

**LYNDEN TOWNSHIP BOARD  
MONTHLY MEETING IN PERSON  
January 3<sup>rd</sup>, 2022**

Those present at the Lynden Township Hall were Supervisors Dennis Niemi and Tom Plaggerman, Deputy Clerk Kelli Schuh and Treasurer Jean Schermer. James Kantor, Planning Administrator, was also present. Niemi called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

Agenda: Niemi asked if there were any additions to the agenda from the Board or public. Spring Cleanup Day was added. Niemi made a motion to approve the agenda with the addition, seconded by Plaggerman, all in favor, motion passed.

Board Meeting Minutes: The December 6<sup>th</sup>, 2021, regular Twp. Board minutes were reviewed. Niemi made a motion to approve the December 6<sup>th</sup> regular Board meeting minutes, seconded by Plaggerman, all in favor, motion passed.

Treasurer's report by Schermer was reviewed. Receipts totaled \$214,738.87; Disbursements \$98,642.09; Ending Balance \$462,987.69, which includes the \$113,434.96 ARPA Funds. Niemi made a motion to accept the December treasurer's report, seconded by Plaggerman, all in favor, motion passed. Plaggerman made a motion to sign the CTAS forms including the Claims list, Net pay account distribution, and cash control statements, motion seconded by Niemi, all in favor, motion passed. Treasurer Schermer reports the January payroll is delayed as the 2022 tax tables are not yet in CTAS. Niemi made a motion to delay January payroll to February, seconded by Plaggerman, all in favor, motion passed.

JK Landscape - Jerry Konz Building encroachment on property line 19512 Hubble Rd, PID # 19.10748.0117 & 19.10748.0128: Official Building Inspector Nancy Scott continues to work with Jerry Konz on the issue. Konz indicated there is a purchase agreement pending with the adjacent property to the east (Keith Helget) and that Konz has reached out to Stearns County about consolidating the two parcels. Konz has provided a copy of any purchase agreement to the clerk. The closing is scheduled for March 4<sup>th</sup>, 2022.

Kim Norlien sprinkler heads in right-of-way – 20171 Lake Maria Rd PID #19.10543.0000: Norlien applied for a right-of-way work permit and submitted a check for the \$300 total: \$150 permit fee along with a \$150 fine.

American Rescue Plan Act (ARPA) Projects Spreadsheet and Reporting: Treasurer Schermer gave an update on ARPA funds already received and expected future payments. Previously proposed projects include replacement of the Town Hall HVAC system, including furnace and central air, HEPA filters, LED lighting with motion detector switches, toner, paper, zoom license, Microsoft Pro for laptop security, internet, desktop for office for streaming capabilities. Niemi and Kantor are to obtain quotes per the December minutes and provide them to the clerk. Niemi is actively seeking quotes for updating the Town Hall HVAC system. A spreadsheet had been and will again be disbursed by Clerk Schmidt for tracking.

Dylan Nelson Family Acres Preliminary Plat Review 18714 Dover Rd #19.10291.0005: Nelson presented the Board with the Preliminary Plat to split the 29.5 acre lot located at 18714 Dover Road into a 27.1 acre lot and a 2.4 acre lot. The county considers this an administrative split.

Niemi made a motion to approve the preliminary plat and to allow the Chair and Clerk to sign the Final Plat outside of a regular meeting as long as there are no changes between the preliminary plat and the final plat, seconded by Plaggerman, all in favor, motion passed.

Resignation of Deputy Treasurer Dan Torgersen: Torgersen resigned as Deputy Treasurer. Transition training will continue for a short period.

MIDCO Connection Inquiry: Kantor continues to research connectivity options.

Newsletter: Plaggerman gave a status update on the Township Newsletter. The Township is actively looking for content to get to Leuthard for inclusion in the newsletter. Deadline for submission target date is January 21<sup>st</sup> which we can then have a draft by February's meeting.

Fall Road Tour Follow-up: Niemi gave an update on open items from the fall road tour. Brush clean-up has been scheduled for 200<sup>th</sup> Street. Replacement signage is pending with Johnson.

Annual Meeting Planning: The annual meeting is scheduled for March 8<sup>th</sup> at 8:15 PM. Clerk with prepare DRAFT agenda for review at February meeting.

Pilgrims Pride Hauling Permit: The proposed annual hauling permit for Pilgrims Pride was reviewed. The \$100 permit fee has not been received. Vice Chair and Clerk issue once fee paid.

Township Road Administrative Ordinance: Niemi brought up the need for a township road ordinance and presented a sample ordinance to the Board to review. The topic will be tabled until the February meeting to give the Board time to read through the document.

Spring Cleanup: Plaggerman gave an update on the 2022 Spring Cleanup. One quote has been received and rate increases were discussed. Plaggerman will get additional quotes before the February Board meeting. Plaggerman has contacted Clearwater Twp to determine availability of their facility and is waiting on a response. Plaggerman requested authorization to schedule a date for the Spring Cleanup. Niemi made a motion to allow Plaggerman to move forward with locking in a date for the Spring Cleanup, seconded by Plaggerman, all in favor, motion passed.

Building permits: No building permits were received from Building Inspector Nancy Scott this month. There was a total of 40 permits in 2021; 6 new single family houses and overall valuation increase of permits of \$3.125 million.

Driveway Permits: Pending - Dylan Nelson 18714 Dover Rd

Right of Way Work Permits: Kim Norlien 20171 Lake Maria Rd

Correspondence: was reviewed which included:

- Loose Dogs 14656 Hidden River PID 19.10722.0560 Schneider. Niemi spoke with the owner and the situation has been remedied.
- Information on the 2022 Caucus
- SCES PC Ntc Approval of Rezoning Application James Klaverkamp 18946 Co Rd 44
- Introduction letter from Code Consulting Professionals, LLC
- Notice from Xcel Energy regarding a rate increase for electrical services

-Order Approving Annexation City of Clearwater and Clearwater Township

Review Bills and Claims for Approval

- Niemi made a motion to approve Johnson expense claim, seconded by Plaggerman, all in favor, motion passed.
- Plaggerman made a motion to approve Niemi expense claim, seconded by Niemi, Niemi abstained, all in favor, motion passed.
- Niemi made a motion to approve all other bills and claims, utilizing check numbers 8209 through 8222, inclusive; motion seconded by Plaggerman, all in favor, motion passed.

Meeting Dates:

- Planning Commission – as needed.
- Audit Meeting – January 26, 6:00 p.m.
- Budget Meeting – January 26, 6:30 p.m.
- Monthly meeting – February 7, 7:00 p.m.

Plaggerman made a motion to adjourn the meeting, seconded by Niemi, all in favor, motion passed. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

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Kelli Schuh, Deputy Clerk

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Dennis Niemi, Vice Chair