

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
SEPTEMBER 3, 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 August 5, 2024 Board meeting minutes, the August 6 JCubed Plat Joint Board and PC Informational meeting minutes, the August 6 Johnson Ptn to Vacate Public Hearing meeting minutes and the August 21 JCubed Plat 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 \$2,403.43; Disbursements totaled \$46,144.42; Ending Balance \$633,843.55, which includes \$85,636.83 of ARPA Funds. According to our Fire contract with the City of Clearwater, Invoice #1 for payment of \$24,989.56 does reflect the \$24,673.44 2023 surplus adjustment from 2023, for a total of \$49,663.00 first payment. Plaggerman made a motion to accept the August, 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.

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 hearing was held on August 21, 2024 and a new Preliminary Plat dated August 21, 2024 was received. Lynden Township Ordinance #8, Section 404, B7 requires the application reimburse the township for all costs of processing this application. This Ordinance was written 12 years ago, this was the first application received since then, the Subdivision Process and Procedures for a Moderate Plat lacked clarity leaving cause for question and incurring professional fees. It also reflects the Township provides an opinion on the application but the applicant must now bring it to the County for approval. Plaggerman makes a motion to set the total fee for this application at \$750, and to refund \$750 of the \$1500 escrow, seconded by O’Konek, all in favor, motion passed. The report from Moore Engineering has been received and distributed. All Lynden Twp Subdivision Ordinance #8 general plat review standards and requirements have been met. Plaggerman made a motion to adopt Resolution 2024-10; A Resolution Approving JCubed Addition Preliminary and Final Plat, as this plat is a fairly simple plat with no public improvements or developer’s agreement, and to allow the Chair and Clerk to sign the final plat outside of a regularly scheduled meeting as long as there are not changes, seconded by Schultz-Ludenia, all in favor motion passed.

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 was approved within Resolution 2024-10.

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: Resolution 2024-09, a Resolution Approving Vacation of a Drainage and Utility Easement was adopted on August 21, 2024

LRIP Grant for 200th Street E, from CR 145 to 21st Ave E: Target date for Initial Plan review is October, 2024 with potential bidding Jan/Febr, 2025.

Comprehensive Plan Review and Update: The Planning Administrator will independently review and will bring recommendations to the Planning Commission. Couri for review before presenting to the Board. A cursory review, corrective rezoning and Ordinance review may be conducted at this same time. Feedlot review and expiration date was discussed. Kantor should include this in his review of Ordinances.

On Premise and Off Premise Signage Ordinance Stearns County 439 7.25: Plaggerman had a phone conference with with Stearns County Attorney Chad May regarding enforcement of the Ordinance and is awaiting a response. Kantor will not proceed with NewPort Leasing sign inquiry until the County Attorney responds.

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: The CUP 17-01 for 20026 Empire Rd PID #19.10600.0022, 19.10224.0024 may have expired per Ordinance #7, Section 4.8.4 Expiration of Conditional Use Permit. Before any action is taken, we must verify whether outdoor sales were conducted between May 2021 to Dec 2022. The CUP 20-02 for 20041 Edison Circle PID #19.10600.0003, 19.10600.0004 is active on two (2) of the five (5) lots owned by NewPort and is allowed 4 semi tractors and 10 semi-trailers on those two (2) lots. The clerk with draft a letter regarding the status of both CUPs once it is determined if CUP 17-01 has expired.

Ron Ohmann 200th Str and 6th Ave Inquiry: Ohmann is present and suggests this road be tarred or chip coated. He also suggests a speed limit of 30mph. He acknowledges he is not a resident of Lynden Twp and does not pay taxes in this township. O’Konek informs Ohmann the area does not meet the rural residential criteria for 30 mph. Schultz-Ludenia will review the road for chip coating. Plaggerman explained the challenges in finding funding for a large scale project that Ohman was proposing.

SCORE Grant: O’Konek submitted the Grant application. Awaiting response.

Hakanson Anderson Engineer Contract: Schultz-Ludenia made a motion to sever our contract with Hakanson Anderson Engineering Firm, seconded by Plaggerman, all in favor, motion passed. Clerk to send letter.

Storm damage review: Clerk has submitted and started the claim process for town hall damages. Schultz-Ludenia is scheduled to meet with the adjuster. Schendzielos will provide an estimate for and tree removal and cleanup around the town hall site.

Building permits: 9 permits were issued by Building Inspector Nancy Scott for the month of August. There are a total of 29 building permits issued in 2024 and 2 new single-family house, with an overall 2024 valuation of \$1,674,000.00 per her report.

Driveway Permits and Right of Way Work Permits: 0 ROW, Six (6) 911 signs installed and 2 Driveway permits

Planning and Zoning Update: 6 CSPs and 1 feedlot permit.

IT: Plaggerman made a motion to authorize the purchase of a printer that includes a scanner to replace the Brothers Printer at the town hall, not to exceed \$700, seconded by Schultz-Ludenia, all in favor, motion passed.

Correspondence: was reviewed which included:

- The Johnson Farm – Heritage Preservation PID# 19.10538.0000
- SCES Notice PH Ordinance #677 Essential & Transmission Services, Utility Substations
- Certificate of Liability Insurance AllSpec Services
- Certificate of Liability Insurance Republic Services
- Certificate of Liability Insurance Citizens TeleCommunications
- Stearns County Park Enhancement Projects.

Review Bills and Claims for Approval:

- Plaggerman made a motion to approve bills and claims, utilizing check numbers 8878 through 8909, seconded by Schultz-Ludenia, all in favor, motion passed.

Meeting Dates 2024:

- Planning Commission – As needed
- Fall Road Tour – October 1, 9:00 a.m.
- Monthly Meeting – Monday, October 7, 7:00 p.m.

O’Konek made a motion to adjourn the meeting, seconded by Plaggerman, all in favor, motion passed. Meeting adjourned at 8:24 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair