

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
AUGUST 5, 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. Add Request for Zoning Verification. Plaggerman made a motion to approve the amended agenda, seconded by Schultz-Ludenia, all in favor, motion passed.

Board Meeting Minutes: The July 8, 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. The July 8, 2024 Continued Flex Seal Public Hearing minutes were reviewed for approval. Plaggerman made a motion to approve the meeting minutes, seconded by Schultz-Ludenia, all in favor, motion passed.

Treasurer’s report: The report prepared by Treasurer Schermer was reviewed. Receipts totaled \$121,552.13; Disbursements totaled \$34,035.52; Ending Balance \$677,584.54, which includes \$85,636.83 of ARPA Funds. Check numbers 8870 was voided this month due to a printer error. We have not received an Invoice from Republic for the May 4 CleanUp Day as of yet. Plaggerman made a motion to accept the July, 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.

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: A public informational meeting is set for August 6, 2024 at 6:00 p.m. Notice was posted July 9.

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: A public hearing is set for August 6, 2024 at 6:30 p.m. Responses have been received from SCES, Twp Engineer and Twp Attorney Couri. O’Konek presented locate findings.

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): Petition has been withdrawn. An Escrow refund of \$162 should be issued. O’Konek made a motion to authorize clerk, treasurer and Chair to issue and sign check number 8878 outside of our regular business meeting, seconded by Schultz-Ludenia, all in favor, motion passed.

LRIP Grant for 200th Street E, from CR 145 to 21st Ave E: Schultz-Ludenia will attend the Kick-Off Meeting set for tomorrow, August 6.

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

- All remaining funds (85,636.83) are allocated to the LRIP 200th Str Grant Engineering.
- Clerk and Treasurer will file reports per Grant guidelines

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

Katherine Zachman 20801 13th Ave PID #81.43156.0503: Zachman is moving in a 52x30 home utilizing 6th Ave and 200 Str. between the dates of August 14 and August 28. She requests grading and tree trimming occur to avoid any potential issues with overhanging trees and structure damage. The City of St Augusta has declined the request. This is the route for delivery she has chosen even though other routes are available to her. She was informed this appears to be outside the scope of any regular maintenance that occurs, and we will confirm that.

Signage ordinance Stearns County 439 7.25 Outlet Recreation and NewPort Leasing inquiry of Section 7.25.5 b & c., and definition of "Signage Off-Premise" from 439: The permitting process involving On Premise and Off Premise signs was reviewed with Planning Administrator James Kantor.

On Premise and Off Premise Signage Ordinance Stearns County 439 7.25: Plaggerman will request an appointment with the Stearns County Attorney regarding enforcement of the Ordinance.

Records Destruction per Retention Policy: Clerk and Treasurer completed records destruction of 2016 records per the Retention Policy.

NewPort Sales, LLC 20026 Empire Rd PID #19.10600.0022, 19.10224.0024 and 20041 Edison Circle PID #19.10600.0003, 19.10600.0004 Minnesota Vehicle Dealer License – Zoning Verification: Bethany Kramer submitted a request for zoning verification. These two (2) parcels previously received a conditional use permit (CUP). Review of the CUP will occur prior to the Clerk issuing any DVS Zoning Verification form.

Hidden River Speed Limit Sign: Stearns Co Sheriff Incident Number (ICR) 24060379
22069 Fairmount Rd 911 Sign: O'Konek will order locates and to reinstall both signs. Clerk will invoice the suspect for the damaged speed limit sign per Ordinance #13 fee schedule.

Building permits: 5 permits were issued by Building Inspector Nancy Scott for the month of July. There are a total of 20 building permits issued in 2024 and 1 new single-family house, with an overall 2024 valuation of \$1,272,000.00 per her report.

Driveway Permits and Right of Way Work Permits: 0 ROW, 1 Driveway pending (Alder)

Planning and Zoning Update: 3 CSPs were issued in July by Kantor.

Correspondence: was reviewed which included:

- MAT District 5 Meeting Notice

Review Bills and Claims for Approval:

- Plaggerman made a motion to approve bills and claims, utilizing check numbers 8864 through 8877, excluding voided checks 8870, seconded by Schultz-Ludenia, all in favor, motion passed. Check 8878 will be issued per item above.

Meeting Dates 2024:

- Planning Commission – As needed
- Informational Meeting 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, OutLot A of Nicole Kristeen Addition – August 6, 6:30 p.m.
- Final Plat Review Major Final Plat Application Jeff and Lori Johnson, JCUBED Addition, Lot 1, Block 1, and OutLot A of Nicole Kristeen Addition – August 19, 6:00 p.m.
- Monthly Meeting – Tuesday, September 3, 7:00 p.m. (Sept 2 Labor Day Holiday)

O’Konek made a motion to adjourn the meeting, seconded by Schultz-Ludenia, all in favor, motion passed. Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair