

**LYNDEN TOWNSHIP BOARD  
MONTHLY MEETING IN PERSON  
NOVEMBER 10, 2025**

Those present at the Lynden Township Hall were Supervisors Scott O’Konek, Jaime Schultz-Ludenia and Todd Voigt, Clerk Jenny Schmidt, and Treasurer Lori Creamer. James Kantor, Planning Administrator, was also present. Chair O’Konek called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

Agenda: O’Konek asked if there were any changes to the agenda from the Board or public. Added approval of Fall Road Tour Minutes. O’Konek made a motion to approve the amended agenda; seconded by Schultz-Ludenia, all in favor, motion passed.

Board Meeting Minutes: The October 6, 2025 Board meeting and October 24 Fall 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 Treasurer Creamer was reviewed. Receipts totaled \$13,617.86; Disbursements totaled \$26,794.51; Ending Balance \$779,131.79, which includes \$3,849.95 of ARPA Funds. O’Konek made a motion to accept the October, 2025 Treasurer’s report and authorize the board to sign the CTAS forms including the claims list, net pay account distribution, and cash control statements; seconded by Schultz-Ludenia, all in favor, motion passed.

Stearns County Deputy Tyler Thunstedt: Deputy Thunstedt reviewed activity reports for Lynden Township for September (50 calls) and October (53 calls). No specific requests for services requested from the Board or public. Thank you for your service to Lynden!

Ordinance No #7 Review: The Public hearing to discuss changes to the Ordinance was held on June 28, 2023. The Planning Commission subsequently met and made recommendations, specifically regarding Section 6.2, Accessory Structures. Twp Attorney Couri reviewed and advised no changes were needed but the topic was tabled to consider aligning our Ordinance to be more consistent with Stearns County Ordinance #439. Discussion included allowing an accessory prior to a main structure and including a timing clause, allowing an accessory similar to Stearns Ordinance #439, and leaving our Ordinance as is. Tabled to December.

Subdivision Ordinance No #8 Review: Topic is tabled until November.

Administrative Policy for Minnesota Paid Leave and Minnesota Unemployment Insurance (UI): Pail Leave Poster has been posted at the Town Hall. The Clerk and Treasurer are attending MAT Training and will inquire on updates to CTAS. Schultz-Ludenia will explore different ways payment can be collected. Clerk Schmidt must send all twelve (12) Employees the Notice of Paid Leave.

Recycling Contract: The Request for Quotes (RFQ) has been published and posted. Deadline for submissions is December 31, 2025. Quotes will be opened on January 12, 2026. Waste Management Rep Vanesa Gutierrez received clarification on the RFQ.

Patricia Voigt Administrative Subdivision 21362 Co Rd 44 PID #19.10509.0000: It is noted an application and a survey was received and the \$350 fee has been paid. The Planning Commission performed a site visit on July 16, 2025, and met that same day to review the application. At that meeting, the planning commission unanimously recommended approval of the administrative subdivision and to issue a Certificate of Compliance. Applicant requests the administrative subdivision to allow a .55 acre split from the original 83 acre parcel to build an outbuilding and obtain a variance for the feedlot setback requirements from Stearns County. O’Konek made a motion to authorize the chair and clerk to sign the Certificate of Compliance, seconded by Schultz-Ludenia, two (2) in favor, Voigt abstained, motion passed. The original Certificate of Compliance was provided to Voigt with a copy retained by the clerk.

Bruce Gohmann Administrative Subdivision Application 19527 Co Rd 45 PID #19.10267.0000 It is noted an application and survey was received and the \$350 fee has been paid. The Planning Commission performed a site visit on October 20, 2025, and met that same day to review the application. At that meeting, the planning commission unanimously recommended approval of the administrative subdivision and to issue a Certificate of Compliance. Applicant requests the administrative subdivision to allow a 10 acre split from the original 105 parcel. This allows for a driveway easement to the current home and remaining acres for continued agricultural use. Schultz-Ludenia made a motion to authorize the chair and clerk to sign the Certificate of Compliance, seconded by Voigt, all in favor, motion passed. The original Certificate of Compliance was provided to Gohmann with a copy retained by the clerk.

City of St Augusta Division of Maintenance Responsibilities of a City-Town Road – 13th Avenue: Schultz-Ludenia and Twp Road Contractor Smart attended the October 21 workshop. The agreements dating back to 1996 and 2017 were reviewed, and the recent joint meeting in October, 2023. The Board discussed the DRAFT agreement and St. Augusta’s request that Lynden Township cover half of the expense of reclaiming and repaving St. Augusta’s portion of 13<sup>th</sup> Ave, and to exclude 225th Str from the agreement. The Board instructed Clerk Schmidt to respectfully decline the Proposed DRAFT as Lynden Township has performed routine maintenance on our portion of 13<sup>th</sup> Ave for many years and will continue to improve our portion as needed.

Xcel Energy Temporary Entrances and Road Crossings: Kantor provided Xcel information regarding proper drainage and width.

Fall Road Tour: Assignments for follow up were given.

Smart Excavating Road Contractor Services Agreement: O’Konek made a motion to extend

the Contractor Agreement to December 31, 2025, seconded by Schultz-Ludenia, all in favor, motion passed.

Annual Noxious Weed Report: O’Konek will submit, copy clerk for filing.

Voter Operations and Election Funding allocation: Clerk has submitted the required report.

Tri County Humane Society Contract: Schultz-Ludenia requests time to negotiate the terms of the agreement with TCHS. Table to December.

Building permits: 11 permits were issued by Building Inspector Nancy Scott for the month of October. There are a total of 79 building permits issued in 2025 and 6 new single-family home, with an overall 2025 valuation of \$4,101,300.00 per her report.

Right of Way Work Permits and Driveway Permits: 0 ROW, 0 Driveway  
Planning and Zoning Update: 2 plat applications pending. Discussion on post CSP inspections. Kantor to survey other townships and report in December with findings.

Correspondence: was reviewed which included:

- MAT Annual Conference December 11-13, St Cloud. O’Konek made a motion to authorize Supervisors to attend the meeting and to be reimbursed for time, mileage and expenses incurred, seconded by Schultz-Ludenia, all in favor, motion passed.

Review Bills and Claims for Approval:

- O’Konek made a motion to approve bills and claims, utilizing check numbers 9173 through 9193, seconded by Schultz-Ludenia, all in favor, motion passed.

Meeting Dates:

- Planning Commission – as needed
- Stearns County Township Association Semi Annual Meeting November 20, Freeport
- Monthly Meeting – December 8, 7:00 p.m.

Schultz-Ludenia made a motion to adjourn the meeting, seconded by Voigt, all in favor, motion passed. Meeting adjourned at 9:26 p.m.

Respectfully submitted,

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Jenny Schmidt, Clerk

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Scott O’Konek, Chair