

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
MAY 6, 2024**

Those present at the Lynden Township Hall were Supervisors Tom Plaggerman, Scott O’Konek and Jamie Schultz-Ludenia, 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 changes to the agenda from the Board or public. A complaint about garbage in a yard, a possible RV violation, and the rental of a skidsteer for sign repair were added to the agenda. A platting inquiry and a subdivision were removed from the agenda. Plaggerman made a motion to approve the agenda, seconded by O’Konek, all in favor, motion passed.

Board Meeting Minutes: The April 2 Board minutes, April 9 LBEA minutes, and May 1 Spring Road Tour 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 \$2,900.14; Disbursements totaled \$46,770.51; Ending Balance \$469,267.08, which includes \$88,690.83 of ARPA Funds. Plaggerman made a motion to accept the April 2024 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 Schultz-Ludenia, all in favor, motion passed.

Petition to Vacate a Portion of a Drainage and Utility Easement (Lynden Industrial Park: Flex Seal USA 20012 21st Ave E PID #19.10748.0015): The public hearing is set for May 20th at 6:00 p.m.

Certificate of Compliance Marvin Dockendorf 17639 Co Rd 145 PID #19.10341.0010: It is noted an application was received and the \$350 fee has been paid. The Planning Commission performed a site visit on April 15, 2024, and met that same day to review the application. At that meeting, the planning commission unanimously recommended approval of the administrative subdivision and to issue a Certificate of Compliance. Plaggerman made a motion to authorize the chair and clerk to sign the Certificate of Compliance, seconded by O’Konek, all in favor, motion passed. The clerk issued the certificate of compliance and kept a copy. The original was given to Dockendorf to file with the County.

LRIP Grant for 200th Street E, from CR 145 to 21st Ave E: The township was awarded a grant in the amount of \$676,240 for repairs to 200th Street E. The township is responsible for the cost of engineering which is estimated to be \$186,000.

Ordinance #12 Review: Lynden Township Ordinance #12 – Road and Right-of-Way Specifications was updated to add Section 201: New access spacing standards for all new driveways. Plaggerman made a motion to adopt the amendments as presented by Planning Administrator Kantor, seconded by Schultz-Ludenia, all in favor, motion passed. Plaggerman next made a motion to approve resolution 2024-05 Public Notice Ordinance #12 Summary Publication and

authorize the chair and clerk to sign, seconded by Schultz-Ludenia, all in favor, motion passed. Lastly, Plaggerman made a motion to approve the public notice for adoption of Ordinance # 12 Road and Right of Way Specifications, seconded by O’Konek, all in favor, motion passed.

American Rescue Plan Act (ARPA) Projects: Total funds received to date \$226,869.93, with \$88,690.53 remaining.

- Cabinets for the Townhall for storage and voting booth use: \$2,441.97
- Laptop replacement: \$700

The estimate for cabinets for the town hall came in higher than expected. O’Konek made a motion to authorize Dennis Niemi to purchase cabinets for the townhall from Menards, in the amount of \$2,441.97, and submit for reimbursement, seconded by Schultz-Ludenia, all in favor, motion passed. The township will receive an 11% rebate which will be used for maintenance at the town hall.

Plaggerman made a motion to authorize James Kantor to purchase a laptop and Microsoft Office package for township use not to exceed \$700, and submit for reimbursement, seconded by O’Konek, all in favor, motion passed.

Comprehensive Plan Review and Update: The Planning Commission is actively reviewing and will bring recommendations back to the next monthly meeting.

Grant Writer Discussion: The board will bring a grant writer on as needed. This position will be considered a consultant to the board and will be paid the hourly rate set by the Lynden Township compensation fee schedule. O’Konek will research to see if there are any grants that the township may be eligible to apply for.

Wright County Bridge Inspection and Inquiry from Clearwater Township: The board discussed an inquiry from Clearwater Township regarding the bridge that crosses the Clearwater River at 161st St E.

Spring Cleanup Recap: There was a total of 89 residents that utilized the township cleanup day. Thank you to the Stearns County Explorers for their help with this event!

Inquiry – Variance Ashley Phu 21019 Franklin Rd PID #19.10842.0000: Resident Ashley Phu had questions about the process to request a variance to Lynden Township Ordinance #7 – Land Use and Zoning, section 6.7.6 Animal Unity Density Requirements.

Lynden Township Minnesota Association of Townships Insurance and Bond Trust (MATIT) CLC Review: It is the goal of MATIT to have each property meeting the \$35,000 value threshold appraised on a five-year cycle. The board has a recent appraisal of the township hall that the clerk will submit to MATIT.

Skidsteer Rental for Sign Repair: O’Konek made a motion to approve a skidsteer rental to be used for sign repair, not to exceed \$800, seconded by Schultz-Ludenia all in favor, motion passed.

Complaint 295 Elderberry Rd PID #19.11054.0021: A resident contacted the Board with concerns about garbage in the yard and a car parked in the ROW. The clerk will mail a letter reminding the property owner of Lynden Township Public Nuisance Ordinance #05-01, section 2, item D and Lynden Township Ordinance #12 – Road and Right-of-Way Specifications, Section 607 (J).

Possible RV Violation 173 Elderberry Rd PID #19.11054.0024: The clerk will mail the property owner a letter reminding them of Stearns County Ordinance #439 – Zoning Ordinance, section 7.22.

Car Parked in ROW 21132 Foxtail Court PID #19.10824.0000: The clerk will mail the property owner a letter reminding them of Lynden Township Ordinance #12 – Road and Right-of-Way Specifications, Section 607 (J).

Township Legal Seminar: Plaggerman made a motion to authorize board supervisors Plaggerman, O’Konek, and Schultz-Ludenia to attend the Township Legal Seminar on June 13 and submit their time and mileage for reimbursement, seconded by Schultz-Ludenia, all in favor, motion passes.

Building permits: 1 permit was issued by Building Inspector Nancy Scott for the month of April. There are a total of 7 building permits issued in 2024 and 0 new single-family houses, with an overall 2024 valuation of \$16,000 per her report.

Driveway Permits and Right of Way Work Permits: 8 ROW, 3 Driveway

Planning and Zoning Update: Planning Administrator Kantor gave his report. For the month of April there were two construction site permits issued.

IT Update: The board discussed updating one laptop a year, starting in 2024. The township currently has six laptops.

Correspondence: was reviewed which included:

- Stearns County Solid Waste Management Notification of Site Approval Request to Land Apply Biosolids at the following properties:
 - 74.23 A SW 4NE4, NE4NW4 LESS 2.55A IN SW4NE4, Section 05 Township 122 Range 027
 - 35.00 A SE4SW4 LESS E466.69’ OF N466.69’, Section 123 Range 027 (B-57)
- Xcel Energy Public Hearings Re: Application for Authority to Increase Natural Gas Rates
- Otter Tail Power Company Update on the Big Stone South to Alexandria Transmission Line

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 & expense claims, seconded by Schultz-Ludenia, 2 in favor, O’Konek abstained, motion passed.
- Plaggerman made a motion to approve all other bills and claims, utilizing check numbers 8796 through 8813, seconded by Schultz-Ludenia, all in favor, motion passed.

Meeting Dates 2024:

- Flex Seal USA Public Hearing – May 20, 6:00 p.m.
- Doc Server Training – May 20, 6:30 p.m.
- Planning Commission – May 22, 6:00 p.m.
- Monthly Meeting – June 3, 7:00 p.m.

Schultz-Ludenia made a motion to adjourn the meeting, seconded by O’Konek, all in favor, motion passed. Meeting adjourned at 9:04 p.m.

Respectfully submitted,

Kelli Schuh, Deputy Clerk

Thomas Plaggerman, Chair