supervisor Millerbernd opined that brush cutting should be done along with the mowing. Supervisor Luedtke questioned if the Road and Bridge Committee had prepared the specifications. Supervisor Olson noted that the R&B members had done road review and identified areas that needed brush cutting. No proposal was accepted, but will be on the agenda in two weeks. It was suggested that someone talk with public works and find out what type of mowing they want done.

Truck repair quotes: A quote to service and make repairs to each of the plow trucks was provided. The quote for plow trucks 101 & 102 was \$12,300.00. The Road & Bridge budget has already exceeded numerous line items. The quoted prices are not all inclusive. Supervisor Olson stated that he went over the trucks with the mechanic and the pin holes are worn and need to be rebuilt. The lift ram and pivot ram need to be resealed. The lower corner of the wing blade pivot point needs to be repaired. DOT inspections, oil changes and replacing the belly blades are included, but not the cost of the blades. Supervisor Olson moved to have Diesel Rocker remove the struts off the backs of the wings, and then allow public works to pick them up and bring them over to Rogers to get an estimate, and if they do need to be fixed, what the cost would be. Diesel Rocker is about a month out before starting the repairs. It was questioned whether the Township should get a second quote for the repairs, since the trucks have been sitting at the repair shop for several months. Supervisor Olson explained that the needed repairs are so unique that the trucks would have to be taken someplace else and have them visually look at the trucks to give an estimate. Supervisor Millerbernd seconded the motion made by Supervisor Olson. The motion passed unanimously.

The 2011 Dodge 1-ton quote included replacing the differential, brake pads and rotors, rebuilt the drive shaft, replace the belt tensioner and fuel filter for a total of \$3,258.62. Supervisor Olson will get a second opinion for the repairs.

Pest control services: Supervisor Millerbernd moved to direct staff to give Adam's Pest Control a 30-day notice for removal from the contract for services; Supervisor Olson seconded. The intention is to rely on public works to treat areas at the town hall for pest control when necessary. All ayes; motion carried.

Office staff computers: Office staff computers are over seven years old and are starting to have issues. Supervisor Parker moved to buy three new computers at \$4,500.00; Supervisor Searing seconded. The quote includes Dell computers, and setup and installation labor. All ayes; motion carried.

Domestic Violence Awareness Purple Lights Campaign: October is Domestic Violence Awareness Month and the Purple Lights Campaign is an effort to remember the victims and survivors of domestic violence. The Board was supportive of having Township staff participate in promoting the campaign by advertising, putting purple lights at the town hall, and displaying signage.

County Assessor: The Anoka County Assessment Contract is up for renewal for a five-year term. The Board would like to have the assessor attend a Town Board work session to discuss the contract, commercial properties, and assessing lake properties vs. game fish lakes. The work session was set for September 18th at 6:00 p.m., with September 21st as an alternate date. It was questioned if there is another option for assessment services. Supervisor Olson moved to direct staff to look at a second comparable quote for assessing; Supervisor Millerbernd seconded. All ayes; motion carried.

ACD Groundwater Specialist: Anoka Conservation District (ACD) plans to request an ~\$85,000 increase in funding from Anoka County to add a Groundwater Specialist to their staff in 2024. Currently, there isn't a dedicated full time 'go-to' person in Anoka County for groundwater concerns. Because the Township residents all have private wells, the Township would benefit from this position. Supervisor Parker moved to send a letter of support for ACD to hire a Groundwater Specialist and have the Chairman sign it; Supervisor Luedtke seconded. All ayes; motion passed.

Consent agenda: Supervisor Parker moved to approve the consent agenda, with the removal of the June 2023 Fire Department Payroll; Supervisor Olson seconded. All ayes; motion carried.

Approval of Town Board Meeting Minutes for 7/11/2023

Claims List for Approval	7/12/2023-7/25/2023	\$384,330.71
	Claims #37576 and Claims #37595-37627	
Regular Payroll	7/7/2023 pay date	\$20,358.07
	Direct Deposits #20426-20440	
	EFTs #20419-20421 (<i>corrected 8/8/23 as #20441-20443</i>)	
Approve snow plow blade quote	H&L Mesabi Company	\$1,720.00
Data Practices Policy Annual review & approval		

Supervisor Parker moved to approve the June 2023 Fire Department Payroll in the amount of \$10,293.12; Supervisor Millerbernd seconded. The motion carried with Supervisors Parker, Millerbernd, Searing and Olson voting in favor and Supervisor Luedtke abstained due to conflict of interest.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All ayes; motion passed. The meeting was adjourned at 8:16 p.m.

Approved on August 8, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes

August 8, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Lyle Reynolds, Hank Senger, Lee Hennen, Ed Kramer, Darryl Ballman, Tony DeChaine, Camp Ajawah Scouts & leader, Claire Michelson (via Zoom)

Call to Order: Supervisor 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, August 8, 2023. The clerk performed roll call.

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

Approval of agenda: Supervisor Olson requested to add aggregate to the agenda. Supervisor Olson moved to approve the agenda, as amended; Supervisor Luedtke seconded. All ayes; motion carried.

Public comment: No public comment.

ACSO Police Contract: Lt. Dan Douglas explained the plight of Anoka County to hire and retain police officers. In 2021, the County entered into a 3-year contract with the police officers that had a built-in market adjustment. Recently, the County found it necessary to re-open the contract and increase deputy wages by \$5.00 per hour to remain competitive in recruiting and retaining deputy sheriffs. Anoka County will not increase Linwood's contract costs for the remainder of 2023.

Commander Paul Lenzmeier reported that the Sheriff's Office crunched the numbers by amending the Township's portion of the vehicle expenses from $\frac{1}{3}$ to $\frac{1}{4}$ of the cost to bring the cumulative increase to 13%. The 2024 contract was proposed at \$332,513.00, which would be an approximate \$40,000 increase from the 2023 contract. The Sheriff's Office is currently down by seven deputies.

The contract will automatically renew at the end of September, unless the Township responds differently. Combining patrol contracts with East Bethel or Columbus was not favorable with Commander Lenzmeier. If the Township doesn't enter into a contract, coverage would be provided by Anoka County, but could potentially result in longer response time depending on where the deputies are when the call comes in. Other options may be explored before the Board makes a decision about the contract.

Resolution #2023-26: Supervisor Luetke moved to adopt Resolution No. 2023-26 Approving a Final Plat for a Development Known as Cliffs Peterson Ridge; Supervisor Searing seconded. Sherco Construction, Inc. submitted an application for final approval of a plat to allow the subdivision of property containing 34.26-acres to create three residential lots. The property to be subdivided (PID 19-33-22-21-0008) is located at 20410 Viking Blvd NE. The home on the existing parcel will remain as one lot and the other two lots will have separate driveway accesses. All ayes; motion carried. (Full resolution on file.)

Resolution #2023-27: Supervisor Parker moved to adopt Resolution #2023-27 Approving a Final Plat for a Development Known as Dellwood Country Estates; Supervisor Luedtke seconded. Lee Hennen of Dellwood Construction, Ltd. submitted an application for final approval of a plat to allow the subdivision of property containing 86.039 acres to create twenty-one 2.5 to 8-acre residential lots. The property to be subdivided (PID 07-33-22-22-0003) is located along 215th Ave NE (CSAH 74). The motion passed unanimously. (Full resolution on file.)

2022 Audit: Treasurer Dehn reported that the audit was completed and filed with the State Auditor. The only deficiency noted was that due to limited staff, proper segregation of duties is not always maintained. Supervisor Searing moved to accept the 2022 Financial Statement; Supervisor Luedtke seconded. All ayes; motion carried.

Treasurer's report: Treasurer Dehn provided a budget report showing that the balance as of July 31, 2023 at \$1,074,045.00.

Fire Department: Fire Chief Darryl Ballman reported that calls for service was running higher this year than the same period last year. There were 37 runs in July, with 29 being medical and six being fire calls, plus two mutual aids runs to East Bethel.

The fire department returned an invoice from Air Conditioning Associates, with service charges of \$575.00, because the department didn't request their services. Apparently, Kramer Mechanical had requested that ACA called them to check on a bad sensor. Supervisor Millerbernd will contact Kramer Mechanical regarding the invoice.

A second quote will be attained for repairing the leaking RPZ on the fire station pump. The consensus of the Board was that the repair would be paid out of the fire department operating budget, as it is maintenance and not a capital expenditure.

Chief Ballman questioned if there was an update from the Town Board regarding the Safety Committee; Supervisor Luedtke stated that he was collecting data from the public works employees and will be developing a policy. After that is done, he will be working with fire department safety.

Approval for SOP 1.13 was tabled pending the Board getting a redline copy of the SOP. The Chief stated that the fire station meeting room is used for outreach activities, such as for Scouts and other public safety organizations.

Staff was directed to contact the contractor the Board preferred to schedule the parking lot soil borings that go down to mottled soil. Supervisor Olson noted that no new quotes were necessary, as the cost to go deeper should only be an additional \$10-\$15 per foot.

Road & Bridge: The gravel plan was completed to put additional aggregate on seven roads. The committee is working on a plan and budget for crack filling. The committee finalized the Road & Bridge guidelines, which will come to the Board for approval at the next meeting. Staff was directed to schedule the inspection of the South Linwood Drive paving project prior to the expiration of the warranty period. Public Works will schedule time to add rip rap to the northeast side of the Ryan Lake Bridge. Work on 205th Avenue is slightly behind schedule.

Additional aggregate: Supervisor Olson provided a list detailing which roads and quantities of additional aggregate are needed this year. Supervisor Olson made a motion to move forward with getting quotes for 1365 cubic yards of gravel, to be placed on 209th Lane, 217th Lane, 215th Avenue, Thames Street, Hornsby Street, 241st Avenue, Elbe Street, and 228th Avenue, that will be Class 5 gravel, for a total of 1,315 cubic yards. In addition to that, getting lime on the cemetery driveway, for a total of 50 cubic yards. Supervisor Parker seconded the motion. The specs will include hauling, spreading and packing the gravel. Supervisor Luedtke requested that staff confirm the roads where the aggregate is being placed are completely within the road rights-of-way. The motion carried with all voting in favor.

LFFD: Supervisor Luedtke reported that the Linwood Family Fun Day (LFFD) committee was working on the logistic details for the celebration. The committee will put together a documented action plan to get work streamlined and be able to spread the workload among others.

SRWMO JPA update: Supervisor Olson met with the SRWMO Board and entity officials, the County attorneys, a BWSR representative, and the attorney for SRMWO to discuss the JPA. The Anoka County's office defined that if Ham Lake relinquishes their participation in the SRWMO, the County would be their representative and the costs would be billed to the city. Ham Lake wanted to see the proposed language wherein the budget could be ratified by a majority vote if there was a maximum 5% increase annually. Attorney Troy Gilchrist was going to make the changes and send the updated JPA to the Ham Lake attorney. Supervisor Olson received an email notifying him that Ham Lake would be agreeable to the language if the funding formula was changed to Option 4A, which combined operating and non-operating expenses. Town Board

consensus was that Ham Lake would need to agree to the JPA funding formula which splits the operating costs equally among each entity, along with the other updates to the JPA.

In order to continue with the JPA, each entity would need to contribute an additional \$2,000.00 to cover the attorney's fees for making the proposed amendments to the JPA. Ham Lake sent a correspondence stating that they would pay this additional amount, plus the previous \$1,000.00 for the work done to date.

Supervisor Olson moved to table it (paying \$2,000) until the next meeting to allow time to review the 4A option; Supervisor Searing seconded. All ayes; motion carried.

Public comment on agenda: Supervisor Searing prefers that the Board allow residents to speak about issues as they come up during the meeting and that the chairman has the authority to allow people to speak or not. Supervisor Olson supported having public comment as an agenda item to allow the public to discuss topics not on the agenda. Supervisor Luedtke expressed that when public comment is established on the agenda, it keeps the meeting moving. The residents may discuss their concerns with a supervisor at any time, not just during a board meeting. Supervisor Parker was in agreement with Supervisor Olson. Supervisor Olson reminded the Board that public comment is a time for the public to speak to the Board, but there would be no discussion and no decisions made on the topics. It was determined that there would be public comment at the beginning and end of the agenda.

Streaming work session: Supervisor Olson questioned whether the Board intended to hold a work session or if the research that Supervisors Luedtke and Olson had done was sufficient for the Board to make a decision. Live streaming testing has continued, but the video recording needs more work to develop policies. The topic will be the last item on the next Town Board meeting agenda.

Open Meeting Law: Supervisor Luedtke provided a copy of the Open Meeting Law and was concerned that if a supervisor was attending remotely, that their location needed to be open to the public and that the public needed to be provided access to the meeting remotely. The clerk was directed to check with the attorney regarding MN Statute 13D.02. Subdivision 1. (b) to see if a supervisor's location needed to be posted if they were remote three times, and Subd. 3. relating to providing public access if a supervisor is attending remotely.

Ditch mowing: Supervisor Olson discussed ditch mowing with the Road & Bridge Committee and the contractor who recommended that in the future, the contractor be allowed to use either the disc mower or the boom mower based on the needs of individual roads. Supervisor Olson moved to contract with Shermik Tree Farms to use the boom mower with two passes and clean up the brush at \$145.00 per hour; Supervisor Parker seconded. Supervisor Olson will be the Town Liaison for this contract. All ayes; motion passed.

Plow truck repairs: The hydraulic rams that need to be repaired on plow truck #102 were not brought to Rogers to get a quote. A worst-case scenario for repairing the pivot rams was given over the phone, that the cost to reseal the rams would be \$250-\$400 each. A total rebuild on the rams would be a maximum of \$1,000 each. Supervisor Olson moved to moved forward with contracting with Diesel Rocker to fix truck #101 in the total amount of \$7,100.00, also fixing truck #102 in the amount \$5,200.00, and bring wing rams over to Rogers and contract them to rebuild the seals for up to \$2,000.00. Supervisor Parker seconded the motion. The total maximum is \$14,300.00. Supervisor Searing questioned whether the maintenance worker could do some of the repairs. Supervisor Olson replied that one of the repairs entails welding the pin opening, and the liability concerns that the wings are too heavy for maintenance workers to remove. The motion carried unanimously.

CivicPlus renewal: The decision to renew the website agreement with CivicPlus was tabled until the next meeting. The webmaster and Supervisor Searing will discuss the web open platform migration options with CivicPlus.

Earned Sick & Safe Time: Treasurer Dehn informed the Board about recent legislation which will become effective January 1, 2024. Sick and safe time is paid leave employers must provide to all employees who work at least 80 hours in a year, including temporary and part-time employees. An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year. The employees will be notified prior to the effective date and included in the employee handbook. It wasn't clear how a firefighters or other on-call employee would take the sick pay.

Paid Family & Medical Leave: Paid Family and Medical Leave was also recently enacted. Benefits will start on January 1, 2026, when the Township will be required to start paying the premiums, which are 0.7% of an employee's taxable wages, half of which can be charged to the employees through a wage deduction.

Budget discussion: Supervisor Luedtke suggested that all budget reports be kept in Teams so the supervisors would have access to them. The treasurer has been providing monthly reports to all supervisors that had requested them. Supervisor Luedtke will request the monthly reports.

Committee member policy: Supervisor Luedtke would like to standardize the process by which prospective committee members are recruited, apply, and are appointed, communications with new members, and how re-appointments are handled. It was noted that there aren't excessive volunteers vying to be on the committees. Supervisor Luedtke would like to provide better education and community outreach for committees through rules and policies. Currently, the commissions are paid, but the committees have not been interested in receiving compensation.

Consent agenda: Supervisor Millerbernd moved to approve the consent agenda; Supervisor Parker seconded. All ayes; motion carried.

Approval of Town Board Meeting Minutes for 7/25/2023

Claims List for Approval	7/26/2023-8/8/2023	\$66,432.40
	Claims #37628 and Claims #37660	

Regular Payroll	7/21/2023 pay date	\$17,131.09
	Direct Deposits #20481-20490	
	EFTs #20491-20493	

Correction to 7/25/23 Consent Agenda for 7/7/23 Regular Payroll EFTs to #20441-20443

Treasurer's Reconciliation Report for month ending 7/31/23	\$2,104,866.19
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Supervisor Parker moved to approve the June 2023 Fire Department Payroll in the amount of \$10,293.12; Supervisor Millerbernd seconded. The motion carried with Supervisors Parker, Millerbernd, Searing and Olson voting in favor and Supervisor Luedtke abstained due to conflict of interest.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All ayes; motion passed. The meeting was adjourned at 9:14 p.m.

Approved on August 22, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

August 22, 2023

Board Members Present: Supervisors Bob Millerbernd, Carol Searing, Jonn Olson, and Andy Luedtke; Supervisor Mike Parker (via Zoom for personal reason); Treasurer Alyssa Dehn; Clerk Pam Olson

Board Members Absent: none

Others Present: Tom Searing, Mike Halliday, Larry Olson, Hank Senger, Tammy Anderson, G.E. Anderson, Daryl Norgard, Kermit Clarin, Lamar Campbell, Dave Han, Steve & Cyndi Turbeville, Lorie Keister, John McFarland Sr, Penny & Qui Nguyen, Chief Darryl Ballman, Lloyd Horton, Diane Selz, Tony DeChaine, Lisa Henrickson, Cody Larson, Don Luedtke, indecipherable name, Claire Michelson (via Zoom)

Call to Order and Approval of the Agenda: 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, August 22, 2023. The clerk performed roll call.

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

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

Public comment: Larry Olson requested that the Board go back to streaming the meetings for the convenience of being able to watch from home and possibly getting volunteers. Lauren Anderson was glad to hear the prayer before the meeting.

Ordinance #212: Supervisor Searing moved to accept Ordinance No. 212, An Ordinance Amending Chapter 24, Article III, Section 24-382, 24-483, 24-484, and 24-486. Supervisor Olson seconded the motion, which passed unanimously. (Chapter 24 – Telecommunications)

Resignation: Supervisor Searing moved to accept the resignation of Gary Gustafson from Planning and Zoning; Supervisor Olson seconded. All ayes; motion carried.

Road petition: Supervisor Parker moved to direct staff to send a road petition to the engineer to conduct a study; Supervisor Olson seconded. Residents from Paradise Point submitted a petition to pave the roads located between Fawn Lake Drive and Rutgers Street. The motion carried unanimously.

Building permit costs: Resident Lloyd Horton submitted a letter explaining that the costs for building permits are too high, and it may deter people from getting permits for their projects. Supervisor Parker expressed that there must be something the Township could do about the higher costs and less services. The Building Official will be invited to a meeting to discuss the costs.

Resignation: Supervisor Olson moved to accept Kent Gulbrandson's resignation from the recycling position, effective September 9th; Supervisor Parker seconded. All ayes; motion carried.

Recycling position: The Board reviewed the recycling assistant ad by adding "up to" 30 hours per week and "Tuesday through Saturday". Supervisor Olson moved direct staff to move forward with posting for the Recycling Center Assistant, as written with the amendments, posting in all the regular areas; Supervisor Millerbernd seconded. All ayes; motion carried.

Kubota tractor maintenance: A quote for full maintenance service and troubleshooting and repairing an inoperable fuel gauge on the Kubota tractor for \$1,400.33 was tabled until the next meeting. Supervisor Olson will check to see if the service can be done in-house.

Oil tank clean-out: A quote to remove liquids and sludge from the recycling oil tank was received. Option #1 would remove as much sludge as possible for approximately \$650.00 plus \$2.00 per gallon liquid disposal and \$4.00 per gallon sludge disposal. Option #2 would use a jetter to further clean the tank, with costs closer to \$1,350.00 plus the liquid and sludge disposal costs. Supervisor Parker moved to go with Option #2; Supervisor Olson seconded. When a resident suggested getting a quote from Lube Oil for their costs to clean the sludge out of the tank, Supervisor Parker rescinded his motion and Supervisor Olson rescinded his second. The topic was tabled to the next agenda.

LFFD trash containers: Supervisor Luedtke moved to spend \$278.00 for trash and recycling containers for Linwood Family Fun Days; Supervisor Olson seconded. All ayes; motion carried. Supervisor Luedtke reported that the LFFD committee finished all the signs and talked about the need to get everything organized. Supervisor Millerbernd informed Supervisor Luedtke that if the maintenance workers put the LFFD signs along the roads, it would come out of the LFFD budget. Supervisor Luedtke will check with the committee regarding installing the signs.

FD SOP 1.13: Supervisor Searing suggested that fees and rental agreements for all Township buildings should follow the same policies; requests to waive rental fees should be approved by the Town Board and not the fire administration; firefighters get paid to go to parades; and while staff are to volunteer their time for LFFD, firefighters are getting paid.

Supervisor Parker pointed out that if the firefighters were asked to work directing traffic, they should get paid. Groups using facilities should be consistent with Township policies, by signing an agreement like the senior center. Fees could be charged depending on which group is using

it. He expressed that there was more work to be done on SOP 1.13 Fire Station and Apparatus Use. The Board could approve an annual calendar of scheduled events at the beginning of the year. Supervisor Searing was agreeable to the Town Board approving a list of events, but the changes to the SOP would give away the Board's authority.

Fire Chief Ballman explained that the Fire Association puts on the Booya and Bingo and is strictly volunteer. Parades and community outreach are all volunteered time. The fire department is asking for a blanket statement for last minute requests from someone to do a drive-by and they lose the opportunity because of having to get Board permission. Chief Ballman stated that Linwood Fire Department is the only fire department in the area that needs to get permission to use fire equipment. It would be more of a liability to go to mutual aid runs than to attend a community outreach event. Township attorneys reviewed the SOP in 2018 and it was approved by the fire department at that time. In the proposed SOP 1.13, many things were changed. As far as hours, before it was four hours and now asking for eight hours for an event. In the past it was two people, and now one person for the grass rig for schools. Night to Unite was changed to one individual instead of at least two individuals. No family members are ever allowed on the rig going to and back, but during the actual event, they're allowed to be on the apparatus.

The Cub Scouts, Boy Scouts, and Girl Scouts can use either the senior center or fire station without charge. There is no charge to use the fire station or tables and chairs. Supervisor Luedtke explained that the Fire Association has chairs in the trailer that belong to the Association, as a separate entity. The Township has no authority to determine who they give their tables and chairs to. The tables and chairs in the fire station are the property of the Township, and they don't leave the facility. Everything in the trailer belongs to the Association.

Chief Ballman noted that the fire station meeting room has been used for public outreach, such as Scouts, churches, something that's good for the community. The churches help the fire department by allowing them to use their parking lots for training. Supervisor Luedtke reiterated that the SOP needs work and it should probably be split into the facility and then the community outreach. Supervisor Luedtke stated that there is a version ready to come to the fire department leadership because there should be no reason for the department to come to the Board for permission to go to a parade.

Supervisor Olson agreed with Supervisor Parker's suggestion that a list of events that happen every year could be outlined in the SOP. Supervisor Olson wanted to be sure that using the fire department doesn't circumvent renting the senior center or town hall rooms. If the fire station was used for anything outside of community outreach, the process should be the same as what's in place for other rentals.

Supervisor Luedtke advocated for the firefighters to be able to schedule their meeting room to avoid conflicts with training or officer meetings. Chief Ballman noted that requests don't happen often, usually at the last minute when other venues fall through. Chief Ballman informed that Joe Grafft used to do much of the department training. Now he uses the station for training his people, and in return he does a lot of things for the department. The training room is not used by just any identity. The kitchen function could be taken out of the available space.

In the past, the Board was given a list of events to approve. An option would be that if requests come up at short notice, the chief could call the supervisor that's in charge of that department. This would still give some transparency and assure that there's no liability on the fire staff. The liability needs to be on the Board. The topic was tabled.

SRWMO JPA request: Supervisor Olson moved to direct staff to notify the interested parties that Linwood Township has rejected the offer of Ham Lake to accept the 4A funding formula, and in doing so, the Township would like to offer two options. One would be that Ham Lake accept the JPA as written and become a fourth partner, or that we move forward with just the three municipalities; and then we need the pricing for either option depending on which way Ham Lake decides to go. Supervisor Parker seconded the motion. All ayes; motion passed.

CivicPlus renewal: Supervisor Searing reported that the options associated with the website migration don't apply to the Township's account. Supervisor Searing moved to renew the CivicPlus contract at \$2,363.13; Supervisor Olson seconded. All ayes; motion carried.

ASCO Police contract: Commissioner Reinert is working to get funds from the Anoka County Public Safety fund. Counties and cities received the money, but not townships. This topic was tabled pending a decision from the County Board.

Soil boring quote: The previous quotes for soil borings were only for one location. Updated quotes were presented. Supervisor Olson moved to hire Kilo Engineering to do soil borings to a depth of seven feet, not to exceed \$3,200.00; Supervisor Parker seconded. All ayes; motion carried.

Sale of surplus materials: The SCBA air packs have been inventoried and priced to be offered for sale to the public. The surplus equipment will be placed for sale on Craigslist for at least one week. Supervisor Searing moved to allow staff to reduce prices on the surplus items without getting Town Board approval; Supervisor Millerbernd seconded. All ayes; motion carried.

Zoning/Enforcement Officer position: The office needs an employee to deal with resident's zoning questions, enforcements, and driveway inspections. The position requires understanding the Town Code and policies. Bringing zoning services and permit reviews back in-house would benefit the residents.

Supervisor Searing moved to accept the position of Zoning/Enforcement Officer and advertise for it as soon as possible; Supervisor Olson seconded. The motion carried unanimously. Supervisor Luedtke questioned whether this position could be quantified and suggested the new hire could be responsible for portions of the website to improve communications.

Intergenerational Halloween Party: Supervisor Parker moved to allow the senior coordinator up to \$250.00 to use the Linwood Elementary School for the Halloween Party; Supervisor Searing seconded. All ayes; motion passed.

Projects on lakeshore easements: The Anoka Conservation District has been working with several Martin Lake property owners on shoreline stabilization projects. Two are adjacent to Township easements that are also deserving of shoreline stabilization. The Town Board was supportive of the projects as long as it doesn't appear to restrict public use of the easements.

Treasurer's comments: Supervisor Millerbernd moved to allow the Midco bills to be paid online; Supervisor Olson seconded. All ayes; motion carried.

The application period for LRIP Grants will be open in September. The Board directed staff to have the engineer submit grant applications for paving 245th Avenue north of Thames Street and for resurfacing Martin Lake Road from Viking Blvd to East Martin Lake Drive.

Approval of Minutes: Supervisor Searing moved, and Supervisor Olson seconded, to approve the minutes for the August 8, 2023 Town Board meeting. All ayes; motion carried.

Approval of Bills & Payroll: Supervisor Millerbernd moved to pay the claims list for 8/9/2023 to 8/22/2023, including claims #37661 through #37699 in the amount of \$45,465.64. Supervisor Olson seconded the motion, which passed unanimously.

Supervisor Millerbernd moved to pay the claims for Walter's Buildings and Froggy Hops, including claims #37700 through #37701, in the amount of \$47,035.58. Supervisor Olson seconded the motion, which passed unanimously.

Supervisor Millerbernd moved to pay the regular payroll for 8/4/2023, including direct deposits #20494 to #20503 and EFTs #20504 to #20506, in the amount of \$17,884.35; Supervisor Olson seconded. All ayes; motion carried.

Streaming discussion points: Supervisor Olson reported that Zoom could be used to push the live streaming out to YouTube. The closed captioning fulfills the ADA compliance requirements for live streaming, but the captions are not available when the files are downloaded. Suggestions for the streaming policy included:

- Board meetings are live streamed using ZOOM and YouTube.
- Closed captioning is added using ZOOM functionality.
- Linwood Township will do their best to provide live streaming, however, there is no guarantee of this service since this service is dependent on technology outside Linwood Township's control, such as ZOOM, YouTube, and physical equipment used in filming.
- Live streaming is only provided as a convenience for interested parties of Linwood Township board meetings.

Supervisor Parker moved to start live streaming again using Zoom and push out to YouTube; Supervisor Olson seconded. The second phase to be determined would be to consider whether to record and retain the recordings. The attorney would need to review any retention policy that the Board plans to adopt. The Board could decide that the live streams would be removed the next day, allowing time for the video to finish uploading to YouTube. All ayes; motion carried.

Supervisor Parker moved to start streaming at the next meeting; Supervisor Luedtke seconded. The question of who would be responsible for managing the streaming process arose. The media specialist has not been able to attend the meetings due to personal obligations and the in-house technology needs to be managed by someone onsite. Supervisor Luedtke offered to conduct the streaming for the next meeting. The motion to start streaming carried with all ayes.

Supervisor Parker moved to adjourn, but then rescinded his motion.

Based on the discussion points provided by Supervisor Olson, Board consensus was to leave a copy of meeting videos on YouTube for a period of not less than 3 months from the meeting date. The master videos will be retained for not less than three months. Upon a data request for a meeting video, the cost will be the current cost of the thumb drive. Supervisor Luedtke suggested that the meeting videos could be on a continuous loop in the board room or the main hallway.

Supervisor Olson made a motion to be allowed to work with the clerk to further define what the Board has set forth here tonight as far as the data retention, send a policy off to the attorney to review and get some feedback. The policy will be brought back to the Board for further consideration. Supervisor Parker seconded the motion which passed unanimously.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting was adjourned at 9:07 p.m.

Approved on September 12, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

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Special Town Board Meeting Minutes August 28, 2023

Board Members Present: Supervisors Bob Millerbernd, Carol Searing, Jonn Olson, and Andy Luedtke; Clerk Pam Olson

Board Members Absent: Supervisor Mike Parker

Others Present: Tom Searing, Edmund Erdos III, Bridget Robinson, Brian Robinson, Ed Kramer, James Rultant, Stacy Smith, Joy Mouch, indecipherable

Call to Order: Chairman Millerbernd called the Special Linwood Town Board meeting to order at 5:45 p.m. in the Senior Center meeting room at 22817 Typo Creek Drive NE, Stacy, on Monday, August 28, 2023. The clerk performed roll call.

Purpose of Meeting: Supervisor Millerbernd stated that the purpose of the meeting was to consider and take action to adopt an ordinance to repeal Ordinance No. 207 and to amend Resolution No. 2023-27.

Ordinance No. 213: Supervisor Millerbernd moved to adopt Ordinance No. 213 An Ordinance to Repeal Ordinance No. 207, An Ordinance Authorizing a Study and Placing a Moratorium on Wireless Communication Towers; Supervisor Olson seconded. All ayes; motion carried.

Amend Resolution No. 2023.27: Supervisor Luedtke moved to amend Resolution No. 2023-27, Approving Final Plant for a Development Known as Dellwood Country Estates; Supervisor Searing seconded. The amendment corrected 215th Avenue NE to read 215th Lane NE. All ayes; motion carried.

Adjournment: Supervisor Luedtke moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting was adjourned at 5:49 p.m.

Approved on September 12, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes September 12, 2023

Board Members Present: Supervisors Bob Millerbernd, Mike Parker, Carol Searing, Jonn Olson, and Andy Luedtke; Treasurer Alyssa Dehn

Board Members Absent: Clerk Pam Olson

Others Present: Carri Levitski, Andy Schreder, Ed Kramer, Hank Senger, Daryl Norgard, Darryl Ballman, Corey Williams, William Pundt, Tom Searing, Tony DeChaine

Call to Order: Supervisor 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, September 12, 2023. The treasurer performed roll call.

Approval of agenda: Supervisor Olson requested to add aggregate and crack sealing to the agenda. Supervisor Luedtke removed the letter from Joe Grafft from the agenda. Supervisor Parker moved to approve the agenda, as amended; Supervisor Olson seconded. All ayes; motion carried.

Public comment: Resident Tony DeChaine questioned whether the drone that was seen at Linwood Family Fun Days (LFFD) was licensed and who's insurance covers it. Resident Corey Williams requested that the Board consider how they want the township to look, and if senior housing was allowed, others may also want to do that with their properties.

Eagle Scout project: Boy Scout Billy Pundt completed his Eagle Scout project, a ticket booth, and delivered it in time to be used at this year's LFFD. Supervisor Parker signed the Eagle Scout paperwork for the Township as the beneficiary.

Building permit costs: Andy Schreder, Building Official, provided the Board a framework of how Rum River Consultants operates and responded to a recent letter from a resident with their concerns about the cost of building permits and the services provided by RRC. The building official presented a building services feedback form that residents and contractors can use to communicate with RRC about their concerns. Carri Levitsky explained that while other cities may use the rates associated with the Universal Building Code, the UBC no longer exists. RRC uses valuation calculations based on the International Code Council rates in effect at least a year ago. The Board approved the permit costs in

March 2023. Residents may call or email RRC to learn what their building permit fee is before they decide whether to build. A new administrator was hired to handle phone calls.

Fire Department: Fire Chief Darryl Ballman reported 31 runs in August, with 25 being medical and six being fire calls. The fire department was awarded a 2024 Volunteer Fire Assistance 50/50 matching grant for \$10,000.00 to be used to purchase wild land firefighting gear. A Compeer Financial Fund grant was submitted to be used to replace fire hoses and appliances. Supervisor Parker moved to pay \$4,644.50 for annual enhancement medical evaluations; Supervisor Olson seconded. All ayes; motion carried.

Road & Bridge: Supervisor Olson reported that the ditch mowing is finishing up; fall street sweeping schedules will be communicated to the public; and the final lift and final grading will be completed this week.

Gravel: Supervisor Olson moved that we carry over the 2023 budget of \$50,000.00 for gravel into the 2024 budget and earmark it for gravel. Supervisor Parker seconded. Because 205th Avenue has just been paved, hauling gravel onto Hornsby Street could damage the new surface, and with the request to pave 242nd Avenue, it would be impractical to gravel it now. Going out for proposal this late in the season would bring in higher quotes. Supervisors Olson, Searing, Millerbernd, and Parker voted in favor; Supervisor Luedtke voted nay. The motion didn't receive a unanimous vote, so the motion failed. Supervisor Olson moved to table the topic until the next meeting; Supervisor Luedtke seconded. All ayes; motion carried.

Crack sealing: Supervisor Olson met with SealTech and got a quote for \$26,990.00. Any expenditures over \$25,000.00 require two quotes. By removing Heidelberg Street south of County Road 22, it would get the quote below the amount requiring additional quotes. If the Township goes out for other quotes, it may be too late to get the roads crack sealed this year. Supervisor Parker moved to go with the SealTech quote to crackfill and Polyflex, but remove Heidelberg Street, at a cost of \$24,090.00; Supervisor Olson seconded. The motion passed with unanimous votes.

SRWMO JPA: Supervisor Olson reported that Ham Lake sent a letter agreeing to split the Sunrise River Water Management Organization (SRWMO) JPA administrative fees equally, and if the budget is not ratified by unanimous vote, it reverts to the previous year's budget and can only go up a maximum of 10%, and they would agree to the existing funding formula. The one sticking point was that Columbus had issues with the basis of the existing funding formula. Another meeting is planned to discuss what the final points to bring the JPA agreement to a conclusion.

PARCs: Supervisor Millerbernd moved to spend up to \$3,125.50 for delivery and installation of 40 yards of wood chips for two parks; Supervisor Parker seconded. All ayes; motion carried.

The irrigation sprinklers will be blown out and winterized in October.

LFFD: Supervisor Olson moved to waive the \$10.00 LFFD booth fee for the Anoka County Master Gardeners; Supervisor Parker seconded. All ayes; motion carried.

Kubota service: Treasurer Dehn reported that the service and repairs on the Kubota tractor were completed in-house, saving the Township \$400.00 from the price quoted by a local dealer.

Recycling oil tank: Supervisor Olson moved to move forward with hiring the company that Paul has referred to come out and do the jetting (on the recycling oil tank), not to exceed \$2,500.00; Supervisor Luedtke seconded. All ayes; motion carried.

P&Z member: Supervisor Searing moved to appoint Lloyd Horton as a member of the Planning and Zoning Commission. Supervisor Olson seconded the motion, which carried unanimously.

Treasurer's report: Treasurer Dehn provided a budget report as of September 1, 2023 showing a remaining budget balance of \$866,724. Supervisor Parker moved to accept the Treasurer's August bank reconciliation report showing a bank balance of \$1,873,741.17; Supervisor Olson seconded. All ayes; motion carried.

Approval of minutes: Supervisor Searing moved to approve the minutes from the August 22nd Town Board minutes and the August 28th Special Town Board meeting; Supervisor Olson seconded. All ayes; motion passed.

Approval of bills & payroll: Supervisor Millerbernd moved to approve the Claims List for Approval for August 23-September 12, 2023, claims #37702-37734, in the amount of \$272,535.27; Supervisor Searing seconded. All ayes; motion carried.

Supervisor Millerbernd moved to pay the regular payroll pay date August 18, 2023, direct deposits #20517-20531 and EFTs #20532-20534 in the amount of \$21,364.33; Supervisor Parker seconded. All ayes; motion carried.

Supervisor Millerbernd moved to pay the July fire department payroll, pay date August 25, 2023, direct deposits #20535-20560 and EFTs #20561-20562; Supervisor Parker seconded. The motion carried with Supervisors Millerbernd, Parker, Searing, and Olson voting in favor and Supervisor Luedtke abstained due to conflict of interest.

Supervisor Parker moved to allow Supervisor Olson to attend the Smart Salting Class in Cottage Grove and pay his mileage and meeting pay; Supervisor Millerbernd seconded. All ayes; motion carried.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All ayes; motion passed. The meeting was adjourned at 7:06 p.m.

Approved on September 26, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Town Board Meeting Minutes September 26, 2023

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

Board Members Absent: none

Others Present: Ed Kramer, Mike Raml, Tom Searing, Carrie Luedtke, Jason Baggenstoss, Hank Senger, Tony DeChaine

Call to Order: Supervisor 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, September 26, 2023. The clerk performed roll call.

Approval of agenda: Supervisor Millerbernd made an addition to the agenda to add a resolution proclamation. Supervisor Parker moved to approve the agenda, as amended; Supervisor Olson seconded. All ayes; motion carried.

No public comment.

Fire Department: Assistant Chief Mike Raml reported that they were still looking for quotes to move the warming house. The warming house will need to be moved by November 1st. The department was no able to get a second quote for repairing the well pump. Supervisor Parker moved to go with Kramer Mechanical to repair the well pump valves, not to exceed \$3,000.00; Supervisor Olson seconded. All ayes; motion passed.

Captain Jason Baggenstoss reported that the new Rescue 5 truck will need to be inspected before the fire department takes possession of the truck. The department requested approval to send the five truck team members to DTM in Royalton to see the new Rescue 5, not to exceed \$1,000.00. Supervisor Searing expressed her concerns regarding the Fire operating budget balance and questioned if less team members could go. Supervisor Parker moved to send team members, not to exceed \$500.00; Supervisor Searing seconded. Captain Baggenstoss stressed the

importance of sending all team members to inspect the truck, which will be the number one vehicle going out on calls. Supervisor Parker amended his motion to not exceed \$700.00 and Supervisor Searing rescinded her second. Supervisor Olson seconded. The motion carried 4-1 with Supervisors Parker, Olson, Millerbernd, and Luedtke voting in favor; and Supervisor Searing voting against.

Assistant Chief Raml reported that the Linwood Fire Department was awarded the VFA grant for wildland fire gear, with a 50-50 match. The Township will pay \$5,000.00.

Supervisor Parker moved to allow the fire department to take Engine 1 to the First Responder's night at the stadium in Forest Lake; Supervisor Luedtke seconded. At this event the local police, fire, and EMS are honored with a meet-and-greet before the football game. Assistant Chief Raml assured that the firefighters will be paid for this community outreach appearance.

PARCs: The Park and Recreation Committee recommended that lime be added to the two infields at Broadbent Park. Supervisor Parker moved to allow PARCs to spend up to \$5,600.00 to add lime to two Broadbent Park fields; Supervisor Searing seconded. All ayes; motion carried.

PARCs also recommended hiring a part-time worker to mow the parks, flood and remove snow from the ice rinks. Supervisor Millerbernd suggested that the position could be combined with the recycling position.

SRWMO JPA amendments: Supervisor Olson reported that the Sunrise River Water Management Organization (SRWMO) JPA entities had come to a consensus regarding the major issues and proposed solutions. All entities agreed to have one city council or town board member as a member of the WMO Board; if a unanimous ratification of the budget can't be attained, the budget cannot increase more than 10% from the current year amount; responses to proposed budget are required within 60 days; and using Option 1, the most recent percentages from the 30+ year old funding formula. Supervisor Parker moved to have the Town Board support Option 1 and accept a council or board member; Supervisor Searing seconded. The motion failed with no one voting in favor. Supervisor Luedtke moved to support the memo from the Sunrise Watershed dated 9/23/23 in regards to the proposed SRWMO funding formula that contained all four major issues and the proposed solutions therein; Supervisor Parker seconded. All ayes; motion carried.

Letter of resignation: Supervisor Olson moved to accept Ashley Millerbernd's resignation from the Sunrise River Water Management Organization and not post for filling the position; Supervisor Parker seconded. The motion carried with Supervisors Olson, Parker, Searing, and Luedtke voting in favor. Supervisor Millerbernd abstained due to conflict of interest.

2024 Police Contract: There was no committed answer from the County Board regarding the Township getting Public Safety funds from the County. Supervisor Parker moved to table the topic until the next meeting; Supervisor Millerbernd seconded. All ayes; motion passed.

Property Assessment Services Contract: Supervisor Parker moved to table the decision for selecting an assessor contractor until the second meeting in October; Supervisor Olson seconded. All ayes; motion carried.

County Assessor work session: Supervisor Parker moved to set an appointment with the county assessor for 6:00 p.m. on either October 9th or October 16th; Supervisor Searing seconded. All ayes; motion carried.

Carry over of funds: Before the end of the year, the Board will adopt the 2024 budget and may amend the budget carrying funds from one fiscal budget to the next. Supervisor Parker moved to schedule a budget meeting on October 26th at 6:00 p.m. The purpose was to discuss the 2023 budget and budgeting processes.

Soil borings: The results of the soil borings were received. Staff will send the reports to the town engineer to determine the next steps to fixing the sink holes in the parking lots.

Resolution #2023-28 Certifying 2024 Levy: Supervisor Parker moved to adopt Resolution No. 2023-28 Certifying Final Levy for 2024; Supervisor Luedtke seconded. All ayes; motion carried. (Full resolution on file.)

Resolution Proclamation #2023-29 Domestic Violence Awareness Month: Supervisor Millerbernd moved to adopt Resolution No. 2023-29 Proclaiming October to be Domestic Violence Awareness Month; Supervisor Parker seconded. All ayes; motion passed. (Full resolution on file.)

Consent agenda: Supervisor Parker moved to approve the consent agenda, with the removal of the August 2023 Fire Department Payroll; Supervisor Searing seconded. All ayes; motion carried.

History Committee Thank You correspondence

Approval of September 12, 2023 Town Board Meeting Minutes

Claims List for Approval	Claims #37735-37750	\$15,447.58
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Regular Payroll	9/1/23 pay date	\$17,401.90
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	Direct Deposits #20563-20572	
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	EFTs #20573-20575	
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Supervisor Parker moved to approve the August 2023 Fire Department Payroll, payday 9/25/23, Direct Deposits #20603-20628 and EFTs #20629-20630, in the amount of \$13,457.85; Supervisor Searing seconded. The motion carried with Supervisors Parker, Searing, Olson, Millerbernd voting in favor and Supervisor Luedtke abstained due to conflict of interest.

Clerk's Comments: The roads for Dellwood Country Estates will be installed this year and the utilities will be done next year. A court order giving the property owner 30-days to remove the illegal manufactured home at 864X 239th Lane NE, or the Township has the right to abate the violation.

The owner of the property at 8652 240th Avenue NE requested an extension to the Abatement Agreement. The property is believed to be in compliance, and the balance of the work will need to follow the building code. Supervisor Searing moved to direct staff to notify the contractor that the property is no longer in violation; Supervisor Millerbernd seconded. All ayes; motion carried.

The clerk was directed to notify the engineer that he should take the lead to apply for the LRIP grant for paving 245th Avenue north of Thames Street, a town line road with Oxford Township.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Luedtke seconded. All ayes; motion passed.

Approved on October 10, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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ANOKA COUNTY

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Town Board Work Session Minutes

October 9, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Joe Dolphy, Jr., Tony DeChaine

Call to Order: Chairman Millerbernd called the Linwood Town Board work session to order at 6:00 p.m. in the Linwood Town Hall Board Room at 22817 Typo Creek Drive NE, Stacy, on Monday, October 9, 2023. The clerk performed roll call.

Purpose of Meeting: Supervisor Millerbernd stated that the purpose of the work session was to discuss the proposed property assessment contract, commercial property assessments, and assessing lake properties vs. game fish lakes.

Alex Guggenberger and Ben Hamill from the Anoka County Assessor's Office were in attendance to explain how the appraisal staff determines if a commercial/industrial segment should be added to a parcel. The classification of property is based solely on how a property is used regardless of the zoning.

The process for lakeshore valuation has been adjusted and each lakeshore property is being re-evaluated based on actual lakeshore footage.

The assessors were able to answer the Boards questions regarding the upcoming Assessment Contract renewal. The local assessor is responsible for viewing and appraising property. The county assessor is responsible for the remaining aspects of the assessment, including the final determination of value, appropriate classification rates, applications for deferrals, exclusions, and exemptions.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All voted in favor; the motion carried. The meeting was adjourned at 7:14 p.m.

Approved on October 24, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

October 10, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Darryl Ballman, Ed Kramer, Hank Senger, Tony DeChaine

Call to Order: Supervisor 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 10, 2023. The clerk performed roll call.

Approval of agenda: Supervisor Olson requested to add a concrete bid to the agenda. Supervisor Parker moved to approve the agenda, as amended; Supervisor Olson seconded. All ayes; motion carried.

Public comment: None

Closed Session: Supervisor Millerbernd explained that the Town Board needed to hold a closed session to engage in attorney-client privileged discussions with the Town Attorney to obtain confidential legal advice. At 6:03 p.m., Supervisor Millerbernd moved to go into closed session pursuant to Minnesota Statutes, section 13D.05, subd. 3(b) to discuss claims and litigation in the matter of Linwood Township v. Gale M. Wilson, et al., Anoka County Court File 02-CV-23-1774. Supervisor Parker seconded and the motion carried unanimously. At 6:37 p.m., Supervisor Parker moved to reopen the regular Town Board meeting; Supervisor Luedtke seconded. All ayes; motion passed.

Supervisor Luedtke motioned, in regards to litigation Gale M. Wilson, et al., Anoka County Court File 02-CV-23-1774 to instruct staff and attorney continue with the court order by serving a 30-day notice to move the structure and property from the parcel. Supervisor Parker seconded. All ayes; motion carried.

Treasurer's Report: Treasurer Alyssa Dehn provided a budget report as of October 1, 2023 showing a remaining budget balance of \$515,731.

Fire Department: Fire Chief Darryl Ballman reported 22 runs in September, with 11 being medical and 11 being fire calls.

Supervisor Parker moved allow Eric Byers to return from a 9-month leave of absence, effective November 1, 2023; Supervisor Olson seconded. All ayes; motion carried.

Supervisor Parker moved to allow the Fire Department to take Engine 1 to the Covenant Church for the Trunk or Treat event; Supervisor Millerbernd seconded. All ayes; motion carried.

Supervisor Parker moved to allow the Fire Department to put together a truck committee for replacing Engine #2; Supervisor Olson seconded. All ayes; motion carried.

Linwood Fire Department's Open House will be held on October 12th, starting at 6:00 p.m. The Township will receive the State Aid payment of \$40,870.57. The chief expressed his appreciation for Mary Brooks for writing the Compeer Grant, of which the Township was awarded a \$4,000.00 non-matching grant. The grant will be used for replacing hoses and hose appliances.

Supervisor Parker reported that the RPZ valves at the fire department should be inspected annually and rebuilt every four years. The problems the fire department has had with their well may be due to and being pulled up and pitting the seals. Supervisor Parker will contact well drilling companies to determine what could be the cause of the problems.

Road & Bridge: Supervisor Olson moved to approve the new Road & Bridge Guidelines as amended by the Road & Bridge Committee; Supervisor Luedtke seconded. All ayes; motion carried.

Recycling: Supervisor Olson will get a second quote for chipping the brush collected in the recycling center. The trees and brush that was removed prior to the construction of the new reuse building will be available for the public to take. Supervisor Olson will get quotes for grinding the stumps.

Supervisor Olson and Millerbernd volunteered to lay the foam for the reuse building prior to the in-floor heat pipes being placed. Supervisor Olson moved to approve up to \$4,200.00 to purchase the foam for the reuse building; Supervisor Searing seconded. All ayes; motion passed.

The Board considered two HVAC quotes for putting in-floor heat and boiler in the new reuse/warming house. Supervisor Parker moved to go with Kramer Mechanical to put heat in the new reuse building; Supervisor Olson seconded. The quote of \$15,840.00 included stubbing into the existing gas line. All ayes; motion carried.

Supervisor Olson noted that after interviewing two candidates, he recommended the candidate that has a strong IT background, is local, and enthusiastic about taking the position. Supervisor Olson moved to offer Julia Burbach the Recycling Assistant position, per the terms of the Offer of

Employment, starting at \$18.00 per hour, and beginning work on October 24th. Supervisor Luedtke seconded the motion, which passed by unanimous vote.

The ticket booth that was donated to Linwood Family Fun Days will be used for recycling. Per a request from the recycling coordinator, a notice had previously been placed on the website directing that no trailers of recycling items would be allowed within a half hour of closing. Upon a recommendation from the coordinator, the Board allowed that the notice could be removed for a time and then re-evaluate the results.

Supervisor Olson received a quote for doing the concrete floor in the new building, but didn't have it available for the Board to review. Supervisor Olson explained that there was a tight timeframe to get the concrete floor in before the weather was too cold. Supervisor Parker moved to go with Bob Pankan to do the concrete in the reuse building, not to exceed \$19,000.00; Supervisor Olson seconded.

SRWMO JPA costs: Supervisor Olson reported that all four entities in the Sunrise River Water Management Organization (SRWMO) were finally agreeable to the terms of the proposed amendments to the JPA. The costs incurred to date plus the costs to complete the JPA were sent to each entity. Supervisor Olson moved to approve the additional \$2,320.03, to be paid to the SRWMO for completing the JPA; Supervisor Searing seconded. All ayes; motion passed.

Resolution #2023-19: Supervisor Parker moved to accept Resolution #2023-19, A Resolution Approving a Variance to allow a Septic Replacement in the Town Road Right-of-Way at 23130 East Martin Lake Drive NE; Supervisor Searing seconded. One of the conditions of the variance was that an Encroachment Agreement be entered into by the Township and the applicants allowing the septic system to be in the road right-of-way prior to the Certificate of Compliance being issued for the new septic system. All ayes; motion carried. (Full resolution on file.)

2024 Police contract: Supervisor Parker moved to approve the 2024 Law Enforcement Contract for \$332,513.00; Supervisor Luedtke seconded. The contract included a one-time amount of \$40,000.00 of Anoka County's public safety money to be applied to the contract. All ayes; motion passed.

Zoning/Enforcement Official: Supervisor Searing informed the Board that interviews had been conducted with two candidates for the Zoning/Enforcement Officer position. Supervisor Searing recommended the candidate that had 21 years of real estate/title insurance, and was familiar with reviewing plat maps for encroachments, using GIS to verify lot lines and structures, and shared driveway agreements. Supervisor Searing moved to make an Offer of Employment to Susan Bautch for the Zoning/Enforcement Official position, and if she accepts the position, her starting pay would be \$27.00 per hour, with a hire date of Monday, October 23, 2023. Supervisor Olson seconded the motion, which passed unanimously.

2024 SCORE Recycling Grant: Supervisor Parker moved to authorize the Chairman to sign the SCORE Grant in the amount of \$53,944.00; Supervisor Olson seconded. The agreement with

Anoka County is for the 2024 Residential Recycling Program to fund the operations of the Linwood Recycling Center. All ayes; motion carried.

Employee Health Insurance renewal: Supervisor Parker moved to renew the MN Public Employees Insurance Plan for 2024; Supervisor Searing seconded. All ayes; motion carried.

Supervisor Parker moved to continue paying the employee portion of the Advantage Value Option rate of \$705.32 per month; Supervisor Olson seconded. If an employee chooses the High Option, the additional premium is withheld from the employee's pay. If an employee chooses the HSA Option, the difference between the premium and the township allowance is deposited into the employee's HSA account. All ayes; motion passed.

Senior Transportation van: Supervisor Parker moved to approve purchasing tires for the senior van from NearMe for \$623.77; Supervisor Luedtke seconded. Supervisor Millerbernd questioned why the internal practice of providing three quotes wasn't being followed. Supervisors Parker, Luedtke, and Searing voted in favor; Supervisors Millerbernd and Olson voted against. The motion carried 3-2.

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

Approval of October 10, 2023 Town Board Meeting Minutes		
Claims List for Approval	Claims #37751-37783	\$118,811.01
Regular Payroll	9/15/23 pay date	\$21,029.24
	Direct Deposits #20585-20599	
	EFTs #20600-20602	
Regular Payroll	9/29/23 pay date	\$15,527.82
	Direct Deposits #20636-20643	
	EFTs #20644-20646	
Treasurer's Reconciliation Report for month ending 9/30/2023		\$1,963,102.33

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Luedtke seconded. All ayes; motion passed. The meeting was adjourned at 8:00 p.m.

Approved on October 24, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

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Town Board Meeting Minutes

October 24, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Darryl Ballman, Sara Nelson, Ed Kramer, Joanne & Mike Tichy, Hank Senger, Tony DeChaine, Emily Herold (MSA) via Zoom

Call to Order: Supervisor 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 24, 2023. The clerk performed roll call.

Approval of agenda: Three additions were made to the agenda. Supervisor Parker moved to approve the agenda, as amended; Supervisor Olson seconded. All ayes; motion carried.

No public comment.

Resolution #2023-30 Granting Septic Variance at 8330 242nd Ln NE: Property owners Michael and Joanne Tichy, applied for variances in order to replace a noncompliant septic system at 8330 242nd Lane NE. Planning and Zoning recommended approval of granting the variances. Supervisor Parker moved to pass Resolution No. 2023-30 Granting Variances to Replace a Noncompliant Septic System at the Property at 8330 242nd Lane NE; Supervisor Searing seconded. All ayes; motion carried. (Full resolution is on file.)

Ordinance #214 Chapter 17 Property Maintenance Code: Supervisor Searing moved to approve Ordinance No. 214 An Ordinance Amending the Linwood Town Code to Establish a Property Maintenance Code; Supervisor Millerbernd seconded. This ordinance establishes a new Chapter 17 in the Town Code known as the Property Maintenance Code that imposes a wide range of regulations and standards on properties and establishes administrative and enforcement provisions. The Planning and Zoning Commission recommended approval of the ordinance. The motion passed unanimously.

Supervisor Parker moved to adopt Resolution No. 2023-31 A Resolution Approving Summary Language for Publication of an Ordinance amending the Linwood Town Code to Establish a Property Maintenance Code; Supervisor Searing seconded. All ayes; motion carried. (Full resolution on file.)

PARCs: Sara Nelson, member of the Park and Recreation Commission (PARCs), reported that the committee would like to convert the flower garden in Four Seasons Park into a dog park. The fenced area is approximately 75' x 100', but the four feet tall fence on one side will need to be replaced with a higher fence. The clerk will check with the attorney regarding any liabilities related to a dog park. Supervisor Parker moved to have PARCs move forward with making a dog park in Four Seasons Park; Supervisor Luedtke seconded. All ayes; motion passed.

PARCs also recommended hiring a part-time worker for 20 hours per week to flood rinks and mow grass at \$19.00 per hour. Supervisor Millerbernd questioned what duties would keep the employee busy during the times of the year when they aren't flooding and mowing. PARCs were directed to create a job description.

PARCs also requested that any extra funds from the Parks Fund gets rolled over to the 2024 budget.

Property Assessment Contract: Supervisor Searing moved to accept the Anoka County Assessment Contract; Supervisor Luedtke seconded. This is a five-year contract. All ayes; motion carried.

Brush chipping & stump removal quotes: Two quotes were provided for chipping the recycling brush pile and grinding the five stumps from the trees that were removed from the recycling area. Supervisor Olson moved to hire Reliable Tree Service to chip the brush for \$3,000.00 and grind the stumps for \$750.00; Supervisor Searing seconded. All ayes; motion passed.

FD well issues: Supervisor Parker provided a quote from E. H. Renner & Sons for \$2,700.00 to test pump the well to determine if it is pulling fine sands and how much. McCullough & Sons came out on 10/18/23 and recommended opening the purging valve for an hour or so to flush out the sand, sediments, and other solids. The firefighters plan to run the pump for 5-6 hours on Wednesday and take three water samples and leave them on the shelf to assess sediment that settles. Moving forward, the department may need to flush the well regularly and if that doesn't resolve the problem they may need to put a filter on the system.

LFD firefighter candidates: Supervisor Parker moved to offer conditional offers of employment to Brandon Anderson, Jess Anderson, Andrew Denny, and Austin Selle; Supervisor Searing seconded. All ayes; motion carried.

Employee reviews: Supervisor Luedtke suggested that no decision be made during the meeting for scheduling the dates for the annual employee reviews, but rather the supervisors would respond to the clerk with their availability.

Reuse building: Supervisor Parker moved to hire K-Lee Electric in the amount of \$28,200.00 for the electrical wiring in the reuse building/warming house; Supervisor Olson seconded. Supervisor Searing questioned if there were funds to pay for this expense. Treasurer Dehn expressed that the Township should apply for a MPCA grant. Supervisors Parker, Olson, Millerbernd, and Luedtke voted in favor. Supervisor Searing voted against. The motion passed 4-1.

Supervisor Olson moved to purchase the doors from Aker Doors at a cost of \$6,218.00; Supervisor Searing seconded. All ayes; motion carried. The cost covers one overhead door for the reuse building and two overhead doors for parks use. The doors will be temporarily installed to close the openings, but the actual installation will occur in January.

West Martin Lake Dr culverts: Supervisor Olson moved to hire Shermik Tree Farm to move forward with cleaning the culverts and drains on West Martin Lake Drive not to exceed \$6,500.00; Supervisor Parker seconded. All ayes; motion carried. The quote includes jetting and cleaning one culvert and drain into the lake at West Martin Lake Drive and 231st Lane NE, removing a tree and brush at the lakeshore, and relocating a boulder that was blocking the outlet of the culvert.

Reduction of Letter of Credit: The engineer confirmed that the improvements for Cliffs Boettcher Estates have been substantially completed, and he recommended a partial release of the Letter of Credit Security, per the Development Agreement. The Board was satisfied regarding the completeness of the work. Supervisor Parker moved to allow the Cliffs Boettcher Estates Development to go into the warranty period, per the Development Agreement and the Letter of Credit shall be reduced to the 25% retainage. Supervisor Millerbernd seconded. All ayes; motion carried.

Election funding agreement: Supervisor Millerbernd moved to allow Anoka County to keep \$553.95 for election expenses; Supervisor Parker seconded. Anoka County received funding from the State to be used for Voting Operations, Technology, and Election Resources (VOTER). The Township could have requested that the County provide the Township the funding, but tracking and reporting the funding would be the Township's responsibility. The VOTER agreement allows Anoka County to expend the allocated amount for authorized purchases on behalf of the Township. The motion passed unanimously.

Proclamation Resolution #2023-32 Honoring Veterans: Supervisor Millerbernd moved to approve Proclamation Resolution No. 2023-32 to honor veterans; Supervisor Olson seconded. All ayes; motion carried. (Full resolution on file.)

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

Approval of October 9, 2023 Town Board Work Session Minutes
Approval of October 10, 2023 Town Board Meeting Minutes
Claims List for Approval Claims #37784-37819
\$197,142.49

Regular Payroll	10/13/23 pay date	\$19,344.90
	Direct Deposits #20652-20665	
	EFTs #20666-20668	

Supervisor Millerbernd moved to approve up to \$3200.00 for firefighter candidate physicals and up to \$60.00 for candidate background checks; Supervisor Parker seconded. All ayes; motion carried.

Supervisor Parker moved to allow Alyssa to apply for a recycling grant through the MPCA; Supervisor Searing seconded. All ayes; motion carried.

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All ayes; motion passed. The meeting was adjourned at 7:42 p.m.

Approved on November 14, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

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Town Board Meeting Minutes

November 14, 2023

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

Board Members Absent: none

Others Present: Hank Senger, Tom Searing, John & Michele Mattila, Darryl Ballman, Andrew Hirsch, Tony DeChaine, Jason Baggenstoss, Carrie Luedtke

Call to Order: Supervisor 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, November 14, 2023. The clerk performed roll call.

Approval of agenda: Supervisor Parker moved to approve the agenda; Supervisor Olson seconded. All ayes; motion carried.

Request to vacate a portion of E Martin Lake Dr: John & Michele Mattila, 23130 E. Martin Lake Drive, were present to request the Township vacate the entire road right-of-way between the front property lines of ten properties along East Martin Lake Drive and the driving surface of the road. The Mattilas were granted a variance for replacing their failed septic system that was entirely in the right-of-way. One of the conditions of granting the variance was that the owners needed to sign an Encroachment Agreement. The Mattilas were not inclined to sign the agreement, as other residents had not been required to sign an agreement when their septic systems had been replaced in years past. The process for vacating a right-of-way was outlined based on the Township attorney's response to the previous owners of the Mattila property who had requested vacating the right-of-way in 2003. The Mattilas requested that the entire road right-of-way (ROW) to the driving surface adjacent to their property be vacated. Documentation was available for surrounding properties whereby Anoka County acknowledged the existence with their septic systems partially in the ROW, but no documentation was available for the Mattila property.

Supervisor Parker expressed that since their septic system was already there and the Township didn't have agreements with neighboring properties with septic system in the ROW it may not be

necessary to have an agreement. Supervisor Searing wanted to move forward in creating an agreement that was best for the Mattilas and for the Township. Supervisor Searing moved to direct staff to consult with the attorney and draw up an agreement; Supervisor Parker seconded. The Mattilas were agreeable to signing an agreement only containing recognition that their septic was in the ROW, that if the septic damaged the ROW, the Mattilas were willing to take that liability, and that they wouldn't hold the Township liable if their septic system was damaged by the Township. Discussion proceeded regarding removal of the language in the proposed Encroachment Agreement pertaining to Township being able to revoke the agreement if there was a place for the septic system to be installed on the property and the property owners were responsible for the cost of removing the system. The Mattilas were hesitant to sign any document that was going to be recorded at the county. Supervisor Searing suggested that the Mattilas make the amendments to the agreement that they would like to see. The Mattilas questioned if vacating the ROW was off the table. This would leave the Township with no ROW for maintaining the road. No further discussion ensued on that topic. Because the motion on the table was to create a new agreement with no defined terms, Supervisor Searing withdrew her motion; Supervisor Parker withdrew his second.

Supervisor Parker moved to have the Mattilas redline the agreement, get it to the clerk and she'll go over it so it's amicable, and bring it to the Board. If the Mattilas are in agreement it can be sent to the attorney to be put in legal form. Supervisor Searing seconded. All ayes; motion carried.

Closed Meeting: Supervisor Millerbernd announced that the Board would go into closed session pursuant to MN Statute 13D.05 Subd. 3 (d) to discuss issues related to security systems for the Town Hall, Senior Center, Recycling Center, and gray maintenance building. Supervisor Parker moved to recess the regular meeting to go into closed session; supervisor Olson seconded. All ayes; motion carried. The closed session lasted from 6:45 p.m. to 7:28 p.m.

At 7:31 p.m., Supervisor Parker moved to open the regular meeting; Supervisor Olson seconded. All ayes; motion passed.

Treasurer's report: Treasurer Alyssa Dehn provided the budget report as of November 14, 2023, showing a budget balance of \$127,631. The engineer response to the parking lot issues was that the pavement still had 3-5 years before it needed to be fully reconstructed. The recommendation was that some areas should be cut out and patched next spring, including the settlement along the building, and then when the pavement had completely failed, reclaim the pavement and aggregate base and construct a new bituminous surface. The Board requested that the engineer provide cost estimates for interim and long-term reconstruction of the parking lot.

The treasurer reported that one MPCA grant had expired but a new MPCA grant aimed at reuse was created with a \$50,000 minimum. When the quotes for the next phase of the recycling building are provided, the grant will be applied for.

In reviewing the Reuse building financial statement provided by the treasurer, it was determined that construction on the building would need to cease until further grant funding was available for the recycling portion. Without being able to finish the electrical work and install the boiler, there would be no heat in the new warming house. PARCs funding remains available from the Park Dedication Fund. The decision to use the old warming house for one more winter was

stymied when it was discovered that the gas line had already been disconnected and was stubbed for future use the new building. Supervisor Olson was directed to have the gas line reconnected to the old warming house.

ACD Shoreline stabilization: The Anoka Conservation District (ACD) has planned several shoreline stabilization projects for Martin Lake to be completed this winter/spring. The ACD is looking for Township approval to perform lakeshore work on a Township-owned easement and another on a road right-of-way. The first project was a parcel of land that is owned by the State as a tax-forfeited parcel and the right-of-way area located just south of the Martin Lake dam with the “No Access” sign. Work within the easements will be tree trimming to improve light penetration for vegetation growth, planting shrubs, and coir coconut fiber logs along the shoreline. Since the forfeited property belongs to the State, the Board couldn’t approve the work, but could support the idea of using the area as a staging area for the project. Supervisor Parker moved to support the project; Supervisor Olson seconded. All ayes; motion carried. Supervisor Parker was in favor of making the area more accessible to the public.

The easement is adjacent to 22902 East Martin Lake Drive NE and those owners are willing to sign a 10-year contract to maintain the shoreline stabilization project and pay the grant matching money. Supervisor Parker moved to allow the work in the easement for shoreline stabilization; Supervisor Searing seconded. All ayes; motion carried.

Resolution #2023-33 Approving an Updated SRWMO JPA: Supervisor Olson moved to adopt Resolution No. 2023-33 Approving an Updated Joint Powers Agreement for the Sunrise River Watershed Management Organization; Supervisor Parker seconded. All ayes; motion carried. (Full resolution on file.)

Ratify 2024 SRWMO Budget: Supervisor Parker moved to approve the 2024 SRWMO budget at \$47,186.00, with Linwood’s portion being \$19,097.20; Supervisor Olson seconded. All ayes; motion carried.

Refund overpayment of JPA expenses: Supervisor Parker moved to have the JPA overpayment refunded to the Township as a check; Supervisor Searing seconded. The amount of the overpayment was \$109.75. All ayes; motion carried.

Martin Lake Road reconstruction: The Road and Bridge Committee recommended that the engineering be started to resurface Martin Lake Road from Viking Boulevard to Typo Creek Drive. The engineer is preparing the LRIP grant application for Martin Lake Road from Viking Boulevard to East Martin Lake Drive. Supervisor Olson moved to direct staff to work with the Township engineer to start the planning process for Martin Lake Road and looking at two estimates using the new construction as the break point. Supervisor Luedtke seconded. All ayes; motion passed. The new construction referred to the Martin Lake Storm Sewer Project that was completed in 2023.

Sign replacement plan & budget: The Road and Bridge Committee has compiled a sign inventory and will be get costs for budgeting to replace necessary signs. Supervisor Olson will provide the inventory list to the treasurer to get prices.

Dust control products: Supervisor Olson is researching a soybean dust control product for dust control on roads near the lakes.

Recycling Fix-It Clinic: Anoka County would like to conduct a Fix-It Clinic in the senior center on June 1st. Since the senior center is normally rented on Saturdays in June, it was recommended that the clinic be held in the new reuse building.

Fire Department: Fire Chief Ballman reported 28 runs in October, with 23 being medical and five being fire. The Linwood Fire Department recommended the approval of Anna Amann to active firefighter status. Supervisor Parker moved to move Anna Amann to full pay at \$19.90 per hour effective December 1, 2023. Supervisor Millerbernd seconded the motion, which carried unanimously.

Captain Baggenstoss reported that the new Rescue 5 will be delivered to the fire station this Thursday, with an overview and training of the features to follow. Equipment will be transferred from the existing truck to the new one. The new truck push-in will occur at 7:00 p.m.

The department will apply for a Compeer General Use Grant in the amount of \$10,000 to go towards the costs of repairing the fire station well.

Fire station well repair quotes: Two quotes for removing the sand from the fire station well and replacing the pumps were considered by the supervisors. Supervisor Parker moved to hire Mineral Service Plus out of Green Isle in the amount of \$16,842.00; Supervisor Olson seconded. All ayes; motion passed. Supervisor Parker will notify the contractor.

Final payment on S Linwood Drive Reconstruction: Supervisor Luedtke moved to make the final payment for the South Linwood Drive Reconstruction to Dresel Contracting, Inc. for \$41,464.44; Supervisor Olson seconded. All ayes; motion carried.

Final payment on Martin Lake Storm Sewer Construction Project: Supervisor Parker moved to make the final payment of \$6,755.97 to Douglass-Kerr Underground for the Martin Lake Storm Sewer Project; Supervisor Olson seconded. All ayes; motion passed.

Underground water leak quotes: The well that serves the Four Seasons Park irrigation system and flooding the rinks recently flooded the area in front of the gray maintenance building. According to photos from 2006, there are two pressure tanks underground near the well and a PVC pipe leading to the pressure tank in the grey building. The pressure tank in the grey building is only used for the irrigation system in the summertime. Apparently, the breaker that runs the pump was left on and caused the flooding. Two quotes to dig up the area and fix the problem were considered. Discussion included rerouting the pipe to have the pressure tank put in the heated portion of the PARCs portion of the new building. It was uncertain how to proceed with the repair without knowing what the problem underground may be. It was agreed that the pipe should include a tee for a future water line to go to the new building. Supervisor Parker moved to hire McCullough and Sons to fix the well in back for up to \$10,000.00. Supervisor Searing seconded. Supervisor Parker amended his motion to include making improvements up to \$10,000.00. Supervisor Searing seconded. All ayes; motion carried. Supervisor Olson will oversee the repairs. This repair would be a PARCs expense since the well is used for summer irrigation and winter ice rink flooding.

Embedded Siren Maintenance renewal: Supervisor Parker moved to renew the maintenance agreement with Embedded for \$49.97 per siren, per month; Supervisor Luedtke seconded. All ayes; motion passed. The term of the agreement is for January through December 2024.

CD #19411 renewal: Supervisor Parker moved to have the treasurer renew CD #19411 for 27 months at the current rate of 3.55% interest accrued quarterly; Supervisor Luedtke seconded. All ayes; motion carried.

Employee reviews follow-up: Within the month, each eligible employee received their annual review with all or some of the supervisors. The review forms were completed by the employees and each supervisor. The forms will be put in each employee's personnel file. Supervisor Searing suggested that an area for supervisor's comments be added to the review form next year.

Extending MOU for ACRED: Supervisor Luedtke moved to extend the Memorandum of Understanding with Anoka County Economic Development for one year; Supervisor Millerbernd seconded. All ayes; motion carried.

Upcoming meetings: Supervisors Millerbernd, Olson, and Searing, the clerk and treasurer expressed interest in attending the Local Government Officials meeting on Wednesday, November 29. The cost is \$11 per person. Supervisor Olson may attend the MAT Conference in Duluth.

FD payroll: Supervisor Millerbernd moved to approve the September Fire Department Payroll Direct Deposits #20669-20694 & EFTs #20695-20696 in the amount of \$9,628.59; Supervisor Parker seconded. The motion carried 4-0 with one abstention. Supervisors Millerbernd, Parker, Olson, and Searing voted in favor. Supervisor Luedtke abstained due to conflict of interest.

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

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|---|
| <ul style="list-style-type: none">✓ Approval of October 24, 2023 - Town Board Meeting Minutes✓ Claims List for Approval - Claims #37820 to 37864 = \$133,049.47✓ Regular Payroll – 10/27/23; Direct Deposits #20701-20709 & EFTs #20710-20712 = \$18,214.10✓ Resolution #2023-34 - Accepting 2023 LFFD Donations✓ Treasurer's Reconciliation report as of 10/31/2023 = \$1,693,637.79✓ Thank you from Cars for Blake in Broadbent Park |
|---|

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All ayes; motion passed. The meeting was adjourned at 9:15 p.m.

Approved on November 28, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

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Town Board Meeting Minutes

November 28, 2023

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

Board Members Absent: none

Others Present: Jim Stockinger, Tom Searing, Darryl Ballman, Jack Sawatzky, Bart Perkins, Jamie Schurbon, Hank Senger, Sara Nelson, Lisa Henrickson, Derek Lund

Call to Order: Supervisor Millerbernd called the regular 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 28, 2023. The clerk performed roll call.

Approval of agenda: Supervisor Parker moved to approve the agenda; Supervisor Searing seconded. All ayes; motion carried.

ACD Shoreline stabilization projects: Jamie Schurbon, Anoka Conservation District, explained that there would be eight lakeshore stabilization projects along Martin Lake. Between the tax forfeited property and the Martin Lake dam, the land between the driving surface and the lake is the Township road right-of-way (ROW). The right-of-way parcel will be used as a staging area for the equipment used for the stabilization projects along the lakeshore. At the end of the project, the shoreline of the parcel will be restored with the same materials as the adjacent tax forfeited parcel. Since the work is being done in the ROW, the ACD had applied for a utility ROW permit. Supervisor Parker moved to waive the ROW permit fee; Supervisor Millerbernd seconded. All ayes; motion carried. Supervisor Parker moved to allow the ROW parcel to be used as a staging area and to bring the equipment onto the ice; Supervisor Olson seconded. All ayes; motion passed.

The property owners at 22764 East Martin Lake Drive NE applied to have their lakeshore stabilized and had placed a request that the Township pay to have the adjacent public lakeshore easement stabilized as well. By consensus, the Board decided not to pay to stabilize the easement.

Planning & Zoning: Supervisor Searing reported that the Planning and Zoning Commission is continuing to work on minor corrections to the ordinances.

Parks: Sara Nelson, PARCs member, requested that a section of the four-foot fence where the dog park area is proposed in Four Season's Park be replaced with a six-foot tall fence. The Town Code only allows fences in the along the road to be four-feet tall. The committee will look into the cost for an additional gate into the proposed dog park. Supervisor Millerbernd reported that preliminary costs for replacing the field lights in Broadbent Park were approximately \$80,000 in materials. The Board had approved up to \$2,500.00 for wood chips for the parks. The cost of the chips has since increased \$700.00, but the vendor waived the delivery fee so there was no increase to the overall costs.

Warming house/reuse building update: Supervisor Olson informed the Board that the some of the costs associated with the shell of the reuse building should have been allocated to the warming house and parks storage portions of the new building. Funding to cover the costs for security pre-wiring and installing the boiler were not available for the reuse portion, but were available for the park portions. In order to make the warming house usable this winter, the security wiring needs to be in the walls before they are insulated and sheeted. The Board had previously committed to not using levy money for building the reuse building, but in order to keep the project moving, Supervisor Parker moved to spend \$7,500.00 from the Recycling Capital Fund to install the boiler, wiring and security prewiring (for the reuse section); Supervisor Olson seconded. All ayes; motion carried.

The Board considered three quotes for insulating the new warming house and the parks storage stall. Supervisor Olson moved to have Brian's Insulation do the insulation for the warming house and parks storage at \$4,438.00; Supervisor Searing seconded. All ayes; motion passed.

Supervisor Olson reported that the cost for the interior ¾" wall sheeting, screws, and paint for the warming house should be less than \$2,500 and that he intended to install the sheeting with Supervisor Millerbernd's help. Supervisor Olson moved to approve the wall sheeting expenses not to exceed \$2,500.00; Supervisor Luedtke seconded. All ayes; motion carried.

Parks well status: Supervisor Olson reported that the Board had previously approved up to \$10,000.00 to repair and reroute the pipes for the well that was used for flooding the rinks and irrigating Four Season's Park. The actual quote from McCollough came in at \$7,000.00. Supervisor Olson chose to dig the hole with the assistance of the public works employees. He capped the pipe that had a tee going to the pressure tanks. The repair to correct the pipes will be moved to the 2024 Parks budget when the water line will be run to new pressure tanks in the warming house and also routed to tie into the pipe for the irrigation system.

Fire Department: The new Rescue 5 truck was parked in front of the Town Hall for visitors to view. The final costs for the new rig came in below the quoted cost of \$83,240.00. R5 will be put into service the day after the meeting.

Assistant Chief Jim Stockinger reported that a cost analysis report was done to review the assets in the firefighter's PERA pension fund to see if the fund could support a benefit level increase. The department put the existing pension benefits into PERA in 2014 with the benefit level at

\$2,600 per year of service. The benefit level is currently at \$3,400 per year of service. To be eligible to receive a pension benefit, a firefighter must have at least five years of service for partial vesting, be at least 50 years old, and have been retired from the department for 30 days or more. To be fully vested a firefighter would need to have completed 20 years of service. The revenue for the pension fund comes from the Fire State Aid and interest earned on the investments. Assistant Chief Stockinger encouraged the Board to make a voluntary contribution to reduce the liability in case the investments don't cover the costs of potential benefit payouts. According to the cost analysis report the benefit level would support an increase up to \$3,600 without a contribution by the Township. Supervisor Searing expressed concerns regarding the Township liability if the investments didn't match the projected goals. Chief Ballman reported that the hourly rate is in line with what other departments are making, but that the pension amount per year of service is higher in other communities.

Supervisor Parker moved to go up to \$3,600.00 per year for the firefighter pension; Supervisor Olson seconded. Supervisors Parker, Olson, and Searing voted aye. Supervisor Millerbernd voted nay. Supervisor Luedtke was not present for the discussion or the vote due to a conflict of interest. The motion carried 3-1.

Supervisor Parker moved to authorize the chairman and clerk to sign a resolution to increase the benefit level for firefighters; Supervisor Olson seconded. Supervisors Parker, Olson, Searing and Millerbernd voted in favor; Supervisor Luedtke was not present for the discussion or the vote due to a conflict of interest.

FD firewall replacement: Supervisor Olson moved to approve the option to replace the firewall at the fire station with the SonicWall TZ370 Network Security/Firewall with a 3-year license; Supervisor Parker seconded. All ayes; motion carried.

Card access quotes: Supervisor Parker moved to approve \$11,059.00 to WH Security and Assured Security to replace the card reader system at the town hall complex; Supervisor Olson seconded. All ayes; motion passed.

Correction to MOU: Supervisor Parker moved to amend the Memorandum of Understanding for the Anoka County Economic Development Agreement to be corrected to show that the termination date will be January 10, 2025 instead of 2024 as previously approved. Supervisor Millerbernd seconded the motion, which passed by unanimous vote.

Resolution #2023-35: Supervisor Parker moved to adopt Resolution No. 2023-35 A Resolution Supporting Pursuit of 2023 Local Road Improvement Program Funding from MnDOT for the 227th Avenue/Martin Lake Road Street Improvement Project; Supervisor Luedtke seconded. If awarded the grant, this would be a 2025 road project to reclaim and resurface Martin Lake Road from Co. Rd. 22 to Co. Rd. 85. All ayes; motion carried.

Resolution #2023-36: Supervisor Olson moved to adopt Resolution No. 2023-36 A Resolution Supporting Pursuit of 2023 Local Road Improvement Program Funding from MnDOT for Paving and Safety Improvements on 245th Avenue NE; Supervisor Luedtke seconded. This grant is for widening and paving 245th Avenue NE from Thames Street to Baylor Street. This is a town line

road with Oxford Township who will be submitting a resolution in support of the project. All ayes; motion passed.

Appoint SRWMO representatives: According to the new Sunrise River Water Management Organization (SRWMO) Joint Powers Agreement, one of the representatives from each entity must be a council member or board supervisor. Supervisor Millerbernd moved to appoint Jonn Olson as the Linwood supervisor representative to the SRWMO Board; Supervisor Parker seconded. All ayes; motion carried.

Supervisor Parker moved to appoint Bob Millerbernd as the SRWMO alternate; Supervisor Olson seconded. All ayes; motion carried.

Schedule Annual Wage Reviews: The Board scheduled a special meeting to discuss employee wages, fire department compensation, and Town Board compensation. The meeting will be held at 6:00 p.m. on Thursday, December 14.

FD payroll: Supervisor Millerbernd moved to approve the October Fire Department Payroll Direct Deposits #20742-20767 & EFTs #20768-20769 in the amount of \$15,786.18; Supervisor Olson seconded. Supervisors Millerbernd, Olson, Parker, and Searing voted in favor. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 with one abstention.

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

- ✓ Approval of November 14, 2023 - Town Board Meeting Minutes
- ✓ Claims List for Approval - Claims #37865 to 37879 = \$61,420.86
- ✓ Regular Payroll – 11/10/23; Direct Deposits #20723-20738 & EFTs #20739-20741 = \$24,398.78
- ✓ Regular Payroll – 11/24/23; Direct Deposits #20770-20780 & EFTs #20781-20783 = \$20,628.93

Additional Claim: Supervisor Millerbernd moved to approve claim #37880 to WH Security (as down payment) for card access replacement at the Town Hall/Senior Center/Maintenance building; Supervisor Searing seconded. All ayes; motion carried.

Adjournment: Supervisor Olson moved to adjourn the meeting; Supervisor Parker seconded. All ayes; motion passed. The meeting was adjourned at 7:43 p.m.

Approved on December 12, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

ANOKA COUNTY

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Town Board Meeting Minutes December 12, 2023

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

Board Members Absent: none

Others Present: Tom Searing, Susan Bautch, Darryl Ballman, Jen Athmann, Tony DeChaine

Call to Order: Supervisor 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, December 12, 2023. The clerk performed roll call.

Approval of agenda: Supervisor Parker moved to approve the agenda; Supervisor Searing seconded. All ayes; motion carried.

Fire Department: Fire Chief Ballman reported 23 runs for the month of November with 15 being medical and 9 being fire. The total year to date runs was 277. Jennifer Athmann from Compeer was present to present a \$4,000.00 check to the Linwood Fire Department. The money will be allocated towards the purchase of fire hoses and appliances in 2024.

Supervisor Parker moved to continue the hiring process for Caleb Leto and Dan Glazek; Supervisor Olson seconded. All ayes; motion carried. Supervisor Parker moved to allow a fire engine to be staged at the Covenant Church for during Former Fire Chief Doug Poff's funeral service on December 15th; Supervisor Olson seconded. All ayes; motion carried.

The \$6,000.00 invoice for the turnout gear that was received in April has not been received by the Township, however the \$7,200.00 invoice and the turnout gear for two new cadets arrived earlier than expected. Supervisor Parker moved to pay \$7,307.00 for new turnout gear that was budgeted for 2024; Supervisor Olson seconded. The invoice for the earlier gear will be paid in 2024 so the expenses remain fairly consistent with the budget. All ayes; motion carried.

Road & Bridge: Supervisor Olson reported the Road and Bridge Committee focused their last meeting on budgeting for the 2025 Capital Projects. The suggested projects were to pave the unpaved portion of Ryan Lake Drive, resurface Sunset Road, and replace the guardrail at the Martin Lake Dam.

Enforcement update: Zoning/Enforcement Official Susan Bautch reported on the twelve enforcement cases she is working on. The next project will be to send administrative letters to residents that have potential hazards in the road right-of-way that may impede snow removal efforts.

Probationary review: Supervisor Searing reported that she had conducted the 60-day review for Susan Bautch. Susan deals well with the public, is a quick learner and retains the skills necessary to work with building permits, septic compliance reports, researching code violations and sending administrative letters. Supervisor Searing moved the Township change Susan Bautch's employment status from Probationary Employee to Regular Employee with all the responsibilities and benefits available to full-time employees effective December 21st. Supervisor Olson seconded the motion, which passed by unanimous vote.

Community sign: Chrissy Rehnberg, Director of Business Services for the Forest Lake Area School informed the Board that the community sign near the intersection of Viking Blvd and Typo Creek Drive is budgeted for 2024. The sign was destroyed in 2020 by an uninsured driver who crashed into it. The sign was installed in 2003 as a joint effort between the elementary school and the Township. If the concept of replacing the sign is viable, the school district will contact the Covenant Church who owns the property where the sign was located. The Township portion of the costs would come from the Communications Fund which revenue is derived from cable TV franchise fees and cell tower rent. Supervisor Parker moved to support the sign installation project at the intersection of County Road 22 and County Road 85; Supervisor Searing seconded. All ayes; motion carried. Final costs will be determined, the church will be contacted, and a partnership agreement will be developed. Clerk Olson will check with the Building Official regarding waiving or reducing the building permit fee and verify if the project will require an engineer.

Treasurer's report: Treasurer Alyssa Dehn reported that as of this date the Township is over budget by \$98,872 due to expenditures that were unforeseen when the 2023 budget was decided. The large projects in 2023 (205th Avenue paving, construction of a reuse/parks building, and enhanced street sweeping) were induced by available grant funding. The Township has received \$508,926.35 in grants this year. All of the fire department SCBA surplus has been sold and brought \$1,065.00 of revenue.

Supervisor Parker moved to renew CD #53008 for 11 months; Supervisor Luedtke seconded. All ayes; motion passed. The treasurer will negotiate the interest rate.

Parks job description: The Parks Commission developed a Park Attendant job description that detailed regular maintenance and cleaning the parks. PARCs had suggested the position would be 20 hours per week. The Board concerns were whether there was enough work in the periods between rink flooding and mowing to keep an additional person busy. The full-time public works employees maintained the parks last summer. Supervisor Olson suggested the Board compare

the costs to contract mowing services vs. having employees do the mowing. Due to 2024 budget cuts, only \$5,000 in wages was earmarked for the proposed position. Supervisor Millerbernd will bring the Park Attendant topic back to PARCs.

Video retention policy: Supervisor Luedtke reported that he spoke with the attorney regarding developing a video retention policy. Supervisor Luedtke provided a copy of a Video Streaming/Retention Policy and asked that the Board review it and respond to him by the end of the week. He would send the policy to the attorney and it could be approved at the next meeting. The clerk requested that the procedures be put in place prior to the policy being adopted. Amendments to the data retention schedule would need to be approved by the state. The proposed policy doesn't address closed meetings during streaming. Supervisor Searing remarked that there is a very small number of people who watch the meetings and Supervisor Millerbernd stated that the attorney questioned the reason for adding the liability of retaining the videos. The topic was tabled until the January 23rd meeting at which time the Board will have a framework of items that need to be implemented.

Phone system: Effective in February, the contractor for the current phone system will no longer be supporting the system. Proposals to rent or buy new phones were considered. Supervisor Olson moved to move forward with Nextiva with the option to buy the phones for \$835 with the recurring costs at approximately \$201. It was explained the quote didn't include one additional phone for the recycling center. Supervisor Parker seconded. All ayes; motion carried.

Copier lease: The five-year lease on the copier/printer in the main office will expire in February 2024. Supervisor Olson moved to move forward with the 60-month lease for the Konica C360i copier and the Managed Account Program for \$292.07 per month; Supervisor Luedtke seconded. All ayes; motion carried.

Snow Removal Policy: Updates to the Snow Removal Policy included adding consistent language from the mailbox policy stating: "The Township will only do repairs to the mailboxes that comply with MNDOT mailbox support swing-away type as described in the policy guidelines and that are physically hit by the Township snow removal equipment." Also added was the language "including but not limited to" the objects listed in the existing policy that the Township is not responsible for damaging in the road right-of-way. Supervisor Olson moved to accept the newly amended Snow Removal Policy; Supervisor Searing seconded. All ayes; motion carried.

2024 Meeting Schedule: The first Town Board meeting in August falls on Election Day, so the meeting was moved to Wednesday, August 14th with a limited agenda. The last Town Board meeting of the year falls on Christmas Eve, so that meeting was moved to Thursday, December 26th. Each committee had submitted their meeting dates for 2024. Supervisor Olson moved to adopt the 2024 Schedule of Regular Meetings; Supervisor Parker seconded. All ayes; motion carried. The schedule listing Town Board meetings and each of the committee meetings will be on the website and in the posting boxes.

2024 Employee Holiday Schedules: Supervisor Parker moved to approve both 2024 Holiday Schedules; Supervisor Millerbernd seconded. All ayes; motion carried.

Consent agenda: Supervisor Parker moved to approve the consent agenda; Supervisor Millerbernd seconded. All ayes; motion carried.

- ✓ Approval of November 28, 2023 - Town Board Meeting Minutes
- ✓ Claims List for Approval - Claims #37881 to 37920 = \$49,486.73
- ✓ Claims List for Approval - Claims #37921 to 37926 = \$37,412.99
- ✓ Regular Payroll – 12/8/23; Direct Deposits #30786-20801 & EFTs #20802-20804 = \$22,630.20
- ✓ Resolution #2023-38 – Adopting 2024 Budget
- ✓ Treasurer’s Reconciliation Report as of 11/30/2023 = \$1,466,666.33

Adjournment: Supervisor Parker moved to adjourn the meeting; Supervisor Olson seconded. All ayes; motion passed. The meeting was adjourned at 8:07 p.m.

Approved on December 26, 2023

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk



LINWOOD TOWNSHIP

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Special Town Board Meeting Minutes December 14, 2023

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

Board Members Absent: none

Others Present: Tom Searing

Call to Order: Supervisor Millerbernd 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 Thursday, December 14, 2023. The clerk performed roll call.

Purpose of meeting: Chairman Millerbernd stated that the purpose of the meeting is for the Board to discuss and vote on matters related to wage reviews and the Employee Handbook, including but not limited to annual employee wages, fire department compensation, Town board compensation, and amendments to the Employee Handbook.

Employee wages: Eligible employees will receive Length of Service increases based on the Employee Handbook. There was discussion of changing the Length of Service rates for employees who have completed a full year of service. The new rates suggested would be 1% after one to three years; .75% after four to seven years; and .5% after eight years and beyond. This change would not be effective for 2024 wages. Another option would be to base raises on step increases.

The consensus was to add Cost of Living Adjustments (COLA) equivalent to the annual Social Security COLA, not to exceed a 5% increase. This language would need to be updated in the Employee Handbook. Supervisor Olson would like to explore performance raises based on scoring from the annual employee reviews. In the event that an employee doesn't qualify for a performance increase due to needing improvements, the employee could be reviewed after six months to see if the deficiencies have been corrected, the wage increase could be given from that point on. A performance raise would be in addition to the Length of Service and COLA increases.

By Board consensus, the following positions would be eligible for a 2024 wage increase of 3.2%: Clerk/Administrator, Deputy Clerk, Treasurer, Public Works 1, Public Works 2, Recycling Coordinator, Sr Center Coordinator, Webmaster, Maintenance/Plow Driver, On-call Plow Driver, and Fire Chief. The Firefighter and Firefighter Candidate pay remained the same. The Cemetery Coordinator's annual salary increased \$200.00 per year.

The Head Election Judge pay increased by \$2.00 per hour. The Assistant Head Judge and Technology Judge pay increased by 50¢ per hour. Election Judge pay remained the same. Election Trainer Judges pay was set at \$12.00 per hour.

The Deputy Treasurer works only when the Treasurer is not available to perform her duties. The pay was set at \$20.00 per hour.

Supervisor Luedtke suggested that there should be consistency in the committee member's pay. Road & Bridge Committee pay was added with RB Chair pay set at \$20.00 per meeting and committee members pay at \$15.00 per meeting. PARCs recording secretary was added with the pay at \$75.00 per meeting. The PARCs recording secretary job description will mirror the RB recording secretary's job description.

The starting range for new snow plow drivers was set at \$20.00 to \$22.00 per hour depending on experience.

Supervisor Parker moved to approve all the changes made to the 2024 wages. Supervisor Luedtke requested that the Board be able to see all of the agreed upon changes before the Board approves them. Supervisor Parker rescinded his motion.

Supervisor Parker moved to table the wage approval until the next meeting; Supervisor Luedtke seconded. Supervisors Parker, Luedtke, Olson, and Millerbernd voted in favor. Supervisor Searing voted against the motion. The motion carried 4-1.

Employee work hours & lunch breaks: Concern was expressed that employees who work more than eight hours per day need to take lunch breaks and not bank the hours to leave work early in the week. Supervisor Millerbernd will address the topics of work hours, lunch breaks, and smoking in township buildings and township vehicles.

Town Board compensation: Discussion ensued regarding defining that meeting compensation should be for scheduled or approved meetings. Pay for work done by a supervisor beyond a meeting must be approved by the Board in advance using a resolution authorizing contracted work with the supervisor and an Affidavit of Official Interest must be submitted with the claim for payment. A sample Compensation & Reimbursement Policy was provided. More discussion will be necessary on this topic.

Amendments to Employee Handbook: The Board was encouraged to review the electronic version of the Employee Handbook and be prepared to decide the yellow highlighted areas. The handbook will need to be sent to the attorney before Board approval.

Recess: Because there wasn't time to address all of the agenda items, Supervisor Parker moved to recess the meeting until 6:00 p.m. on January 11, 2024; Supervisor Olson seconded. All ayes; motion passed. The meeting was adjourned at 9:15 p.m.

Reconvened January 11, 2024

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

Board Members Absent: none

Others Present:

Tom Searing, Kris Millerbernd

At the January 9, 2024 Town Board meeting, Chief Ballman respectfully declined the 3.2% wage increase for the Fire Chief. No Board action was taken at that time. Supervisor Parker moved to change the chief's wage back to \$19.90; Supervisor Millerbernd seconded. Supervisors Parker, Millerbernd, and Olson voted aye; Supervisor Searing and Luedtke voted nay. The motion carried 3-2.

Town Board compensation: The Board discussed various meetings that the supervisors have been paid for in the past and developed a list of meetings to be paid for in the future. In addition to the regular and special Town Board meetings, a supervisor will be paid to attend the committee meetings they are appointed liaisons to. The website/media liaison and recycling liaison will each be paid for one meeting per month for the intermittent correspondences with the staff in each of those departments. Because the following liaison assignments don't have regular monthly meetings, supervisors will be paid for meetings that are scheduled as needed: IT, Safety, Senior Center, Security, Human Resources, Planner, Road Reviews, Enforcement, and Police. Supervisor Searing moved to approve the list of meetings as discussed for meeting pay; Supervisor Millerbernd seconded. Supervisors Searing, Millerbernd, Olson, and Parker voted in favor; Supervisor Luedtke voted nay. The motion carried 4-1.

In an effort to establish a compensation policy, it was determined that a Town Supervisor may perform work for the township when the proper resolutions and affidavits are used. . Supervisor Millerbernd reminded the Board that a liaison is a connection between the Town Board and the committees or departments. The Board reviewed a sample policy and made the following changes: Board consensus was to amend Section 3 Compensation to reflect that the Board Chairman be compensated \$400.00 per month plus \$100.00 for each meeting after three meetings. Supervisor Parker moved that supervisors are required to attend two Town Board meetings and one committee meeting to be paid \$325.00 per month plus \$100.00 for additional meetings. Supervisor Searing seconded the motion, which carried unanimously.

Supervisor Parker moved to include the rest of the Compensation and Reimbursement Policy for Linwood Township Officers as written; Supervisor Searing seconded. All ayes; motion carried.

Amendments to Employee Handbook: Discussion ensued on Section 4.8 Item 4. - for reimbursement of meal expenses when attending training. Supervisor Searing moved to not exceed \$13.00 for breakfast, \$15.00 for lunch, and \$26.00 for dinner; Supervisor Parker seconded. After further discussion, the Board decided to go through all the changes in the handbook and approve them all at once. The vote was called on the motion and failed with all supervisors voting against.

Highlighted or changed areas of the handbook included:

1.4 Firefighter Exclusions – remove “Appendix A of the Town Code (Fire Department Constitution and By-Laws” since Appendix A doesn't exist. Add “Fire Department SOPS may” supersede parts of this Employee Handbook that covers Fire Department Employees.

3.3 Add definition: "Regular employee refers to a full-time or part-time employee who has completed the probationary period and have accepted Regular status offered by the Town Board."

Last bullet point to correct that Firefighters are paid monthly instead of quarterly. The attorney will be asked if the correct status of Firefighters would be paid volunteers.

4.6 ... the "Accounting Secretary" shall be changed to the "Clerk".

4.8 Item 1 "your Supervisor" changed to "the Town Board".

4.8 Item 4 Meal expense reimbursement amounts were changed to not exceed "\$13.00" for breakfast, "\$15.00" for lunch, and "\$26.00" for dinner.

4.8 Item 6 Add to existing paragraph, "Reimbursement requests must be submitted within 60 days of travel."

Three options were suggested to clarify whether employees should be paid wages for travel time and class time, or portal to portal, or only actual class time but not travel time. If the training was during an employee's normal work hours, it was proposed that they should be paid for travel so as not to lose wages from their scheduled workday. The attorney will be asked if the employee is paid for mileage to training, would the Township be held responsible for paying the wages while traveling.

The handbook didn't contain any language defining the Pay Periods or a Work From Home Policy. The proposed Pay Period language was acceptable with changing "Clerk" to "payroll person", and that the recording secretaries would be paid monthly instead of annually. The Work From Home Policy was tabled for adding in the future.

5.1 Vacation - Language will be added to define that an employee can carry over a maximum of 120 hours of vacation time from one year to the next.

5.2 Sick Leave - Need to be clearer when the Township can require a doctor's slip to return to work after an absence.

Due to 2023 legislation, a section on Earned Sick and Safe Time was proposed. Staff will work with the attorney regarding the language that needs to be added and how on call employees will be able to use the sick/safe time.

5.3 Holidays - Add Juneteenth. Change "a two-week period" to "the same payroll period" when defining when an employee is required to take a different paid day off when they work on an observed holiday.

Add MN Pregnancy and Parental Leave (MPPL) to handbook.

5.8 Family and Medical Leave - Make whatever changes necessary to add the Paid Family Medical Leave that becomes effective 1/1/2026.

Section 6 – Send to attorney for advice on adding Lactation Breaks and Pregnancy Accommodations paragraphs.

6.6 - Change "Full time and part time" to "Regular" employees...

Length of Service – Keep the existing LOS chart in handbook. Add new Years of Service and the Percent Increase chart to be effective 1/1/2025.

7.2 Drug & Alcohol Policy – verify with attorney if existing language is current with laws.

Drug Testing – Because the state’s new laws allow Minnesotans to possess and use marijuana recreationally, and due to commercial drivers’ laws, language needs to be addressed in the handbook. All employees need to disclose if they have had their driver’s license removed. There is a drug zero tolerance for commercial drivers. The attorney will be contacted regarding this portion.

Safety Apparel/Equipment Allowance/Personal Protective Equipment – Needs to be determined what the OSHA rules and standards are, and what the Township is required to provide. If the Township pays for the safety equipment there will need to be standards. The employees need to use appropriate PPE for the job being performed. The Safety supervisor will check with OSHA. The Township’s limits of responsibility for paying for safety equipment will be discussed with the attorney.

CROWN Act – Check with attorney to see if this needs to be in handbook.

Work Related Injuries – Add section to handbook with a definition of work-related injuries and the process for reporting the injuries. Add language that employer isn’t obligated to provide an employee with light duty or alternate work duties if they’re recovering from non-work-related injuries and can’t do their regular job. The Board stressed needing clarification on requiring doctor return to work permission documentation and work limitations.

7.5 Respectful Workplace Policy and 7.6 Sexual Harassment will be put in a new chapter.

8.3 Flexible Spending Account and 9.6 Termination of Medical Flexible Spending Plan were removed from the handbook, as the Township no longer offers that benefit.

Nonemergency surgical treatment request – ask attorney how to handle verbal requests and liability to the Township regarding untimely responses to requests.

Supervisor Olson moved to permit staff to bring this (the amended handbook with Board recommended corrections) before the attorney for advice; Supervisor Searing seconded. All ayes; motion carried.

To avoid a conflict of interest, Supervisor Luedtke removed himself from the Board table at 8:31 p.m.

Fire Department meetings and compensation: The Board reviewed a list of items that the firefighters have been paid for in the past. It was agreed that firefighters would get paid for attending meetings such as for Fire Business, Officers, Honor Guard, Candidate, Training Officers and Town Board meetings when requested. Other occasions that will be paid included work nights and trainings, funerals for Linwood firefighters, Night2Unite, Fire Prevention Day at the elementary school, LFD Open House, and the First Responder’s night at the Forest Lake stadium. Several items will be referred to the Fire Chief for more information, including Explorers, Officer Procession, Halloween traffic control, and highway clean-up. The items that were determined to be unpaid were water ball (as a community activity), fireworks, Cancer Awareness, shoveling

sidewalks, church public ED, Movie in the Park, and crossing guard. The treasurer will check on liability issues related to firefighters volunteering for activities. The topic of firefighters being compensated for attending parades resulted in differing opinions about the recent Town Board approval for going to a list of parades in 2024, whether it was permission to attend, but not necessarily to be paid for going. Treasurer Dehn noted that the SOP states that firefighters will get paid for attending parades when approved by the Town Board. The Recognition Night at Stars and Strikes was not paid because statute only allows recognition of service to be a material token and not wages or cash gifts. The Recognition Night would not be considered a meeting.

Supervisor Olson moved to adjourn the meeting; Supervisor Searing seconded. All ayes; motion carried. The meeting was adjourned at 8:54 p.m.

Approved on January 23, 2024

Attest:

Michael Parker, Chairman

Pamela Olson, Clerk



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Town Board Meeting Minutes

December 26, 2023

Board Members Present: Supervisors Bob Millerbernd, Mike Parker, Carol Searing, Jonn Olson, and Andy Luedtke; Treasurer Alyssa Dehn

Board Members Absent: Clerk Pam Olson

Others Present: Tom Searing, Sara Nelson, Carrie Luedtke

Call to Order: Supervisor Millerbernd called the regular 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 26, 2023. The treasurer performed roll call.

Approval of agenda: Supervisor Parker moved to approve the agenda; Supervisor Olson seconded. All ayes; motion carried.

Park Attendant job description: Carrie Luedtke and Sara Nelson brought an amended job description to the Town Board to hire a Park Attendant. In response to the Board's concerns about what could the employee do when there is no mowing or flooding the rinks, the PARCs committee reordered the job description just as a guideline or starting point. The committee hoped to have someone hired by April 1, 2024, to have them participate in the annual parks tour that happens in April. The position would be for 20 hours per week at \$19-\$21 per hour depending on qualifications. The duties will need to be coordinated with the maintenance department. A suggestion was to consider contracting for mowing services, which would reduce the Township costs for equipment maintenance, repairs, and fuel. If the park attendant is working outside of the parks those hours would be coded to the department that the duties are being performed for, creating wages that may not have been budgeted. Supervisor Parker moved to approve the job description and post for the job in February, with a start date of April 1, 2024. Supervisor Olson seconded the motion. All ayes; motion carried.

DNR Grant: Carrie Luedtke and Sara Nelson asked for the Town Board's permission to apply for the 2024 DNR Outdoor Recreational Grant Program. As a 50/50 grant the Township would be responsible for an equal amount of the grant award. The PARCs committee would be applying for funding to replace the ball field lights in Broadbent Park and replace two fences in the existing area in Four Seasons Park that is currently being used as a dog park. The estimated costs for replacing the lighting and the controller was approximately \$100,000, without the labor. An

option to repair six lamps and nine lens covers that are broken at a rough cost of \$4,425 and adding fencing to create a new dog area for around \$20,000. If the grant is awarded, the dog park may be created in a different park. The Township can apply for more than one grant. The deadline to apply for the grant is in April, with the awards being announced in June. It was noted that the MPCA has 'green grants' and that the upgrades could be done in phases. There are also two poles that will need to be replaced. Supervisor Parker moved to allow the Parks Committee to proceed with getting numbers on dog park fencing and ball field lighting to bring back to the Board in the next month or two for further direction. Supervisor Searing seconded the motion. All ayes; motion carried. It was encouraged that the Parks Committee seek out how much a grant writer would cost to write the grant.

Warming house benches and flooring: Carrie Luedtke and Sara Nelson brought a quote to the board from Flagship Recreation for rubber flooring and four aluminum benches for the warming house. The rubber flooring will cover wall to wall and the benches will be fastened to the walls. Supervisor Olson was concerned that the rubber flooring may inhibit the in-floor heating. Supervisor Millerbernd requested that Sara contact Flagship to verify that the flooring will work with the heated floors. The expenditure will come from the 2024 budget. Supervisor Luedtke moved to spend up to \$10,680.00 for warming house improvement items from Flagship Recreation. Supervisor Olson seconded the motion. Supervisors Luedtke, Olson, Parker voted in aye. Supervisors Millerbernd and Searing voted nay. The motion carried 3-2.

2024 wage approvals: The wage chart was presented with all the changes that the Board had discussed at the Special Meeting on December 14. Supervisor Parker moved to approve the 2024 wage chart effective January 1, 2024. Supervisors Millerbernd, Searing, Olson, Parker voted in aye. Supervisor Luedtke voted nay. The motion carried 4-1.

CD renewal #19232: Supervisor Parker motioned to allow the Treasurer to renew CD 19232 for 11 months at 4.56% unless the treasurer can get a better rate. Supervisor Searing seconded. All ayes; motion carried.

FD payroll: Supervisor Millerbernd moved to approve the November Fire Department Payroll Direct Deposits #20816-20841 & EFTs #20842-20843 in the amount of \$10,648.24; Supervisor Parker seconded. Supervisors Millerbernd, Olson, Parker, and Searing voted in favor. Supervisor Luedtke abstained due to conflict of interest. The motion carried 4-0 with one abstention.

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

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| <ul style="list-style-type: none">✓ Approval of December 12th, 2023 - Town Board Meeting Minutes✓ Claims List for Approval - Claims #37927-37946 = \$37,618.27✓ Regular Payroll – 12/22/23; Direct Deposits #20844-20854 & EFTs #20855-20857 = \$20,494.62 |
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Adjournment: Supervisor Millerbernd moved to adjourn the meeting; Supervisor Parker seconded. All ayes; motion passed. The meeting was adjourned at 7:16 p.m.

Approved on January 9, 2024

Attest:

Robert Millerbernd, Chairman

Pamela Olson, Clerk