

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

Those present at the Lynden Township Hall were Supervisors Tom Plaggerman, Scott O’Konek and Jamie Schultz-Ludenia, 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 changes to the agenda from the Board or public. Plaggerman made a motion to approve the agenda, seconded by Schultz-Ludenia, all in favor, motion passed.

Board Meeting Minutes: The June 3, 2024 Board 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 \$261,037.65; Disbursements totaled \$120,722.76; Ending Balance \$590,067.93, which includes \$85,636.83 of ARPA Funds. Check numbers 8844, 8845, 8846 were voided this month due to a printer error. Discussion held in re website financial report contents. Plaggerman made a motion to include gross payroll in the reports being uploaded to the township website, seconded by Schultz-Ludenia, motion called for a vote, one in favor, two opposed, motion failed. Plaggerman made a motion to accept the June, 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 O’Konek, 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 was called to order on May 20th and continued to July 8 to allow Applicant time to obtain plans from his engineer. On June 26 the applicant withdrew his petition.

LRIP Grant for 200<sup>th</sup> Street E, from CR 145 to 21<sup>st</sup> Ave E: The township was awarded a grant in the amount of \$676,240 for repairs to 200<sup>th</sup> Street E. Schultz-Ludenia requested 5 bids for engineering services. 1 declined, 1 not in the business, 1 out of range. The remaining 2 were approximately \$10,000 apart. These 2 bids are “not to exceed”, they factored in wetlands issues, and they do not include a final construction management plan, which is estimated at \$40,000 to \$45,000. There is no requirement to accept the lowest bid since this is under the \$175,000 threshold. Schultz-Ludenia makes a motion to use Moore Engineering for this project, not to exceed \$96,427, and to use ARPA Funds for this expense, seconded by O’Konek, all in favor, motion passed. We may want to consider another engineering firm to complete the final construction management plan. Stearns County Engineer Jodi Teich is our sponsor on this project and is overseeing it.

American Rescue Plan Act (ARPA) Projects: Total funds received to date \$226,869.93, with \$85,636.83 remaining.

- All remaining funds (85,636.83) are allocated to the LRIP 200<sup>th</sup> Str Grant Engineering.

Comprehensive Plan Review and Update: The Planning Commission is actively reviewing and will bring recommendations to Court for review before presenting to the Board. A cursory review and corrective rezoning may be conducted at this same time.

Major Preliminary Plat Application Jeff and Lori Johnson, JCUBED Addition, Lot 1, Block 1, and OutLot A of Nicole Kristeen Addition PID #19.10820.0000 19.10820.0001 19564 Co Rd 145: It is noted an application was received and a \$1500 escrow payment has been received. The Planning Commission performed a site visit on June 17, 2024, and met that same day to review the application. At that meeting, the planning commission unanimously recommended approval of the preliminary plat application and recommends individual driveways/approaches. Applicant wishes to combine the two (2) parcels and separate the whole piece in the three (3) lots. A public informational meeting is set for August 6, 2024 at 6:00 p.m. Clerk will post notice.

Major Final Plat Application Jeff and Lori Johnson, JCUBED Addition of Nicole Kristeen Addition Lot 1, Block 1, and OutLot A PID #19.10820.0000 19.10820.0001 19564 Co Rd 145: Final plat review will occur after the preliminary plat process is complete.

Resolution 2024-06 Petition to Vacate Drainage and Utility Easement Jeff and Lori Johnson, Lot 1, Block 1, and OutLot A of Nicole Kristeen Addition PID #19.10820.0000 19.10820.0001 19564 Co Rd 145: It is noted an application was received and a \$1250 escrow payment has been received. The Planning Commission performed a site visit on June 17, 2024, and met that same day to review the petition. At that meeting, the planning commission unanimously recommended approval of the petition to vacate. Plaggerman makes a motion to approve Resolution 2024-06, which accepts the petition and sets a public hearing for August 6, 2024 at 6:30 p.m.

Grass/Vegetation Complaint 3054 Fulton Cir Sjoberg PID 19.10774.0000 19.10775.0000 (SCES has Solid Waste Violation): Last month Lynden Twp referred the solid waste violation to SCES for review and have since issued a notice. O’Konek viewed the property for noxious weeds and found no violation.

Kendra Mcintosh 18483 Dover Road PID 19.10760.0000 - road slope and water drainage complaint: Mcintosh reports water drainage issues at 18483 Dover Rd and is willing to partner on a fix. Plaggerman viewed the site on June 11 and it does appear the gravel washed off the road and in to what used to be the ditch. Schultz-Ludenia also viewed the site with Schendzielos. There is a culvert near and the road is sloped to divert the water there. Over time, we will exaggerate the superelevation to help the flow.

Resolution 2024-07 Authorizing Contract with Interested Officer (Conflict of Interest): Supervisors perform various tasks as the town does not have adequate staff. Plaggerman made a motion to adopt Resolution 2024-07, seconded by O’Konek, all in favor, motion passed.

Resolution 2024-08 Appointing Judges for the August Primary and November General Election: Plaggerman made a motion to adopt Resolution 2024-08, seconded by Schultz-Ludenia, all in favor, motion passed.

Building permits: 5 permits were issued by Building Inspector Nancy Scott for the month of June. There are a total of 15 building permits issued in 2024 and 1 new single-family houses, with an overall 2024 valuation of \$1,220,000.00 per her report.

Driveway Permits and Right of Way Work Permits: 1 ROW with Frontier, 1 Driveway

Planning and Zoning Update: 3 CSPs were issued in June/July by Kantor. Discussion held on how to handle P&Z complaints.

Correspondence: was reviewed which included:

- City of Clearwater Resolution 2024-31 Accepting Donation for Library
- Stearns Co Hwy Noxious Weed Control (O’Konek)
- MN State Demographer 2023 Population and Household Estimates
- SCES Newsletter Cannabis Ordinance 654 and Ordinance 675
- Stearns Electric ROW maintenance

Review Bills and Claims for Approval:

- Plaggerman made a motion to approve bills and claims, utilizing check numbers 8839 through 8863, excluding voided checks 8844, 8845, 8846, seconded by Schultz-Ludenia, all in favor, motion passed.

Meeting Dates 2024:

- Planning Commission – As needed
- Monthly Meeting – August 5, 7:00 p.m.
- Informational Public Hearing Major Preliminary Plat Application Jeff and Lori Johnson, JCUBED Addition, Lot 1, Block 1, and OutLot A of Nicole Kristeen Addition – August 6, 6:00 p.m.
- Public Hearing Resolution 2024-06 Petition to Vacate Drainage and Utility Easement Jeff and Lori Johnson, Lot 1, Block 1, and OutLot A of Nicole Kristeen Addition – August 6, 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 9:02 p.m.

Respectfully submitted,

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Jenny Schmidt, Clerk

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Thomas Plaggerman, Chair