

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
JANUARY 8, 2024**

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. Plaggerman made a motion to approve the amended agenda, seconded by O’Konek, all in favor, motion passed.

Meeting Minutes: The December 4 Board 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 \$5,238.69; Disbursements totaled \$93,368.96; Ending Balance \$545,056.74, which includes \$105,271.47 of ARPA Funds. Plaggerman made a motion to accept the December 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. 2024 mileage rate is \$0.67

Lack of driveway permit Lowest Cost Inc 21963 Fairfax Rd PID #19.10865.0000: Jeff Mason contacted both James Kantor, Planning Administrator and Dennis Niemi, Supervisor. Niemi met with Mason today and described what application is needed (no fee) and where the culvert should be placed in order to comply with the Ordinance. Niemi allowed Mason to complete the work in the spring.

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. The Clerk attempted certified mail and returned receipt for the administrative notice instructing LacQuay to remove the 3rd driveway no later than January 15, 2024 but USPS was unsuccessful after attempts. Clerk will now just mail the original administrative notice with a new deadline of February 15, 2024.

Report of Camper Violation Brock Tuntland 15187 Co Rd 44 PID #19.10765.0054: An administrative notice was sent 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 was December 31, 2023. Tuntland contacted Niemi and indicated no one is living in the camper, there is no water or electric and admits friends did help him clean up the brush and stayed occasionally. Clerk received 3 emails on Dec 27, Jan 1 and Jan 3 relaying basically those same things. Clerk will email back thanking him for his compliance as the intent of the notice was to ensure no one was living in the camper. Storage is fine.

Ordinance #12 review and updates: The Board reviewed the draft changes from Couri and the Planning Commission. Summary of draft changes include removing the 2 acres requirement, allowing a 3rd driveway on industrial/commercial parcels and allowing a 2nd driveway in an R1 zone if they meet all the other requirements. Couri indicates that a driveway permit is not a planning and zoning item and hence should not have a variance process. If an application is denied the applicant could appeal it to the Lynden Board. Clerk will draft resolution 2024-01 Resolution for summary publication.

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

- M-R Sign Invoice paid from ARPA funds. \$5,120.64.
- Street Capital Improvement Plan (CIP) received from Hakanson Anderson Engineering. Invoice paid from ARPA funds. \$9,460.00.
- Niemi obtained 1 quote for brush clearing of the recent land purchase from Schendzielos. 2nd quote pending. No RFP is needed as the project is under the \$25,000 threshold.

Twp Hall Study Group: Niemi has been meeting with members of the group to gather a proposed land use concept for the March annual meeting. Proposed uses included a new town hall, salt shed, maintenance building, and/or a community center but the group has not come together on a recommendation. Niemi has gathered information on employee costs if we performed our own road maintenance. Plaggerman suggests if the group does not feel a new town hall or community center is in the best interests of the residents, that they return ideas or a recommendation for the land use. Clerk will send an email to the group setting 3 meetings: Jan 18, Febr 1 and Febr 15 in the hopes of getting a recommendation put together to present at the annual meeting.

Planning Discussion on Twp Newsletter: Leuthard submitted her estimate which the Board accepted. Content was assigned with a tentative deadline to Leuthard of January 31. Target date of publication is February 27, which is two weeks before the annual meeting.

Tri County Humane Society Contract: Plaggerman made a motion to approve the contract as submitted and to authorize the Clerk to sign, seconded by O’Konek, all in favor, motion passed.

Audit Planning, Budget and Levy Planning: Meetings are set for January 24. Clerk and Treasurer to prepare documents for audit. Treasurer will prepare a preliminary budget and levy for review.

Annual Meeting Planning: The Draft Annual Meeting agenda was reviewed and content assigned.

Twp Cleanup Day Planning: Plaggerman is obtaining pricing from West Central Sanitation and will get a comparison from a few others. He will contact Clearwater Twp for a preliminarily date and will reach out to the Stearns Co Explorers Unit to see if they are again interested in volunteering.

Building permits: 8 permits were issued by Building Inspector Nancy Scott for the months of November and December. There are a total of 125 building permits issued in 2023; 7 new single family houses, 1 billboard and overall 2023 valuation of \$8,770,800.00 per her December report.

Driveway Permits and Right of Way Work Permits: 1 driveway: 287 Woods Edge Rd, PID #19.11032.0000, 0 ROW issued, \$2,400.00 returned to Midco for overpayment of 2023 permits.

Planning and Zoning Updates: In December Kantor issued 1 construction site permit for PID #19.10244.0020, fielded 7 setback questions, 1 question from Storms on a Certificate of Compliance, and is working with Scott and Couri on quarterly inspections after a house fire.

Correspondence: was reviewed which included:

- SCES Ntc PH Ordinance 667 related to accessory structures
- SCES Ntc Rezoning Approval Jerry Konz/Ron Bartsiewski PID #19.10424.0002
- December 16, 2023 Town Officers Association Memo in re Annual meeting
- Memo Stearns County Parks Plan

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 8710 through 8732, seconded by O’Konek, all in favor, motion passed.

Meeting Dates 2023:

- Planning Commission – As needed
- Audit Meeting – January 24, 6:00 p.m.
- Budget Meeting – January 24, 6:30 p.m.
- Monthly Meeting – February 5, 7:00 p.m.

O;Konek made a motion to adjourn the meeting, seconded by Plaggerman, all in favor, motion passed. Meeting adjourned at 9:41 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair