

LYNDEN TOWNSHIP  
 STEARNS COUNTY  
 MARCH 27, 2023  
 REORGANIZATION MEETING  
 LYNDEN TOWNSHIP COMPENSATION AND FEES

Those present were Supervisors Tom Plaggerman, Dennis Niemi, Scott O’Konek, Treasurer Jean Schermer, Clerk Jenny Schmidt, and Deputy Clerk Kelli Schuh. The meeting was called to order by Supervisor Niemi at 6:10 p.m. and led the Pledge of Allegiance.

The clerk administered the oath of office to Supervisor O’Konek and Treasurer Jean Schermer since the contest period has ended. 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 1<sup>st</sup> Monday of the month) with the exception of:

- September 2023 meeting will be held Tuesday, September 5<sup>th</sup> due to Labor Day
- January 2024 meeting will be held Monday, January 8<sup>th</sup> due to New Years

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

Discussion was held regarding the compensation fee schedule and the addition of a Consultant to the Board fee. The Board felt the clerk starting salary and treasurer starting salary are no longer needed, these will be stricken. Clerk Schmidt will speak with Pat Voigt about continuing the town hall cleaning. Niemi made a motion to approve compensation as modified (strike clerk starting salary and treasurer starting salary) for 2023 effective April 1<sup>st</sup>, 2023, seconded by O’Konek, all in favor, motion passed.

Results of compensation discussion are as follows:

	Fee	Training/Extra Work/Site Visit	Salary
Town Board Chair	\$130/Meeting	\$25/Hour	\$175/Month
Supervisor	\$120/Meeting	\$25/Hour	\$125/Month
Clerk	\$120/Meeting	\$25/Hour	\$10,000/Year
Treasurer	\$120/Meeting	\$25/Hour	\$ 7,200/Year
Deputy Clerk	\$120/Meeting	\$20/Hour	
Deputy Treasurer	\$120/Meeting	\$20/Hour	
Planning Commission Chair	\$ 80/Meeting	\$30/Hour	
Planning Commission Member	\$ 75/Meeting	\$25/Hour	
Planning Commission Admin.	\$120/Meeting	\$40/Hour	\$125/Month
Moderator Fee	\$ 60/Meeting		
Consultant to the Board		\$25/Hour	

Head Election Judge		\$20/Hour	
Election Judge		\$15/Hour	
Maintenance Person		\$35/Hour	
Lawn Mowing Service	\$45/Mow		
Cleaning Person		\$20/Hour	
Hall Rental: Key, Contract & Cleaning	\$20/Rental		
Mileage Reimbursement @ Current IRS rate			

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, PERA reports, and the workman's comp audit.
- 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 Board Chair and the primary contact for animal control, liaison for the township's Building Inspector, liaison for Clearwater Fire Dept., and general ordinance and zoning questions.
- 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 O'Konek is the primary contact for road signage issues, weed inspection, Right of Way Permits, and Gopher State One Call locates.
- Gary Schmidt is in charge of designated maintenance, light brushing and installation of township road signs.

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

### FEES

#### 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	\$350 Administrative Splits \$350 Rezoning Requests \$350 Plat Review
Splitting of Land (Major Plat):	\$2,000
Platting Subject to Escrow Deposit	(See Lynden Township Subdivision Ordinance #8)
Attorney/Engineer	Hourly Rate at Project Cost
911 signs - New	\$120 Collected with Building Permit
Replacement 911 Sign	\$60 (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
<b>ANIMAL OWNER</b>	
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	\$200 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)

Plaggerman made a motion to accept the fee schedule for 2023, effective April 1st, 2023, seconded by O’Konek, all in favor, motion passed.

O’Konek made a motion to adjourn the meeting, seconded by Niemi, all in favor, motion passed. Meeting adjourned at 8:37 p.m.

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Kelli Schuh, Deputy Clerk

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Tom Plaggerman, Chair