

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
NOVEMBER 6, 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. New business #3 Strike reference to reported usage of camper as there was no report but simply a question. Plaggerman made a motion to approve the amended agenda, seconded by Niemi, all in favor, motion passed.

Meeting Minutes: The October 2 Board meeting minutes and October 24 Review 13th Ave Town Line Road Agreement with City of St Augusta minutes were reviewed for approval. O’Konek 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 \$15,084.66; Disbursements totaled \$116,240.54; Ending Balance \$396,588.06, which includes \$105,271.47 of ARPA Funds. Plaggerman made a motion to accept the October 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 Niemi, all in favor, motion passed.

Road Tour follow up LacQuay Driveway 264 Elderberry Rd PID #19.11054.0006: Attorney Robert Alsop provided an update on the Civil action and will copy us on any filings. Attorney Couri recommends updates to Ordinance #12 to put specific standards in place and provide clarity.

American Rescue Plan Act (ARPA) Projects: Total funds received to date \$226,869.93, with \$105,271.47 remaining.

- O’Konek obtained a final quote from M-R Sign for signs and posts identified in the 2022 and 2023 road tours. O’Konek made a motion to authorize this expenditure from ARPA funds, seconded by Niemi, all in favor, motion passed. Clerk will place the order with expected locates and installation in spring 2024.
- Street Capital Improvement Plan (CIP) pending with Hakanson Anderson Engineering.

Twp Hall Study Group: The first meeting was held Nov 2nd. Niemi provided the committee with an agenda and goals and has also been in contact with a resident to clear brush from the site in the hopes of using the site for Spring Clean Up Days in 2024. He will obtain two quotes prior to the December meeting. No RFP is needed as the project is under the \$25,000 threshold.

2023 Local Road Improvement Plan (LRIP) Funding and Proposed Resolution 2023-06: Niemi continues to work with Jodi Teich to get the application submitted timely. He has obtained a letter of support from Twin Star, a business located in the Industrial Park off of 202nd St. E, and from a State Representative. He reminds residents present these are not guaranteed funds and that the application does not include roads inside the Industrial Park. Hakanson Anderson

Engineering has completed the 200th Str Improvement Project Cost Estimate that includes two versions, one if it completed as a township project and one if it is completed with LRIP funding. This project is expected to move forward in Spring 2025. Niemi requests review of proposed Resolution 2023-06. Plaggerman states the proposed resolution only covers 200th Str but the Cost Estimate seems to cover all the roads within the Industrial Park. Niemi will clarify. Niemi suggests a topographical survey be completed to obtain elevation, slopes and rises, etc. O’Konek questions how long the survey would be valid since the expected work will not begin until Spring 2025. Niemi confirms this is not an immediate need.

Rezoning Application Jason Braun 1120 Co Rd 46 PID #19.10313.0015: The \$350 Application fee has been paid. The Planning Commission completed a site visit on 10/30/2023 and prepared the Recommendation Form for approval for the Board. Braun is present and is requesting the parcel be rezoned from A40 to R10. There is a well and septic already on the property as this was previously housed a commercial business (Ruff’s Pet Resort). R10 zoning would provide a building credit. There is an existing easement that would remain for the property located behind this parcel. O’Konek has reviewed the application and found that this is not a transitional area and the proposed findings are a fair representation of the property. O’Konek made a motion to recommend to Stearns Co to change zoning from A40 to R10, seconded by Niemi, all in favor, motion passed. The Twp recomb form was completed and a copy provided to Braun.

ROW maintenance request Jason Buboltz 14863 Hidden River Dr PID #19.10722.0516: Twp Attorney Couri recommended the cleanup as ditch cleaning is considered regular maintenance of the road. An estimate of \$4500 was received from Schendzielos. Neimi will arrange completion.

Lack of driveway permit Lowest Cost Inc 21963 Fairfax Rd PID #19.10865.0000: Records indicate Lowest Cost Inc purchased the property in 2019. An access point was put in without obtaining a permit and it does not meet the Township Standards in Ordinance #12. Clerk will send a letter requesting compliance with the Ordinance by Dec 1, 2023.

Resolution 2023-05: Plaggerman makes a motion to adopt Resolution 2023-05 Resolution Designating Annual Polling Place, seconded by O’Konek, all in favor, motion passed.

Notice of Presidential Nomination Primary: Tuesday March 5, 2024

Clerk Election Training for Township Elections: Plaggerman made a motion to authorize Clerk and Head Election Judge to attend the December 13th Election training and to be reimbursed for time, mileage and expenses incurred, seconded by O’Konek, all in favor, motion passed.

Designate 2024 monthly meeting dates: 2024 monthly meeting dates: Jan 8, Febr 5, March 4, April 2, May 6, June 3, July 8, Aug 5, Sept 3, Oct 7, Nov 4, Dec 2.

Building permits: 10 permits were reviewed from Building Inspector Nancy Scott for the month of October. There are a total of 117 building permits issued in 2023; 6 new single family houses, 1 billboard and overall 2023 valuation of \$8,162,800.00 per her report.

Driveway Permits and Right of Way Work Permits: 0 driveway, 9 ROW from Midco

Planning and Zoning Updates: In October Kantor issued 1 construction site permit, fielded an accessory structure question, a variance for a setback, and a rezoning inquiry. He recommends no change to our rezoning process as ours is a recommendation and not the deciding authority. He recommends a review of our Comprehensive Map and suggests a meeting with Stearns Co Commissioner Bertram and Stearns Planning Administrator Kron to introduce them to our governing body and processes. A Joint meeting with the Lynden PC and Lynden Board is set for Nov 20, 6:00 p.m. for the comp map review. Plaggerman will request a meeting with Stearns Co folks and notify clerk of date so that it can be posted.

Correspondence: was reviewed which included:

- Stearns County Ntc PH Bartosiewski/Konz Rezoning PID #19.10424.0000
- WHS Commercial Security Brochure
- NSP dba Excel Route Permit Notice Letter - Big Oaks Transmission Line
- Certificates of Liability Insurance from Central MN Dust Control
- Niemi recapped the agenda from the Stearns Co Township Assn Semi-Annual meeting

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 expense claim, seconded by O’Konek, 2 in favor, 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 number 8671 through 8689, seconded by O’Konek, all in favor, motion passed.

Meeting Dates 2023:

- Planning Commission – November 20, 6:00 p.m.
- Monthly Meeting – December 4, 7:00 p.m.

Plaggerman made a motion to adjourn the meeting, seconded by O’Konek, all in favor, motion passed. Meeting adjourned at 9:37 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair