

**Lynden Township, Stearns County
Monthly Meeting
Proposed Agenda**

Monday, August 5, 2024 7:00PM

- A. **Call the Meeting to Order**
- B. **Pledge of Allegiance**
- C. **Review for Approval August 5, 2024 Meeting Agenda**
- D. **Review for Approval July 8, 2024 Board Minutes**
- E. **Review for Approval July, 2024 Treasurer's Report**

I. Unfinished Business

- 1. 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 (Informational meeting set August 6)
- 2. 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 (Informational meeting set August 6)
- 3. 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 (Public Hearing set August 6)
- 4. LRIP Grant for 200th Str E, from CR 145 to 21st Ave E
- 5. ARPA Projects – All funds Allocated
- 6. Comprehensive Plan Review and Update

II. New Business

- 1. Katherine Zachman 20801 13th Ave road maintenance request
- 2. 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.
- 3. Signage ordinance Stearns County 439 7.25
- 4. Records Destruction per retention policy
- 5.

III. Review Building Permits

IV. Review Driveway and Right of Way Permits Issued

V. Planning and Zoning Updates

VI. Review Correspondence

VII. Review Bills and Claims for Approval

- 1. **Review for Approval Plaggerman, O'Konek, Schultz-Ludenia claims**
- 2. **Review for Approval All Other Bills and Claims**

VIII. Meeting Dates

- 1. Planning Commission – as needed
- 2. Informational Meeting on Major Preliminary Plat and Major Final 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 – Tuesday, August 6, 6:00 p.m.

3. Public Hearing on Resolution 2024-04 Accepting Petition and Setting Public Hearing date on a Portion of a Drainage and Utility Easement Vacation Petition, Tuesday, August 6, 6:30 p.m.
4. Monthly Meeting – Tuesday, September 3, 7:00 p.m. (Sept 2 Labor Day Holiday)

IX. Adjourn - *Agenda is Subject to Change in Content and/or Sequence

**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 200th Street E, from CR 145 to 21st Ave E: The township was awarded a grant in the amount of \$676,240 for repairs to 200th 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 200th Str Grant Engineering.

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.

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 the 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,

Jenny Schmidt, Clerk

Thomas Plaggerman, Chair

**LYNDEN TOWNSHIP
STEARNS COUNTY
CONTINUED PUBLIC HEARING – PETITION JOSEPH NETWORK HOLDINGS, LLC OF LYNDEN
INDUSTRIAL PARK TO VACATE A PORTION OF A DRAINAGE AND UTILITY EASEMENT
JULY 8, 2024**

Those present were Supervisors Tom Plaggerman, Scott O’Konek, Jaime Schultz-Ludiena, and Clerk Jenny Schmidt. Plaggerman opened the meeting at 6:32 p.m. and opened the continued public hearing, held at the Lynden Township Hall.

The purpose of the continued meeting was to allow the applicant to obtain and provide the township an engineering plan and drawing showing how they plan to convey the stormwater from lots 6, 7 & 8, Block 2, and also include this same information for lots 1 & 2, Block 1, since these adjacent properties that currently drain to this easement lie within the area they are petitioning to vacate. In the alternative, applicant should obtain an engineering plan explaining why this easement is no longer necessary and that adjacent properties would not be adversely affected.

On June 26, 2024 Applicant submitted a letter withdrawing the petition. Clerk has received no further correspondence.

Plaggerman made a motion to close the public input portion of the hearing, seconded by O’Konek, all in favor, motion passed.

Plaggerman made a motion to accept the withdrawal, seconded by O’Konek, all in favor, motion passed. Escrow funds are still being held pending Court billing.

Plaggerman made a motion to adjourn the meeting, seconded by O’Konek, all in favor, motion passed at 6:34 p.m.

Respectfully submitted,

Jenny Schmidt, Clerk

Tom Plaggerman, Chair

Cash Control Statement

8/3/2024

for the Period : 7/1/2024 To 7/31/2024

| Name of Fund | Beginning Balance | Total Receipts | Total Disbursed | Ending Balance | Less Deposits In Transit | Plus Outstanding Checks | Total Per Bank Statement |
|------------------------|---------------------|---------------------|--------------------|---------------------|--------------------------|-------------------------|--------------------------|
| General Fund | \$36,997.36 | \$29,648.53 | \$24,868.24 | \$41,777.65 | \$0.00 | \$0.00 | \$41,777.65 |
| Road and Bridge | \$357,912.41 | \$74,033.71 | \$3,083.28 | \$428,862.84 | \$0.00 | \$2,003.28 | \$430,866.12 |
| Federal Grants - COVID | \$85,636.83 | \$0.00 | \$0.00 | \$85,636.83 | \$0.00 | \$0.00 | \$85,636.83 |
| Annandale Fire Fund | \$12,018.37 | \$360.96 | \$6,084.00 | \$6,295.33 | \$0.00 | \$0.00 | \$6,295.33 |
| Clearwater Fire Fund | \$97,502.96 | \$17,508.93 | \$0.00 | \$115,011.89 | \$0.00 | \$0.00 | \$115,011.89 |
| Total | \$590,067.93 | \$121,552.13 | \$34,035.52 | \$677,584.54 | \$0.00 | \$2,003.28 | \$679,587.82 |

| | | |
|-----------------------|-----------------|------|
| Jaime Schultz-Ludenia | Town Supervisor | Date |
| Scott M O'Konak | Town Supervisor | Date |
| Thomas Plaggegan | Town Supervisor | Date |

Lynden Township

Net Pay Account Distribution

8/3/2024

For the payroll period ending: 07/31/2024

| <u>Account #</u> | <u>Employee #</u> | <u>Employee Name</u> | <u>Amount</u> |
|-------------------------------|-------------------|----------------------|---------------|
| 100-41110-103 | 36 | | 214.01 |
| | | | 266.42 |
| | | | 214.01 |
| 100-41425-103 | 15 | | 694.44 |
| | | | 790.64 |
| 100-41510-103 | 37 | | 790.64 |
| | | | 628.92 |
| 100-41910-103 | 31 | | 628.92 |
| | | | 759.90 |
| | | | 69.26 |
| | | | 829.16 |
| 100-41110-103 | | | |
| Unallocated (Due to rounding) | | | \$0.00 |
| | | | \$2,943.16 |

| | | |
|-----------------------|-----------------|------|
| Jaime Schultz-Ludenia | Town Supervisor | Date |
|-----------------------|-----------------|------|

| | | |
|-----------------|-----------------|------|
| Scott M O'Konek | Town Supervisor | Date |
|-----------------|-----------------|------|

| | | |
|-------------------|-----------------|------|
| Thomas Plaggerman | Town Supervisor | Date |
|-------------------|-----------------|------|

Date Range : 8/1/2024 To 8/31/2024

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|----------------------------------|--------------------|---|----------------|--------------|------------------|---------------------|--|
| 08/05/2024 | MN DEPT OF REVENUE | Aug 2024 withholdings for July | 50358 | | | | |
| 08/05/2024 | PERA | Aug 2024 retirement payroll from July | 50359 | | | | \$32.47 \$97.10 |
| 08/05/2024 | IRS | Aug 2024 withholding July payroll claimns | 50360 | | | | \$72.00 \$146.72 \$194.00 \$327.60 |
| | | | | | | | \$324.28 \$20.88 \$75.84 \$89.28 \$56.28 \$240.56 \$30.40 \$47.99 \$129.96 \$183.21 |
| Total For Selected Claims | | | | | | | \$2,068.57 |

| | | |
|------------------------------|------------------------|-------------|
| Jaime Schultz-Ludenia | Town Supervisor | Date |
| Scott M O'Konek | Town Supervisor | Date |
| Thomas Pleggerman | Town Supervisor | Date |

Date Range : 8/1/2024 To 8/31/2024

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|----------------------------------|--------------------------------|--|----------------|--------------------|----------------------------------|--|--------------------------|
| 08/05/2024 | M.L. Schendzielos and Sons Inc | Invoice 12083 Grading, roadside mowing and weed control | 2226 | \$11,520.00 | | | |
| 08/05/2024 | City of Clearwater | 1st Half of Fire Services | 2227 | \$24,989.56 | 201-43110-315- 201-43122-312- | Road Maintenance Unpaved Streets | \$9,600.00 \$1,920.00 |
| 08/05/2024 | Republic Services | Invoice 308911089101 July 551 Unit at \$7.03 \$3873.53 | 2228 | \$3,873.53 | 230-42220-300- | Fire Fighting | \$24,989.56 |
| 08/05/2024 | AllSpec Services, LLC | July | 2229 | \$493.50 | 100-43230-384- | Waste (Refuse) Collection | \$3,873.53 |
| 08/05/2024 | Patriot News MN | Invoice 12260 PAT for Primary | 2230 | \$52.50 | 100-42401-300- | Building Inspections Administration | \$493.50 |
| 08/05/2024 | Barry Harnple | Town hall Wiring for Cabinets | 2231 | \$41.60 | 100-41130-352- | Ordinances and Proceedings | \$52.50 |
| Total For Selected Claims | | | | \$40,970.69 | 100-41410-200- | Elections | \$41.60 |
| | | | | | | | \$40,970.69 |

PP

July 31, 2024

Lynden Township
c/o Jenny Schmidt
20517 Woodbine Road
Clearwater, MN 55320

RE: Monthly Billing Statement – July 2024

BUILDING PERMIT SUMMARY

| PERMIT # | DATE | OWNER / LOCATION | PROJECT DESCRIPTION | VALUATION |
|----------|---------|-------------------------------------|-----------------------|-----------|
| 16-24 | 7/8/24 | EMP Investments 2454 Co Rd 143 | Reroof Cabins/Gazebos | 20,000.00 |
| 17-24 | 7/19/24 | Moeller/Schuh 21259 Co Rd 44 | Deck | 10,000.00 |
| 18-24 | 7/8/24 | Michael Thelen 295 Elderberry Rd | Porch Addition | 20,000.00 |
| 19-24 | 7/12/24 | Matuska 18482 Eaglewood Rd | Reroof | 1,000.00 |
| 20-24 | 7/29/24 | Mike Haggerty 14192 Co Rd 144 | Replace Windows | 1,000.00 |

| | |
|---|---------------------|
| Total Permits This Month | 5 |
| Total Permits Year-To-Date | 20 |
| Total Single Family This Month | 0 |
| Total Single Family Year-To-Date | 1 |
| Total Valuation This Month | 52,000.00 |
| Total Valuation Year-To-Date | 1,272,000.00 |

BUILDING PERMIT FEE SUMMARY

July 2024

| PERMIT # | PERMIT FEE | PLAN REVIEW FEE | SURCHARGE | TOTAL |
|---------------|---------------|-----------------|--------------|---------------|
| 16-24 | 120.00 | 78.00 | 10.00 | 208.00 |
| 17-24 | 60.00 | 39.00 | 5.00 | 104.00 |
| 18-24 | 120.00 | 78.00 | 10.00 | 208.00 |
| 19-24 | 25.00 | 0.00 | 1.00 | 26.00 |
| 20-24 | 25.00 | 0.00 | 1.00 | 26.00 |
| TOTALS | 350.00 | 195.00 | 27.00 | 572.00 |

PLUMBING PERMIT SUMMARY

July 2024

| PERMIT # | DATE | APPLICANT / ADDRESS | SURCHARGE | AMOUNT |
|----------|---------|----------------------------------|-------------|--------------|
| 07-24p | 7/31/24 | Augusta Plumbing 237 Alder Rd | 1.00 | 40.00 |
| | | | | |
| | | | | |
| | | TOTAL | 1.00 | 40.00 |

MECHANICAL PERMIT SUMMARY

July 2024

| PERMIT # | DATE | APPLICANT / ADDRESS | SURCHARGE | AMOUNT |
|----------|------|---------------------|-----------|--------|
| 13-24m | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | TOTAL | | |

Planning & Zoning Permits

Sub
June 2024

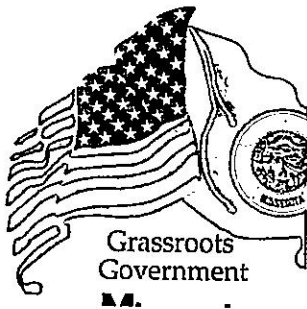
Construction Site Permits

| Permit # | Date | Parcel ID# | Owner / Applicant | Address | Project |
|------------|----------|---------------|-------------------|---------------------------------|---------|
| CSP2407001 | 7/1/2024 | 19.11034.0000 | Steven Schmitz | 363 Woodsedge Road, Clearwater | House |
| CSP2407002 | 7/9/2024 | 19.10600.0007 | Newport Leasing | 20026 Empire Road, Clearwater | Sign |
| CSP2407003 | 7/9/2024 | 19.10600.0022 | Newport Leasing | 20047 Edison Circle, Clearwater | Sign |

Driveway Approach Permits

| Permit # | Date | Parcel ID# | Owner / Applicant | Address | Road Accessed |
|----------|------|------------|-------------------|---------|---------------|
|----------|------|------------|-------------------|---------|---------------|

From: Minnesota Association of Townships <info-mntownships.org@shared1.ccsend.com>
Sent: Wednesday, July 24, 2024 10:23 AM
To: clerk@lyndentownship.net
Subject: Invitation: MAT District 5 Meeting



District 5 Meeting

Wednesday, August 14, 2024

Dear Township Officials in MAT District 5 (Kandiyohi, Meeker, Pope, Renville, and Stearns counties):

Please join township officers in MAT's District 5 for the District Meeting.

WHEN: Wednesday, August 14, 2024

TIME:

6:00 to 6:30 PM: (OPTIONAL) Opportunity to meet individually with MAT staff for questions.

6:30 PM: Registration and Refreshments

7:00 PM: Meeting

WHERE: American Legion Post 167, 220 19th Avenue SW, Willmar, MN (Kandiyohi County)

TENTATIVE MEETING AGENDA:

Welcome & Pledge to the Flag

Donnel Williamson, District 5 Director

- Local issues
- Invited guest(s) including local legislators

MAT staff presentations

Door Prizes

Adjourn