

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
February 5, 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 absent. 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 subdivision inquiry and proposal to install cabinets. Plaggerman made a motion to approve the amended agenda, seconded by O’Konek, all in favor, motion passed.

Meeting Minutes: The January 8 Board meeting minutes, January 24 Audit, and January Budget/Levy minutes were reviewed for approval. Plaggerman made a motion to approve the meeting minutes, seconded by O’Konek, all in favor, motion passed.

Treasurer’s report: The report prepared by Treasurer Schermer was reviewed. Receipts totaled \$14,073.16; Disbursements totaled \$56,038.93; Ending Balance \$503,090.97, which includes \$90,690.83 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 Niemi, all in favor, motion passed.

Driveway Violation LacQuay 264 Elderberry Rd PID #19.11054.0006: An administrative notice was mailed that included the corrective actions that must be taken, with a deadline of February 15, 2024. LacQuay appeared stating he has no additional documents to give us over and above what has already been provided. He states he did build one driveway, and the other is a U shaped driveway that has always been there, and is needed to accommodate his 64 foot rig, but the U shaped driveway should be considered one driveway, not two. GSI photos, google earth photos and personal photos show the path of the previous owner. A contractor will confirm there was previous Class 5. The public street is narrow and the neighbor is allowing him to use his driveway so that he can get his rig parked. He called previous Supervisor Johnson asking about the steep ditch but was never provided the rules for correction. He asks the Board to consider his submission that the U shaped driveway is one driveway, not two, and will have his attorney apply for a writ of stay. Plaggerman indicates the 3rd driveway needs to be removed and corrective action taken by the deadline by the Febr 15 deadline or the township will begin its corrective actions as stated in the citation.

Resolution 2024-01 Summary Ordinance #12 publications: Plaggerman made a motion to approve the updates to Ordinance #12 and the language in the Summary Notice for publication, seconded by Niemi, all in favor, motion passed. Plaggerman made a motion to adopt Resolution 2024-01 for Summary Publication, seconded by O’Konek, all in favor, motion passed.

Newsletter Finalization: Leuthard has most of the articles and updates. Plaggerman will submit in re proposed budget and levy in the hopes of gaining more attendance at the annual meeting. Niemi made a motion to authorize the Clerk to issue a check outside of a regularly scheduled

meeting to cover postage, seconded by O’Konek, all in favor, motion passed. Target date of publication remains February 27, which is two weeks before the annual meeting.

Annual Meeting Finalization: The Annual Meeting agenda is complete. Notice of Annual Meeting and Election of Officers. The Board set a third (3rd) Alternate date of March 26. Clerk will publish notice as required.

Budget and Levy Finalization: Treasurer Schermer prepared a preliminary budget and levy for the main part of the budget, based on a 6 month reserve. This does not include any large road projects recommended in the Road Study. She projected a 4% increase in Clearwater Fire budget and discounted the one-time items of the land purchase and food shelf donation. Her proposed levy is \$677,435.00 which is a \$12,000 increase from 2024. Plaggerman reviewed the 5 year Road Study from Vistad indicates a need of 1.6 million, which would break down to \$325,000 in levy increase per year. If, at the same time, we grow the fund by adding \$65,000 to a tarring fund each year, at the end of 5 years we would have \$330,000 in the fund which would make it easier to proceed on future road projects. The effect of a \$390,000 levy increase would be approximately \$1.01 per \$1,000 in property valuation. Business’s may see an increase of \$1.88 per \$1,000. 200th Str needs to be rebuilt. This road was identified back in 2020 and been put on hold pending grant applications and levy money being apportioned elsewhere. MAT does not recommend bonding for road maintenance/repair. O’Konek is in favor of Plaggerman’s proposal. We are performing damage control now and planning for the future projects.

American Rescue Plan Act (ARPA) Projects: Total funds received to date \$226,869.93, with \$90,690.83 remaining.

- Town Hall Cabinets to serve as storage and voting booths

Twp Hall Study Group: Niemi’s most recent meeting with members of the group included discussions for a salt shed, maintenance shop, cold storage building and a well. They researched the cost to hire an employee for road maintenance, which is approx. \$35-\$40/hour, but also understand we then would need to provide insurance coverage and supervision. Equipment needed would include a grader, loader, plow, and a salt shed. A well with a 6 inch well pipe could benefit nearby property owners with their insurance rates. Niemi and Hample will draft a recommendation to bring to the annual meeting. Clerk will send an email to the group cancelling the Febr 15 meeting.

Twp Cleanup Day Planning: Plaggerman obtained pricing from West Central Sanitation as well as Republic Services. After discussion, Plaggerman will secure the quote with Republic and secure the date of May 4th with Clearwater Township. Pricing will remain the same as in 2023. Stearns Co Explorers Unit will let us know if they are able to assist no later than April 1.

Stearns County Deputy Tyler Thunstedt: 63 service calls in Dec/Jan. Most traffic, some false alarms. No consistent issues that show a pattern emerging. They will continue additional patrol near Co Rd 44 and 150th Str. Thank you for your service Deputy Thunstedt.

Xcel Minnesota Energy Connection Project: Project proposes two (2) lines, both of which travel thru Lynden Township. Blue Route is N of 222nd Str and S of Anderson Trucking. Purple Route is S

of Co Rd 145. Poles will be 1000 feet apart and 100 feet high. Public input and opinion on environmental impact are encouraged. See public packet for contact information.

Resolution 2024-02 Appointing Election Judges: Plaggerman made a motion to adopt Resolution 2024-02, seconded by O’Konek, all in favor, motion passed.

Resolution 2024-03 Appointing Absentee Ballot Board: Plaggerman made a motion to adopt Resolution 2024-03, seconded by Niemi, all in favor, motion passed.

Certificate of Compliance Inquiry Marvin Dockendorf 17639 Co Rd 145 PID #19.10341.0010: Dockendorf indicates the original parcel was 80 acres, his 10 acre parcel was split off several years ago and is now interested in purchasing an additional adjoining 15 acres. He was provided James Kantor contact information for next steps.

Proposal for new cabinets at the town hall for storage and voting booth use: Head Election Judge Barry Hample requests new cabinets be installed on the N wall of the building. Four (4) 36 inch cabinets and two (2) 24 in cabinets, with an estimated cost of \$1500. They would be used as storage during the year and voting booths during elections. Currently we have 4 permanent booths and 6 temporaries. The new booths would allow for more privacy during voting and could be transferred to any new Town Hall. O’Konek suggests we enter this as a standing item under unfinished business and possible ARPA Funds to allow rebates to go in to affect.

Building permits: Permit report was not received this month from Building Inspector Nancy Scott.

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

Planning and Zoning Updates: Kantor provided information prior to this meeting. He had one contact in re building a house and shed. They also inquired about the accessory building rules that Stearns County was proposing.

Correspondence: was reviewed which included:

- MAT Township Day at the Capital April 8-9
- District 13 State and Federal Funding Event February 7, 2024
- SCES Ordinance #667 Accessory Buildings Effective March 1
- Xcel Energy Connection Project Memo and Request for Comment Contacts
- 2014 Interim Use Permit Ergen Annual medical statement – PID #19.10898.0000

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 8733 through 8745, seconded by Niemi, all in favor, motion passed.

Meeting Dates 2023:

- Planning Commission – As needed
- Monthly Meeting – Monday, March 4, 7:00 p.m.
- Presidential Primary Nominations – Tuesday, March 5
- Annual meeting – Tuesday, March 12, 8:15 p.m.
- Board of Canvass – March 13, 6:00 p.m.
- Reorganizational Meeting – March 20, 6:00 p.m.
- Monthly Meeting – Tuesday, April 2, 7:00 p.m.
- Local Board of Equalization and Appeal – April 9, 6:00 p.m.

O’Konek made a motion to adjourn the meeting, seconded by Plaggerman, all in favor, motion passed. Meeting adjourned at 9:16 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair