

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
DECEMBER 4, 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. Add 5 Year Road Study prepared by Hakanson Anderson Engineering. Plaggerman made a motion to approve the amended agenda, seconded by Niemi, all in favor, motion passed.

Meeting Minutes: The November 6 Board meeting minutes and November 20 special meeting 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 \$274,109.18; Disbursements totaled \$37,510.23; Ending Balance \$633,187.01, which includes \$105,271.47 of ARPA Funds. Plaggerman questioned the Annandale Fire Fund as he recognizes a claim was paid to Annandale Fire for the 2nd half of the fire contract. Treasurer Schermer inputted the numbers in to CTAS as provided by Stearns Co and will follow up on the distribution allocations. O’Konek made a motion to accept the November 2023 treasurer’s report, noting Schermer will follow up on the Annandale Fire Fund amount and make adjustments as necessary, 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.

Lack of driveway permit Lowest Cost Inc 21963 Fairfax Rd PID #19.10865.0000: The compliance letter to address the access point that was constructed without obtaining a permit and the fact that it does not meet the Township Standards in Ordinance #12 was returned undeliverable. Wright Co records reflect a new name of Lowest Cost Flooring Inc, Jeffery A Mason, with a Maple Grove address. Clerk to again send a letter with a compliance deadline of December 31, 2023.

Driveway Violation LacQuay 264 Elderberry Rd PID #19.11054.0006: Supervisors have observed the third (3rd) driveway has now been completed. Clerk and Kantor confirm no application or fee has been received. Clerk to send an administrative notice instructing LacQuay to remove it no later than January 15, 2024 or the township will remove it at his expense, and if unpaid it will be assessed to taxes.

Ordinance #12 review and updates: Couri is reviewing draft changes. Table to January meeting.

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

- M-R Sign order placed and ARPA funds will be used. Invoice pending. Expected installation remains spring 2024.

- Street Capital Improvement Plan (CIP) received from Hakanson Anderson Engineering. Invoice pending. This plan will be key at the January 2024 budget meeting.
- Niemi will obtain 2 quotes for brush clearing of the recent land purchase. No RFP is needed as the project is under the \$25,000 threshold.

Twp Hall Study Group: Meetings continue with the next one being December 7th.

2023 Local Road Improvement Plan (LRIP) Funding: Niemi intends to submit the application on December 8th after meeting with Teich on December 7th.

Schroeder reduced speed zone inquiry 155th Str: Darlene Schroeder represented Marlin and family on this request for improved signage in 155th Str area. Many drivers ignore the stop sign, drive too fast and seem to be unaware of the farmers and slow-moving vehicles. O'Konek's rough calculations indicate the area does not meet the statutory requirements for a speed zone sign, and the area is not dense enough. Plaggerman informs Schroeders Supervisor Niemi will contact the Stearns Co Deputy assigned to Lynden Township and request more police presence.

Report of Camper Violation Brock Tuntland 15187 Co Rd 44 PID #19.10765.0054: Supervisors observed the recent changes to the property, including garbage and camper. Clerk to send an administrative notice citing the structure does not meet building code, which is a violation of Lynden Township Ordinance #7, Section 7.23.4 and Lynden Township Ordinance #5, adopting the building code. The deadline for compliance is December 31, 2023.

Feedlot review Katherine Lange 21832 Co Rd 44 PID #19.10515.0002: SCES has asked for our review of the Permit Application for an Animal Feedlot or Manure Storage area submitted by Lange asking to be allowed up to 99 animal units. Lynden Township is more restrictive on parcels less than 10 acres but this is over 10 acres. Plaggerman spoke with BettyJo/SCES and informed her of the neighbors' concerns which include animal shelter, manure piles and proximity of home to the feedlot.

Notice of filing for town offices to be elected / Candidate filing notice: Filing period is open from January 2 to January 16, 2024, one supervisor, one clerk. Clerk will publish notice as required.

Building permits: 6 permits were issued by Building Inspector Nancy Scott for the month of November but we not submitted for review due to low volume. There are a total of 123 building permits issued in 2023; 6 new single family houses, 1 billboard and overall 2023 valuation of \$8,162,800.00 per her October report. The November valuation is not available at this time.

Driveway Permits and Right of Way Work Permits: 0 driveway, 6 ROW from Midco

Planning and Zoning Updates: In November Kantor issued 1 construction site permit, fielded zoning questions and a possible CSP on a non-conforming shed on PID #19.10244.0020.

Correspondence: was reviewed which included:

- Stearns County Ntc PH Jason Braun/Ruff's Pet Resort Rezoning PID #19.10313.0015
- Certificates of Liability Insurance from Midco x2

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 and 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 8690 through 8709, seconded by O'Konek, all in favor, motion passed.

Meeting Dates 2023:

- Planning Commission – As needed
- Monthly Meeting – January 8, 7:00 p.m.
- Audit Meeting – January 24, 6:00 p.m.
- Budget Meeting – January 24, 6:30 p.m.

O;Konek 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

Thomas Plaggerman, Chair