

**LYNDEN TOWNSHIP BOARD
MONTHLY MEETING IN PERSON
DECEMBER 08, 2025**

Those present at the Lynden Township Hall were Supervisors Scott O’Konek, Jaime Schultz-Ludenia and Todd Voigt, Clerk Jenny Schmidt, Deputy Clerk Kelli Schuh 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 a preliminary plat application for the Kloeppner plat and a preliminary plat application for the Klaverkamp plat. O’Konek made a motion to approve the amended agenda; seconded by Schultz-Ludenia, all in favor, motion passed.

Board Meeting Minutes: The November 10, 2025 Board meeting 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 \$14,073.26; Disbursements totaled \$29,639.45; Ending Balance \$763,565.60. As of end of November, all ARPA funds have been disbursed. O’Konek made a motion to accept the November, 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. Treasurer Creamer asked the Board to approve a Transfer of Funds (TRF) from the Road & Bridge Fund to the Tarring Fund in the amount of \$122,926.97. This is money from the 2025 general levy that was received in June and July and inadvertently put into the Road & Bridge Fund, but was intended for the Tarring Fund. Schultz-Ludenia made a motion to approve the transfer of \$122,926.97 from the Road & Bridge Fund into the Tarring Fund, seconded by O’Konek, all in favor, motion passed.

Preliminary Plat Application Kloeppner Plat PID#19.10492.0005 & PID#19.10494.0020: The Planning Commission (PC) performed a site visit on November 17, 2025, and met that same day with Sam DeLeo. They reviewed the Preliminary Plat Application, Stearns County Ordinance 230 and Lynden Township Ordinance #8. The Preliminary Plat Approval Process Checklist was reviewed and verified that the plat meets setbacks, septic sites, and easements. Per PC Administrator Kantor, no meeting is necessary for a moderate plat, which this is. A list was provided of the item(s) that were still needed on the Plat Map. O’Konek made a motion to recommend approval of the Kloeppner Plat application and to allow the Board and Chair to sign the final milar outside of a regularly scheduled monthly meeting as long as there are no changes, seconded by Schultz-Ludenia, all in favor, motion approved.

Preliminary Plat Application Klaverkamp Plat PID#19.10308.0000: The Planning Commission performed a site visit on November 17, 2025, and met that same day with Sam DeLeo. They reviewed the Preliminary Plat Application, Stearns County Ordinance 230 and Lynden Township Ordinance #8. The Preliminary Plat Approval Process Checklist was reviewed and

verified that the plat met setbacks, septic sites, and easements. Per PC Administrator Kantor, no meeting is necessary for a moderate plat, which this is. A list was provided of the item(s) that were still needed on the Plat Map. O’Konek made a motion to recommend approval of the Klaverkamp Plat application and to allow the Board and Chair to sign the final plat outside of a regularly scheduled monthly meeting as long as there are no changes, seconded by Schultz-Ludenia, all in favor, motion approved.

Ordinance No #7 Review: No discussion held on agenda item. Tabled to January.

Subdivision Ordinance No #8 Review: No discussion held on agenda item. Tabled to January.

Administrative Policy for Minnesota Paid Leave and Minnesota Unemployment Insurance (UI): All twelve (12) Employees have been provided with the Notice of Paid Leave. Treasurer Creamer is attending the MAT Annual Conf on December 12 and will inquire if the Township qualifies for the reduced “small employer” rate of 0.66% rather than the standard 0.88%.

Recycling Contract: As-of the meeting date, one sealed quote has been received. All quotes will be opened at 7:30 PM at the January 12th monthly meeting.

City of St Augusta Division of Maintenance Responsibilities of a City-Town Road – 13th Avenue: Clerk will notify St. Augusta that the Township is open to discussing a revised maintenance agreement. However, because the City’s portion of the roadway is paved while the Township’s remains gravel, the responsibilities and associated costs are not currently aligned. For negotiations to move forward on equal terms, the Township requests that the City return its portion of the roadway to gravel so that both sides match in type and maintenance requirements. Once the roadway surfaces are consistent, we would be happy to reconvene and work together toward a fair and updated contract.

Tri County Humane Society 2026 Contract: Schultz-Ludenia received clarification on the terms of the agreement with TCHS and shared her findings with the Board. O’Konek made a motion to sign the 2026 cost agreement with the Tri County Humane Society, seconded by Schultz-Ludenia, all in favor, motion passed.

Xcel Energy Project to Bury Overhead Powerlines on Fulton Circle and Foxtail Court: The Board discussed correspondence received from Xcel Energy regarding a 2026 reliability project that will take place in the spring/summer of 2026. Overhead power lines on Fulton Circle and Foxtail Court will be removed and replaced by underground (buried) powerlines.

Post Construction Site Permit (CSP) Inspections: After reviewing what neighboring townships are doing, Planning Administrator Kantor suggested to the Board that the Township implement post CSP inspections within six months of the project being completed.

2026 Township Clean-up Day: Tabled to January.

Spring Newsletter Planning: Clerk Schmidt asked the Board to start thinking of content to include in the spring newsletter. The deadline for all content is end of January.

Building permits: 3 permits were issued by Building Inspector Nancy Scott for the month of November. There are a total of 82 building permits issued in 2025 and 6 new single-family home, with an overall 2025 valuation of \$4,170,300.00 per Scott's report.

Right of Way Work Permits and Driveway Permits: 0 ROW, 0 Driveway
Planning and Zoning Update: No updates.

Correspondence: was reviewed which included:

- SCES PH Rezoning request Jones 18564 Lake Maria Road PID #19.10290.0000
- SCES Approval Rezoning Jones 18564 Lake Maria Road PID #19.10290.0000
- Certificate of Insurance for Schabel Ent of Central MN
- Lynden Township, Notice of Filing for Town Office to be Elected

Review Bills and Claims for Approval:

- O'Konek made a motion to approve bills and claims, utilizing check numbers 9194 through 9217, seconded by Schultz-Ludenia, all in favor, motion passed.

Meeting Dates:

- Planning Commission – as needed
- Monthly Meeting – January 12, 7:00 p.m.
- Audit Meeting – January 21, 6:00 p.m. (tentative)
- Budget Meeting – January 21, 6:30 p.m. (tentative)

Schultz-Ludenia made a motion to adjourn the meeting, seconded by O'Konek, all in favor, motion passed. Meeting adjourned at 9:01 p.m.

Respectfully submitted,

Kelli Schuh, Deputy Clerk

Scott O'Konek, Chair