

**LYNDEN TOWNSHIP BOARD  
MONTHLY MEETING IN PERSON  
APRIL 2, 2024**

Those present at the Lynden Township Hall were Supervisors Tom Plaggerman, Scott O’Konek and Jamie Schultz-Ludenia, Clerk Jenny Schmidt, Deputy Clerk Kelli Schuh, 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. A animal complaint was added. Plaggerman made a motion to approve the agenda, seconded by Schultz-Ludenia, all in favor, motion passed.

Board Meeting Minutes: The March 4 Board minutes, March 13 Board of Canvass minutes, and March 20 Reorganizational Meeting minutes were reviewed for approval. Plaggerman noticed a typo in the March 4 Board minutes that the Clerk will fix. Plaggerman made a motion to approve the meeting minutes with one amendment to the March 4 Board minutes, seconded by O’Konek, all in favor, motion passed.

Treasurer’s report: The report prepared by Treasurer Schermer was reviewed. Receipts totaled \$2,306.55; Disbursements totaled \$11,249.70; Ending Balance \$511,957.52, which includes \$90,690.83 of ARPA Funds. O’Konek made a motion to accept the March 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 Plaggerman, all in favor, motion passed. Schermer confirmed that the 2023 Treasurer’s report had been submitted by the March 31<sup>st</sup> due date.

Resolution Accepting Petition and setting a Public Hearing Date on a portion of a Drainage and Utility Easement Vacation Petition (Lynden Industrial Park: Flex Seal USA 20012 21<sup>st</sup> Ave E PID #19.10748.0015): Plaggerman made a motion to adopt Resolution 2024-04 accepting the petition and setting a public hearing date. The public hearing is set for May 20th at 6:00 p.m. Seconded by O’Konek, all in favor, motion passed.

Certificate of Compliance Marvin Dockendorf 17639 Co Rd 145 PID #19.10341.0010: The \$350 fee was received and the Planning Commission will review the application at their meeting on April 15th.

Ordinance #12 Review: Planning Administrator Kantor walked the Board through proposed changes to Lynden Township Ordinance #12 – Road and Right-of-Way Specifications. Plaggerman will forward the changes to Township Attorney Mike Couri for review.

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

- Clearwater Public Library 2024 Annual Support: \$2,000
- Cabinets for the Townhall for storage and voting booth use: \$1,600

Plaggerman made a motion to authorize Dennis Niemi to purchase cabinets for the townhall from Menards, not to exceed \$1,600, and submit for reimbursement. Seconded by O’Konek, all in favor, motion passed.

Spring Cleanup: Township Clean Up Day will be held Saturday, May 4th from 8AM to 11AM at the Clearwater Township Hall and maintenance facility south of Clearwater on Hwy 24. Stearns County Explorers have volunteered to help with the event. Plaggerman made a motion to authorize Jenny Schmidt to purchase beverages and snacks for the cleanup, not to exceed \$40, and to submit for reimbursement. Seconded by Schultz-Ludenia, all in favor, motion passed.

Supervisor Transition: Supervisor duties and training were discussed.

Schendzielos Summer Road Services Agreement: Summer rates for 2024 were reviewed. Plaggerman made a motion to approve Exhibit A and Exhibit B rates, specification standards and performance deadlines, and to authorize the Chair and the Clerk to sign a copy of the contract, which has been signed by Schendzielos, outside of the monthly meeting. Seconded by O’Konek, all in favor, motion passed.

Comprehensive Plan Review and Update: The Board discussed updating the Comprehensive Plan and map which has not been updated since 2009. The Planning Commission will discuss and bring ideas back to the next monthly meeting.

Grant Writer Discussion: Tabled to May meeting.

2023 Annual Bridge Inspection: The board reviewed the 2023 Annual Bridge Inspection report provided by Stearns County. One bridge was inspected in 2023 and no deficiencies were found.

Lynden Doc Server Training: Kantor recommends the Board attend IT and doc server training. The training has been scheduled for May 20th at 6:30 p.m.

Animal Complaint 205 222nd St E: A resident contacted the Board with a concern about dogs running loose in the area of 222nd St E. A letter will be sent to the property owner reminding them of Lynden Township Animal Control Ordinance #00-12 which prohibits dogs from running at large.

Weed Inspector Training: Plaggerman made a motion to authorize O’Konek to attend Weed Inspector Training and submit reimbursement for time and mileage. Seconded by Schultz-Ludenia, all in favor, motion passed.

Stearns County Semi-Annual Meeting: Plaggerman made a motion to authorize supervisors Plaggerman and Schultz-Ludenia to attend the Stearns County semi-annual meeting and submit reimbursement for time and mileage. Seconded by O’Konek, all in favor, motion passed.

Building permits: 4 permits were issued by Building Inspector Nancy Scott for the month of March. There are a total of 6 building permits issued in 2024 and 0 new single-family houses, with an overall 2024 valuation of \$15,000 per her report.

Driveway Permits and Right of Way Work Permits: 0 ROW, 1 Driveway, 2 Driveway Pending

Planning and Zoning Updates: Planning Administrator gave his report for March which included many CSP inquiries, concerns about a dog kennel, questions about house purchases, and rezoning.

Correspondence: was reviewed which included:

- Stearns County Solid Waste Violation for a property located at 3054 Fulton Circle
- Stearns County Public Hearing for Ordinance Number 670 – April 30 9:00 a.m.
- Brochure from the Stearn County Emergency Management Department
- Stearns County Land Services re: Lynden 2024 Road Maintenance and Projects
- Town Officers Association of Stearns County semi-annual meeting April 18 7:00 p.m.
- Letter from township resident Rhoda Senkler concerning Hwy 24 and I94

Review Bills and Claims for Approval:

- O’Konek made a motion to approve Plaggerman payroll claim, seconded by Schultz-Ludenia, 2 in favor, Plaggerman abstained, motion passed.
- Plaggerman made a motion to approve O’Konek payroll claim, seconded by Schultz-Ludenia, 2 in favor, O’Konek abstained, motion passed.
- Plaggerman made a motion to approve former supervisor Niemi payroll claim, seconded by Schultz-Ludenia, all in favor, motion passed.
- Plaggerman made a motion to approve all other bills and claims, utilizing check numbers 8767 through 8795, seconded by O’Konek, all in favor, motion passed.

Meeting Dates 2023:

- Local Board of Equalization and Appeal – April 9, 6:00 p.m.
- Planning Commission – April 15, 6:00 p.m.
- MAT Short Course St. Cloud – April 22
- Spring Road Tour – May 1, 1:00 p.m.
- Monthly Meeting – May 6, 7:00 p.m.
- Flex Seal USA Public Hearing – May 20, 6:00 p.m.
- Doc Server Training – May 20, 6:30 p.m.

O’Konek made a motion to adjourn the meeting, seconded by Schultz-Ludenia, all in favor, motion passed. Meeting adjourned at 9:24 p.m.

Respectfully submitted,

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Kelli Schuh, Deputy Clerk

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Thomas Plaggerman, Chair