

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
JULY 3, 2023**

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

Board Meeting Minutes: The June 5, 2023 Board minutes, June 28, Anderson Variance and Conditional Use Public Hearing minutes, June 28, Ordinance #7 Review minutes were reviewed for approval. O’Konek made a motion to approve the meeting minutes, seconded by Niemi, all in favor, motion passed.

Treasurer’s report: The report prepared by Treasurer Schermer was reviewed. Receipts totaled \$340,228.85; Disbursements totaled \$299,636.39; Ending Balance \$535,549.39, which includes \$112,771.47 of ARPA Funds. Plaggerman made a motion to accept the June 2023 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. Reminder to staff: situations where there are multiple meetings on the same date, and the start time of the meetings are an hour or less apart, and the total meeting time does not exceed four hours, for payroll purposes this will be paid out as one meeting. When the combined total of the meetings exceeds four hours, each meeting will be billed separately.

Tom Peterson Speed Zone Inquiry 4th Ave E: Niemi has referred the item to Vistad of Hakanson Anderson Engineering Firm for research and recommendation. Tabled to August meeting.

American Rescue Plan Act (ARPA) Projects: Total funds received to date \$226,869.93, with \$112,771.47 remaining.

- Town Hall Foundation Repair: Niemi has contracted Concrete Concepts to do the repairs.
- Street Capital Improvement Plan (CIP) pending with Hakanson Anderson Engineering
- Township Hall Study Group meetings payroll. Niemi should code claim as such.

Twp Hall Study Group: Niemi will facilitate the meetings. A link to sign up to participate in the study group remains posted on the Twp website but no one has posted interest. Niemi will have those he has already contacted enter their information on the link. Kantor will contact the Planning Commission, Clerk will ensure Head Election Judge is aware of this group, and we all should get the word out so there is a fair overall representation.

Ordinance #7 Review: A public hearing was held June 28 and changes to Lynden Twp Ordinance #7 were discussed which included correctly aligning the duties of Planning and Zoning with other government organizations in the area, align headings of the ordinance with Stearns County

Ordinance #439 and remove the need for a variance for a detached accessory dwelling, but keeping the requirement for a conditional use permit. Permits and permit fees were also reviewed. The final version was reviewed by the Board. O’Konek made a motion to accept Ordinance #7 revisions from the June 28th public hearing meeting, seconded by Plaggerman, all in favor, motion passed. Kantor will send the document to Twp Attorney Couri for review.

Memorandum of Understanding (MOU) between Count of Stearns and Lynden Township:

Plaggerman made a motion to amend the MOU to add the requirement for a conditional use permit for detached accessory dwellings in Lynden Twp, which will be handled by Lynden Twp, seconded by O’Konek, all in favor, motion passed.

City of Clearwater request for joint meeting in re orderly annexation agreement: On June 27 a letter was sent to the City requesting a September 12 meeting date. Awaiting response. A special meeting of the Lynden Town Board will be held on Wednesday, July 19, 2023 at 6:00 p.m. at the Lynden Town Hall, 21367 Co Rd 44 to discuss the City of Clearwater’s request for an Orderly Annexation Agreement and issues related to this request.

Clean Up Day SCORE Grant status: The grant is pending submission by O’Konek. Table to August.

Review Retention Schedule (RRS) for Website (Video): We adopted the Minnesota Association of Townships (MAT) Record Retention Schedule in 2006 and this schedule indicates videos are permanent. The MN League of Cities Record Retention Schedule also has a schedule that has videos in several different categories. Plaggerman has submitted the item to Twp Attorney Couri for review and recommendation.

Draft Letter of recommendation to Stearns Co regarding Off-Premise Signs (billboards): During review of ordinances, and more specifically Stearns County Ordinance #439 7.25.7 A, Off-premise Signs (billboards) in regards to the size in relation to speed, the Lynden Planning Commission suggests the Lynden Board send a letter to SCES recommending that the total sign surface should be increased along highways in speeds greater than 60 miles per hour for safety. A standard size billboard that is recommend is 14 feet by 48 feet. The ordinance should allow 672 square feet per sign face limiting each location / sign to two faces. O’Konek will research this for additional facts, scenarios and studies to support any request that may be made. Tabled to August.

Annual IT Inventory: This Inventory was created upon the initial CARES Funds distribution and the purchase of IT items that were needed to support remote work. Staff confirmed items on the inventory list listed under their name, specifically: Schermer, O’Konek, Niemi, Plaggerman and Schmidt confirm laptop and printer still in their possession. Kantor to review audio and video items. O’Konek made a motion to authorize the purchase of an external hard drive for digital storage as recommended by Twp Attorney Couri, not to exceed \$100, seconded by Plaggerman, all in favor, motion passed. Continue on an annual review.

Property Tax Calculation Training: O’Konek made a motion to allow any interested Board or PC member to attend the upcoming training on the SCES GIS system (date pending) and to reimburse the Clerk and Treasurer for the Property Tax Calculation training that was held on June 27 for time, mileage and expenses reimbursed, seconded by Niemi, all in favor, motion passed.

Building permits: 16 permits were reviewed from Building Inspector Nancy Scott for the month of June. There are a total of 64 building permits issued in 2023; 4 new single family houses and overall 2023 valuation of \$5,849,800 per her report. An email address of building@lydentownship.net will be a new portal for building inquiries to comply with retention.

Driveway Permits and Right of Way Work Permits: 1 Driveway request pending, 0 ROW permits.
Planning and Zoning Updates: Kantor received 1 inquiry from Foulette/Anderson Trucking

Correspondence: was reviewed which included:

- State Demographic Center 2022 Population and Household Estimates
- Certificate of Liability Insurance Citizens TeleCommunications Company

Review Bills and Claims for Approval:

- Plaggerman made a motion to approve O’Konek payroll claim, seconded by Niemi, 2 in favor, O’Konek abstained, motion passed.
- Niemi – no claim processed this month.
- O’Konek made a motion to approve Plaggerman payroll claim, seconded by Niemi, 2 in favor, Plaggerman abstained, motion passed.
- Plaggerman made a motion to approve all other bills and claims, utilizing check numbers 8597 through 8617, inclusive; motion seconded by O’Konek, all in favor, motion passed.

Meeting Dates 2023:

- Planning Commission – as needed
- Special Meeting – July 19, 6:00 p.m.
- Monthly Meeting – August 7, 7:00 p.m.

Plaggerman made a motion to adjourn the meeting, seconded by O’Konek, all in favor, motion passed. Meeting adjourned at 8:21 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair