

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
February 7, 2022**

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

Agenda: Johnson asked if there were any additions to the agenda from the Board or public. Darlene Dillon Administrative Split was added. Johnson made a motion to approve the agenda with the addition, seconded by Niemi, all in favor, motion passed.

Meeting Minutes: The January 3rd, 2022, regular Twp. Board minutes were reviewed for approval. Plaggerman made a motion to approve the January 3rd Board meeting minutes, seconded by Niemi, Johnson abstained, motion passed. The January 26, 2022, Board of Audit minutes were reviewed. Niemi made a motion to approve the January 26 audit meeting minutes, seconded by Johnson, Plaggerman abstained, motion passed. The January 26, 2022, Budget / Levy minutes were reviewed. Johnson made a motion to approve the January 26 Budget / Levy meeting minutes, seconded by Niemi, Plaggerman abstained, motion passed.

Treasurer's report: Treasurer Schermer reviewed the following: Receipts totaled \$8,113.98; Disbursements totaled \$29,308.34; ending Balance \$435,087.38, which includes the \$113,434.96 ARPA Funds. Johnson made a motion to accept the January treasurer's report and to sign the CTAS forms including the Claims list, Net pay account distribution, and cash control statements, seconded by Niemi, 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 requirement to settle the issue. Konz provided a copy of a purchase agreement to the clerk that is pending with the adjacent property to the east (Keith Helget) with a closing date in March, 2022.

Newsletter: Quote received from Rengel Printing. Members should continue submitting content to Plaggerman for inclusion in the newsletter. Deadline for submission target date is February 11. Johnson made a motion to authorize Clerk Schmidt to issue a check outside of a regularly scheduled meeting to cover postage, seconded by Niemi, all in favor, motion passed.

Annual Meeting Planning: The annual meeting is scheduled for March 8th at 8:15 PM. Agenda is finalized. Clerk acknowledges receipt of the Schedule 9 from Treasurer Schermer. Johnson makes a motion that the Lynden Board recommend to its residents a proposed 2023 Levy of \$592,438, seconded by Plaggerman, all in favor, motion passed.

Fall Road Tour Follow-up: Niemi reports brush clean-up is complete other than #14. Niemi will also follow up with Schendzielos in regards to two (2) signs on Fulton that were damaged (50 & 50a) during ditch mowing in the Fall of 2021. Replacement signage of approximately 40 signs is pending Johnson's review.

Spring Cleanup: Plaggerman received confirmation from Clearwater Twp on the use of their maintenance building, but the date is not finalized. Discussions continue with West Central Sanitation on a date and pricing. Rate increases for this event were discussed.

Township Road right of Way Ordinance: Couri provided to Niemi a sample ordinance to the Board to review, which includes section 5.1.3 Cost of Correction. Johnson makes a motion to set a working session to review this proposed ordinance and possibly reconcile it with our current Ordinance #12, seconded by Plaggerman, all in favor, motion passed. Working session set for February 15, 1:00 p.m.

American Rescue Plan Act (ARPA) Projects Spreadsheet and Reporting: Funds received to date \$113,434.96. Niemi obtained quotes for central air and an HVAC system and will contact Official Building Inspector Nancy Scott regarding any permits necessary, and obtain quotes in re replacing furnace. Clerk to continue to track proposed projects on spreadsheet.

MIDCO Connection Inquiry: Kantor continues to research connectivity options with MIDCO.

Darlene Dillon Certificate of Compliance – 248 155th Str South Haven PID #19.10409.0000: Planning Commission reviewed the request on January 10, 2022, and recommends approval without recommendations. The \$325 review fee has been paid. Pend to March agenda to finalize paperwork from owner and/or surveyor regarding existing and post-split legal descriptions.

Establish Absentee Ballot Board: Johnson makes a motion to appoint Barry Hample and Jenny Schmidt as the absentee ballot board, seconded by Niemi, all in favor, motion passed.

Appoint Election Judges: Niemi makes a motion to appoint Barry Hample, Lynn Kottke, Roger Brown and Jenny Schmidt as election judges for the March 8 annual election, seconded by Plaggerman, all in favor, motion passed.

Local Board of Equalization and Appeals Meeting: The meeting is set for April 12, 6:00 p.m.

Tri-County Humane Society Contract: Johnson makes a motion to approve the contract for 2022, with the added language regarding \$350 annual cap and no seized animals; seconded by Niemi, all in favor, motion passed.

City of Clearwater Fire Commission January 31 meeting review: Plaggerman reports the commission reviewed last years call report and budget numbers. The Fire Dept. is actively seeking recruits for the Fire Department.

IT Support: Kantor created an IT Manual which will be kept at the town hall. For the March and April monthly meetings he will attend remotely.

Town hall purging and storage: Johnson made a motion to authorize expenditure of \$213.29 plus any other materials necessary to complete the storage project, seconded by Niemi, all in favor, motion passed.

Five (5) Year Road Plan: Niemi reviewed the concept of a 5 Year Road Plan with Short Elliot Hendrickson (SEH) and obtained a verbal quote. The Plan would develop a map and potential costs associated with a project, which would assist with budget planning. Johnson makes a motion to authorize this expenditure not to exceed \$2000 for the year 2022, seconded by Niemi, all in favor, motion passed. Niemi is to obtain a written quote by March meeting.

2022 Dust Control Pricing: An estimate from Central Minnesota Dust Control was received. Johnson made a motion to authorize this expenditure not to exceed \$53,000, seconded by Niemi, all in favor, motion passed.

2022 Summer Maintenance Contract: Schendzielos provided the 2022 pricing. Clerk is to prepare a contract and submit to Schendzielos for review prior to March meeting.

Building permits: No building permits were received from Building Inspector Nancy Scott this month. There is a total of 1 building permit in 2022; 0 new single family houses and overall valuation increase of permits of \$1,200.

Driveway Permits: Pending - None

Right of Way Work Permits: None

Correspondence: was reviewed which included:

- Hazard Mitigation Planning Meeting February 10th; Johnson attending virtually;
- SCES Ntc Approval of Rezoning Application and enacting Ordinance 632 for James Klaverkamp 18946 Co Rd 44 PID 19.10308.0000
- Stearns Co Parks Ntc PH to enact Ordinance 633 for the Park Commission

Review Bills and Claims for Approval

- Niemi made a motion to approve Johnson payroll claim, seconded by Plaggerman, 2 in favor, Johnson abstained, motion passed.
- Johnson made a motion to approve Niemi payroll and expense claim, seconded by Plaggerman, 2 in favor, Niemi abstained, motion passed.
- Johnson made a motion to approve Plaggerman payroll claim, seconded by Niemi, 2 in favor, Plaggerman abstained, 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.
- Ord. 12 reconcile Meeting – February 15, 1:00 p.m.
- Monthly meeting – March 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,

Jenny Schmidt, Clerk

David L Johnson, Chair