

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
OCTOBER 7, 2024**

Those present at the Lynden Township Hall were Supervisors Tom Plaggerman, Scott O’Konek and Jamie Schultz-Ludenia, Clerk Jenny Schmidt, Treasurer Jean Schermer and Deputy Treasurer Lori Creamer. 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 O’Konek, all in favor, motion passed.

Board Meeting Minutes: The September 3, 2024 Board meeting minutes and the October 1, 2024 Road Tour minutes were reviewed for approval. O’Konek made a motion to approve the meeting minutes, seconded by Schultz-Ludenia, all in favor, motion passed.

Treasurer’s report: The report prepared by Deputy Treasurer Creamer was reviewed. Receipts totaled \$30,441.60; Disbursements totaled \$36,981.04; Ending Balance \$627,304.11, which includes \$79,892.14 of ARPA Funds and \$18,835.67 Storm Damage partial insurance payment. Plaggerman made a motion to accept the September, 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.

LRIP Grant for 200th Street E, from CR 145 to 21st Ave E: Preliminary Plan expected in the next few weeks and Stearns County may solicit for bids as early as January, 2025.

Comprehensive Plan Review and Update: Planning Administrator Kantor has independently reviewed and will bring recommendations to the Planning Commission on October 21.

On Premise and Off Premise Signage Ordinance Stearns County 439 7.25: Plaggerman has not heard back from Stearns County Attorney Chad May. He will ask for an update as the NewPort Sales CUP application is pending.

Hakanson Anderson Engineer Contract: Letter to sever our contract with Hakanson Anderson Engineering Firm was sent September 6, 2024. The contract terms require a 120-day notice.

Storm damage review: The insurance claim has been processed and partial payment received as noted in the Treasurer’s report. Schultz-Ludenia will work with D&E Construction, Inc to ensure the project is completed satisfactorily. The estimate and final invoice need to be provided to the clerk to close out the claim. The Certificate of Insurance needs to be provided to the treasurer.

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: A letter was not sent since Kantor received a CUP application on Sept 13 for the Empire Rd parcel. Signing of this document is on hold pending CUP outcome. The Planning

Commission is scheduled to meet on October 21. The Board set a Public Hearing for October 28, 6:00 p.m. Clerk will post, publish and send notice to neighbors as required.

Certificate of Compliance Ron Bartosiewski/Jerry Konz 15463 3rd Ave PID#19.10424.0002: Kantor did speak with Konz but no administrative subdivision application has been received.

Certificate of Compliance Jeff Storms/Vaerst/Gerads 21522 8th Ave PID#19.0516.0000 19.10516.0001: The Administrative Subdivision application and payment was received on October 4. Kantor will arrange for planning commission to meet and prepare a recommendation.

Recycling Contract: Our current contract with Republic for recycling services expires March, 2026. Clerk will respond to West Central Sanitation's request to submit a proposal and suggest they reach back out next fall, September, 2025.

Township Road Mileage Certification: Lynden certified 40.1 miles of road and made a few changes to the highlighted map. These changes do not affect the 40.1 number.

Building permits: 13 permits were issued by Building Inspector Nancy Scott for the month of September. There are a total of 42 building permits issued in 2024 and 4 new single-family house, with an overall 2024 valuation of \$2,603,000.00 per her report.

Driveway Permits and Right of Way Work Permits: 0 ROW, 0 Driveway, One (1) 911 sign
Road Tour: assignments were made.

Planning and Zoning Update: 1 CSP.

Correspondence: was reviewed which included:

- SCES Notice PH Ordinance #679 Cannabis
- Certificate of Liability Insurance Stearns Co-Op
- Certificate of Liability Insurance Short Elliot Hendrickson, Inc
- Certificate of Liability Insurance Central Minnesota Dust Control, Inc
- Stearns County Justice Center Project
- Couri & Ruppe Legal Rate Increase

Review Bills and Claims for Approval:

- Plaggerman made a motion to approve bills and claims, utilizing check numbers 8910 through 8926, seconded by Schultz-Ludenia, all in favor, motion passed.

Meeting Dates 2024:

- Planning Commission – October 21, 6:00 p.m.
- Public Hearing NewPort Sales CUP – October 28, 6:00 p.m.
- Monthly Meeting – Monday, November 4, 7:00 p.m.

O'Konek made a motion to adjourn the meeting, seconded by Schultz-Ludenia, all in favor, motion passed. Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair