

**LYNDEN TOWNSHIP BOARD  
MONTHLY MEETING IN PERSON  
February 6, 2023**

Those present at the Lynden Township Hall were Supervisors Dave Johnson 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. Johnson made a motion to approve the agenda, seconded by Plaggerman, all in favor, motion passed.

Board Meeting Minutes: The January 9, 2023, regular Twp. Board minutes, January 24 Audit meeting, January 24 Budget/Levy Meeting and February 2 Public Hearing Meeting minutes were reviewed for approval. Johnson made a motion to approve these meeting minutes, seconded by Plaggerman, all in favor, motion passed.

Treasurer's report: The report prepared by Treasurer Schermer was reviewed. Receipts totaled \$10,290.88; Disbursements totaled \$42,018.36; Ending Balance \$702,472.87, which includes \$198,553.47 of ARPA Funds. Plaggerman made a motion to accept the January 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 Johnson, all in favor, motion passed.

JK Landscape Jerry Konz PID #19.10748.0130 (PID#10220.0010/19.10748.0128/19.10748.0117): The Public Hearing on Resolution 2023-01 was held on February 6 and resulted in Resolution 2023-02 being approved. Final billing for this easement action is pending from Couri. Short Elliot Hendrickson (SEH) Engineering Firm reviewed the survey and without a proposed site plan, the comments from the original plan in July 2020 haven't changed. The survey that was provided by Konz doesn't address an increase in impervious, but only shows the land as acquired. Clerk Schmidt will ask SEH to verify the calculations on the survey provided by Konz, which shows the parcels combined, and create a snapshot in time so that the property owner and Lynden Twp are in agreement as to the impervious surface calculations. If the findings from SEH reflect the impervious surface is not exceeded, Building Inspector Scott could then move forward with the construction site permits for the poured slab (stop work order issue), for the demolition of the house, and an after the fact building permit for the existing shed.

Specifically unrelated directly to this matter, Johnson made a motion that it shall be the policy of Lynden Township to require an applicant seeking vacation of any public drainage, utility, or road easement to have such easement(s) marked, at the applicant's expense, in accordance with Gopher One State Call (GSOC) requirements for purposes including but not limited to locating public utilities within such easement(s), seconded by Plaggerman, all in favor, motion passed.

Administrative Notice Thelen 295 Elderberry Rd PID #19.11054.0021: The Amended Administrative Notice gave a compliance date of December 28. Niemi received a message from Thelen indicating the stumps are rooted, they did not place them there and agree to removal as is

done with any other rooted tree in the ROW. Johnson made a motion to table the matter until March when Niemi would be present, seconded by Plaggerman, all in favor, motion passed.

Township Engineer and 5 Year Road Plan Written Quote: Hakanson Anderson Engineering Firm submitted a draft contract which is under review by Couri. Tabled to March meeting.

American Rescue Plan Act (ARPA) Projects: Total funds received to date \$226,869.93, with \$198,553.47 remaining.

- Clearwater-Clearlake Food Shelf Donation request is pending further discussion at the March Board meeting unless referred to the Annual meeting for consideration.
- The Purchase of Land for Township Use project expenses will have, upon completion of purchase, all expenses drawn from American Rescue Plan Act (ARPA) funds and the tax supported budget will be replenished accordingly.

Purchase of Land for Township use: Twp Atty. Ruppe provided an update and indicates there is nothing for us to review at this time. Johnson made a motion to authorize a Supervisor to speak with Don or Sharon Moeller to inquire of obtaining a well sample for testing purposes to comply with the final plat, seconded by Plaggerman, all in favor, motion passed.

Notice of Interest Hazard Mitigation Plan: Johnson was previously approved to pursue 2 projects identified in the hazard mitigation plan, specifically that being Twp emergency warning sirens and dry hydrants, and to submit the Notice of Intent forms. Annandale Fire has submitted a letter of support, Clearwater Fire has not yet responded in re the dry hydrant at Long Lake and/or whatever other location deemed appropriate. Johnson spoke with Erin Tufte/Stearns Co Emergency Mgmt director and obtained a map from her with a preliminary number of eight (8) sirens to cover Lynden Twp. as she continues to research funding and other related issues.

Discussion on Twp Cleanup Day: Pricing from West Central Sanitation is confirmed for Cleanup Day so our fee schedule remains the same as in 2022. Clearwater Twp has approved a date of April 29, 2023. Johnson has received the SCORE Grant application but has not yet submitted it. He has also made contact with the Stearns Co Sheriff's Explorer Post for assistance on April 29.

Discussion on Twp Newsletter: Leuthard has all the information and will provide the draft soon. Target date of publication remains February 28, 2023. Clerk Schmidt will pay postage as soon as that billing is received.

Inquiry: Procedure for Township to take over maintenance of Beachwood Rd – Steven Bohlke 521 Beachwood Rd, PID #19.10716.0000: Residents Steven Bohlke and John Hoppe inquired of the process in re how the Township would take over maintenance of Beachwood Rd. The Board reviewed portions of Lynden Township Ordinance #12 and indicated that the road would need to be brought up to Twp specs by the property owners, with a two (2) year waiting period after that and approval by the Twp Engineer before the Twp would consider accepting the road.

Annual Meeting Planning: The Draft Annual meeting agenda was reviewed.

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

Appoint Twp. Election Judges: Johnson makes a motion to appoint election Judges from the approved roster on file, and specifically Jo Magney, Hilary Studenski, Barry Hample and Jenny Schmidt for the March 14, 2023, elections, seconded by Plaggerman, all in favor, motion passed.

Local Board of Equalization and Appeals Meeting: Meeting is set for April 11, 6:00 p.m.

Building permits: Zero permits were reviewed from Building Inspector Nancy Scott. There are a total of 0 building permits issued in 2023; 0 new single family houses and overall 2023 valuation increase of permits of \$0. It was further noted that the 2022 Form C 404, Annual Report of Building or Zoning Permits to the US Census Bureau was completed and filed by Johnson with a copy sent to the Clerk.

Driveway Permits and Right of Way Work Permits: 1 Driveway inquiry, 0 ROW permits.

Correspondence: was reviewed which included:

- Certificate of Insurance from Stearns Co-Op Electric Assn
- Census Boundary and Annexation (BAS) Survey
- SCES Ntc Public Hearing in re Anderson Trucking Rezoning 19.10460.0020
- Inquiry for Land split/subdivision on Fulton Circle 19.10482.0000 / 19.10487.0000 and the elevation requirements for flood mitigation for that parcel.

Review Bills and Claims for Approval

- Plaggerman made a motion to approve Johnson payroll & expense claim, seconded by Johnson, 1 in favor, Johnson abstained, motion passed.
- Johnson made a motion to approve Plaggerman payroll claim, seconded by Plaggerman, 1 in favor, Plaggerman abstained, motion passed.
- Johnson made a motion to approve all other bills and claims, utilizing check numbers 8486 through 8497, inclusive; motion seconded by Plaggerman, all in favor, motion passed.

Meeting Dates 2023:

- Planning Commission – as needed.
- Monthly Meeting – March 6, 7:00 p.m.
- Annual Meeting – March 14, 8:15 p.m.
- Board of Canvass – March 15, 6:00 p.m.
- Reorganizational Meeting – March 15, 6:00 p.m.
- Monthly Meeting – April 3, 7:00 p.m.
- Local Board of Equalization and Appeal – April 11, 6:00 p.m.
- Township Cleanup Day – April 29, 8:00 – 11:00 a.m. Clearwater Twp Hall on MN Hwy 24.

Johnson made a motion to adjourn the meeting, seconded by Plaggerman, all in favor, motion passed. Meeting adjourned at 8:44 p.m.

Respectfully submitted,

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Jenny Schmidt, Clerk

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David L. Johnson, Chair