

LYNDEN TOWNSHIP
 STEARNS COUNTY
 MARCH 17, 2022
 REORGANIZATION MEETING
 LYNDEN TOWNSHIP COMPENSATION AND FEES

Those present were Supervisors Dave Johnson, Dennis Niemi, Tom Plaggerman, Treasurer Jean Schermer and Clerk Jenny Schmidt. The meeting was called to order by Chair Johnson at 6:00 p.m. and led the Pledge of Allegiance.

The clerk administered the oath of office to Supervisor Plaggerman and Clerk Schmidt since the contest period has ended. The transfer of town records between former Treasurer Torgersen and current Treasurer Schermer is complete. We have no administrative policies to amend, and Treasurer Schermer confirms she has reviewed all financial Policies and Resolutions. Ordinance and Resolution books are at the town hall for viewing. The towns annual report will be submitted by Treasurer Schermer by March 31 as required. The Board is aware of the 60 day time requirement for planning application decisions. The conflict of interest process was reviewed. Our regularly scheduled monthly meetings will remain as is (on the 1st Monday of the month) and adjusted as needed.

Niemi made a motion to appoint Johnson to the Chair position, seconded by Plaggerman, 2 in favor, Johnson abstains, motion passed. Johnson made a motion to appoint Niemi to the Vice-Chair position, seconded by Plaggerman, 2 in favor, Niemi abstains, motion passed.

Discussion held regarding the compensation fee schedule and the consultant fee. We have not used a consultant in several years so that should be stricken. Johnson suggested we clarify mileage to mileage reimbursement. Johnson will also speak with Pat Voigt in re town hall cleaning. Johnson made a motion to approve compensation as modified (strike consultant and clarify mileage) for 2022 effective March 17, 2022, seconded by Plaggerman, all in favor, motion passed.

Results of compensation discussion are as follows:

	<u>Fee</u>	<u>Training/Extra Work</u>	<u>Salary</u>
Town Board Chair	\$60/Meeting	\$20/Hour	\$125/Month
Supervisors	\$60/Meeting	\$20/Hour	\$75/Month
Clerk	\$50/Meeting	\$15/Hour	\$7,200/Year
Treasurer	\$50/Meeting	\$15/Hour	\$4,800/Year
Deputy Clerk	\$50/Meeting	\$15/Hour	
Deputy Treasurer	\$50/Meeting	\$15/Hour	
Clerk Starting Salary	\$50/Meeting	\$15/Hour	\$4,000/Year
Treasurer Starting Salary	\$50/Meeting	\$15/Hour	\$3,000/Year
Planning Commission Chair	\$60/Meeting	\$20/Hour	
Planning Commission Members	\$50/Meeting	\$15/Hour	
Planning Commission Admin.	\$50/Meeting	\$20/Hour	\$ 75/Month
Moderator Fee	\$60/Meeting		
Head Election Judge		\$20/Hour	
Election Judges		\$15/Hour	
Maintenance Person		\$25/Hour	
Lawn Mowing Service	\$35/Mow		
Cleaning Person		\$15/Hour	

Mileage Reimbursement Current IRS rate
Hall Rental: Key, Contract&Cleaning \$15/Rental

In addition to statutory duties, Township Supervisors, Clerk and Treasurer have the following responsibilities:

- The Clerk is responsible for recycling, office supplies, assessment Searches paid at the rate of \$15, and payment of expense claims (excluding payroll, taxes and PERA).
- The Treasurer is responsible for payment of payroll claims, taxes, and PERA claims, and the issuance of W-2's, 1099's, tax reporting, filing of State Auditor's Report, and PERA reports.
- Clerk or Treasurer can bill for any non-statutory duties performed as extra work.
- Clerk is to prepare and send draft agenda to the Board 1 week prior to the meeting. Agenda additions are due no less than 48 hours of the posting deadline so the Clerk can post the agenda to the web on the Thursday before the Monday meeting.
- Supervisor Plaggerman is the primary contact for animal control, liaison for the township's Building Inspector and liaison for Clearwater Fire Dept.
- Supervisor Niemi is Vice Board Chair and is the primary contact for roads, Driveway Permits, Clearwater Watershed District, liaison for Annandale Fire Dept. and maintenance issues of the Town Hall building, including but not limited to bug control, rug cleaning, water and septic issues.
- Supervisor Johnson is Board Chair and the primary contact for road signage issues, weed inspection and Right of Way Permits.
- Gary Schmidt is in charge of designated maintenance, light brushing and installation of township road signs.

Johnson made a motion to approve duties as indicated in addition to statutory duties, seconded by Niemi, all in favor, motion passed.

FEES

BUILDING INSPECTOR PER CONTRACT

Building Permits	Per Lynden Township Ordinance #11
Building Inspector	75% of Building Permit Fee
Township Permit Share	25% of Building Permit Fee
Plan Review (Inspector)	65% of Permit Fee
Construction Site Permit	\$100 (Includes Ag Buildings)
Building without Permit	Double the Permit Fee
Building Inspector (Compliance)	\$65/Hour

SIGNS

Temporary Road Sign	\$30
Damaged Road Sign	Cost of the sign, post, and Materials plus maintenance person fee (2 hour minimum)

Public Hearing Fee	\$750 (Variance, Conditional/Interim Use Permit Applications)
Public Hearing Fee (No Site Visit)	\$400 (Variance, Conditional/Interim Use Permit Applications)

Special Meeting by Request Town Board or Planning Commission	\$500
Title Searches	\$15
Planning Commission Review (Effective 11-2-2021)	\$325 Administrative Splits \$325 Rezoning Requests \$325 Plat Review
Splitting of Land (Major Plat):	\$1500
Platting Subject to Escrow Deposit	(See Lynden Township Subdivision Ordinance #8)
Attorney/Engineer	Hourly Rate at Project Cost
911 signs - New	\$100 Collected with Building Permit
Replacement 911 Sign	\$50 (when there is a responsible party identified)
Replacement 911 Post	\$25 (when there is a responsible party identified)
Hall Rental	\$50 and Refundable \$100 deposit after inspection
ANIMAL OWNER	
Animal Impound Fee	\$50 per animal (Payable to Tri County Humane Society)
Second Impound Fee	\$100
Third or more Impound Fee	\$200 (+ \$100 for Each Additional Offense)
Administrative Fine	\$200 Minimum – Reference Ordinance #10
Right of Way Permit Fee	\$150 per project (See Lynden Township Ordinance #12)
Right of Way Work without Permit	Double the Permit Fee
Hauling Permit	\$100 Annually (See Lynden Township Ordinance #12)

Johnson made a motion to accept the fee schedule for 2022, effective March 17, 2022, seconded by Plaggerman, all in favor, motion passed.

Plaggerman made a motion to adjourn the meeting, seconded by Niemi, all in favor, motion passed. Meeting adjourned at 6:49 p.m.

Jenny Schmidt, Clerk

David L Johnson, Chair