

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
SEPTEMBER 5, 2023**

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

Agenda: Plaggerman asked if there were any additions to the agenda from the Board or public. Niemi made a motion to approve the agenda, seconded by O’Konek, all in favor, motion passed.

Board Meeting Minutes: The August 7, 2023 Board minutes were reviewed for approval. Plaggerman made a motion to approve the meeting minutes, seconded by Niemi, all in favor, motion passed.

Treasurer’s report: The report prepared by Treasurer Schermer was reviewed. Receipts totaled \$18,657.05 which included \$3000 SCORE Grant; Disbursements totaled \$33,674.94; Ending Balance \$510,125.53, which includes \$112,771.47 of ARPA Funds. Plaggerman made a motion to accept the August 2023 treasurer’s report and authorize the board to sign the CTAS forms including the Claims list, Net pay account distribution, and cash control statements; motion seconded by O’Konek, all in favor, motion passed.

Resolution 2023-04 Speed Zone on 4th Ave E: O’Konek made a motion to adopt Resolution 2023-04 as drafted by Twp Attorney Couri, seconded by Plaggerman, all in favor, motion passed. This speed limit will not be effective until the township has erected the 35 mph speed limit signs and the end 35 mph speed limit signs. O’Konek will follow up with locates, sign order and install.

American Rescue Plan Act (ARPA) Projects: Total funds received to date \$226,869.93, with \$112,771.47 remaining.

- Town Hall Foundation Repair: Repair is in process
- O’Konek obtained one quote for sign and post purchases and will obtain a second
- Street Capital Improvement Plan (CIP) pending with Hakanson Anderson Engineering, which will include an improvement plan for Co Rd 145 to 21st Ave

City of Clearwater request for joint meeting in re orderly annexation agreement (OAA): A Special Meeting is scheduled for September 12 at the Lynden Town Hall with the City of Clearwater. We appreciate the City for reaching out and that they are coming to Lynden’s Town Hall.

Twp Hall Study Group: Additional residents signed up to participate in the study group on line since the postcard was mailed. Niemi was provided these additions and will set a meeting soon with the goal of having a recommendation by the March 2024 annual meeting.

Clean Up Day SCORE Grant: The grant was approved and we received \$3,000.

Ordinance No #13 Ordinance Setting Township Fees: Board members and PC Administrator Kantor reviewed the fees collected over the previous 2 years for CUPs, IUPs and VARs, and Twp Attorney Couri's recommendations for changes to the new ordinance fee schedule. Plaggerman made a motion to adopt Ordinance No #13, an Ordinance Setting Township Fees, seconded by O'Konek, all in favor, motion passed. Once published this Ordinance will be in effect.

Ordinance No #7 Land Use and Zoning: The final version was reviewed by the Board and Ordinance #7 revisions from the June 28th public hearing and subsequent monthly meetings were discussed. O'Konek made a motion to adopt the changes to Ordinance No #7 which include but not limited to changes to the issuance, revocation and expiration of IUP and CUPs, changes to the zoning district uses, addition of limitations of appeal of Twp zoning decisions, and addition of requirements of applicants to reimburse the Twp for costs incurred in processing a zoning application and providing an escrow to the Twp to cover its costs of processing zoning applications, seconded by Plaggerman, all in favor, motion passed. Once published this Ordinance will be in effect.

Rick Lang Tire Solutions 1955 196th Str E PID #19.10748.0120: Lang not present but has been in contact with Kantor and intends to submit a Stormwater Management Plan Application. Upon receipt of the application, the plan and the fee, Kantor will submit it to our Engineer for review.

Variance Application Kneverdun Limited Partnership/Fred Koehler 900 Belview Rd PID #19.10200.0000: The \$750 Application fee has been paid. The Planning Commission completed a site visit on 8/21/2023 and prepared findings for the Board. A Public hearing is set for Sept 19, 6:00 p.m.

Rezoning Application Ron Bartosiewski/Jerry Konz 15463 3rd Ave PID #19.10424.0002: The current zoning on this parcel is A40 and the applicants are requesting it be rezoned to R10 to allow a split, which would create an additional building entitlement for Konz to purchase and build on. R10 is requested since Lynden does not have R20. The future land use category is limited growth. The Planning Commission completed a site visit on 8/21/2023 and recommended approval. Plaggerman made a motion to recommend to Stearns Co to change zoning from A40 to R10, seconded by O'Konek, all in favor, motion passed. The Twp recomm form was completed.

Fall Road Tour: Date changed from September 26 to September 25, 1:00 p.m.

Moratorium Request to impose limitations on accessory building square footage in platted residential developments on lot sizes of three acres or less reviewed by Planning Commission: The Lynden Planning Commission discussed this at their 8/21/2023 meeting. Since the property owners of Woods Edge have an alternative avenue to manage accessory structures with a home owners assn, the PC does not recommend the township pursue taking any action in further governing these and that the Board take no action. Reminder: SCES is also reviewing Ordinance #439 in re accessory buildings and is looking for individuals to attend their workshops.

2023 Local Road Improvement Plan (LRIP) Funding: Niemi has attended one workshop and has contacted Hakanson Anderson Engineering to obtain a quote to attach to our application. The application process opens in September, with a deadline for submission in December, 2023.

Sept 7 Trainings: O’Konek made a motion to authorize any Board member, Kantor and Clerk to attend the Sept 7th training put on by SCES and Hwy Dept and to be reimbursed for time, mileage and expenses incurred, seconded by Plaggerman, all in favor, motion passed.

Building permits: 9 permits were reviewed from Building Inspector Nancy Scott for the month of August. There are a total of 90 building permits issued in 2023; 6 new single family houses, 1 billboard and overall 2023 valuation of \$7,061,800 per her report. An email address of building@lyndentownship.net will be a portal for building inquiries to comply with retention.

Driveway Permits and Right of Way Work Permits: ROW Xcel Energy 2084 196th Str E
Planning and Zoning Updates: In addition to those already addressed tonight, Kantor reviewed an accessory building call, an A40 question and restricted a mobile home entry w/o a permit. Each PC member now has a @lyndentownship email.

Correspondence: was reviewed which included:

- MAT LRIP Information (Niemi)
- Stearns Co Training opportunities
- SCES reminder about GIS Land Use Layer functions
- SCEM Training opportunities

Review Bills and Claims for Approval:

- Plaggerman made a motion to approve O’Konek payroll claim, seconded by Niemi, 2 in favor, O’Konek abstained, motion passed.
- Plaggerman made a motion to approve Niemi payroll claim, seconded by O’Konek, Niemi abstained, motion passed.
- O’Konek made a motion to approve Plaggerman payroll claim, seconded by Niemi, 2 in favor, Plaggerman abstained, motion passed.
- Plaggerman made a motion to approve all other bills and claims, utilizing check numbers 8635 through 8653 excluding check 8636 which will be used next month, seconded by O’Konek, all in favor, motion passed.

Meeting Dates 2023:

- Planning Commission – As needed
- Special Meeting – September 12, 6:00 p.m.
 - Preliminary joint meeting to discuss and gauge interest in re an Orderly Annexation Agreement with the City of Clearwater
- Public Hearing Koehler Variance – September 19, 6:00 p.m.
- Fall Road Tour – September 25, 1:00 p.m.
- Monthly Meeting – October 2, 7:00 p.m.

Plaggerman made a motion to adjourn the meeting, seconded by O’Konek, all in favor, motion passed. Meeting adjourned at 9:42 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair