

LYNDEN TOWNSHIP
 STEARNS COUNTY
 MARCH 24, 2026
 REORGANIZATION MEETING
 LYNDEN TOWNSHIP COMPENSATION AND FEES

Those present were Supervisors Jaime Schultz-Ludenia, and Todd Voigt. Treasurer Jean Schermer and Clerk Kelli Schuh. The meeting was called to order by Supervisor Schultz-Ludenia at 6:00 p.m. and led the Pledge of Allegiance.

Supervisor O’Konek took the oath of office at the Lynden Townhall on 03/18/2026 as the contest period has ended. Clerk Schuh took the oath of office at the MAT Short Course today (03/24) as the contest period has ended. Ordinance and Resolution books are at the town hall for viewing. The towns annual report has been submitted by Treasurer Schermer as required. The Board is aware of the 60-day time requirement for planning application decisions. The conflict-of-interest process was reviewed. Schultz-Ludenia made a motion to adopt Resolution 2026-04; A Resolution Authorizing Contract with Interested Officer, seconded by Voigt, all in favor, motion passed. Supervisors submitted an Affidavit of Official Interest in Claim. Our regularly scheduled monthly meetings will remain as is (on the 1st Monday of the month) with the exception of:

- September 2026 meeting will be held **Tuesday**, September 8 due to Labor Day
- January 2027 meeting will be held Monday, January 11 due to year end duties

Voigt made a motion to appoint Schultz-Ludenia to the Chair position, seconded by Schultz-Ludenia, all in favor, motion passed. Schultz-Ludenia made a motion to appoint Voigt to the Vice-Chair position, seconded by Voigt, all in favor, motion passed.

Discussion was held regarding the compensation fee schedule. Based on the substantial changes that were made a few years ago, the board made no changes to the fee schedule for 2026. The compensation fee schedule is as follows:

	Fee	Training/Extra Work/Site Visit	Salary
Town Board Chair	\$130/Meeting	\$25/Hour	\$175/Month
Supervisor	\$120/Meeting	\$25/Hour	\$125/Month
Clerk	\$120/Meeting	\$25/Hour	\$10,000/Year
Treasurer	\$120/Meeting	\$25/Hour	\$ 7,200/Year
Deputy Clerk	\$120/Meeting	\$20/Hour	
Deputy Treasurer	\$120/Meeting	\$20/Hour	
Planning Commission Chair	\$ 80/Meeting	\$30/Hour	
Planning Commission Member	\$ 75/Meeting	\$25/Hour	
Planning Commission Admin.	\$120/Meeting	\$40/Hour	\$125/Month
IT Support		\$50/Hour	
Moderator Fee	\$ 60/Meeting		
Consultant to the Board		\$25/Hour	

Head Election Judge		\$20/Hour	
Election Judge		\$15/Hour	
Maintenance Person		\$35/Hour	
Lawn Mowing Service	\$45/Mow		
Cleaning Person		\$20/Hour	
Hall Rental: Key, Contract & Cleaning	\$20/Rental		
Mileage Reimbursement @ Current IRS rate			

Per a motion made at the June 5th, 2023, monthly meeting, in 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.

In addition to statutory duties, Township Supervisors, Clerk and Treasurer have the following responsibilities:

- The Clerk is responsible for recycling, office supplies, assessment Searches paid at the rate of \$15, the quarterly building surcharge report, and payment of all claims (excluding payroll, IRS, state & federal withholding, and PERA).
- The Treasurer is responsible for payment of payroll claims and payroll expenses, IRS, state & federal withholding, the issuance of W-2's, 1099's, tax reporting, filing of State Auditor's Report, PERA reports & claims, the annual state building report, and the workman's comp audit.
- Clerk or Treasurer can bill for any non-statutory duties performed as extra work.
- Clerk is to prepare and send draft agenda to the Board one week prior to the meeting. Agenda additions are due no less than 48 hours of the posting deadline so the Clerk can post the agenda to the web on the Thursday before the Monday meeting.
- Supervisor Schultz-Ludenia is the Board Chair and the primary contact for roads (summer and winter), road signage issues, animal control, and maintenance issues of the Town Hall building including but not limited to bug control, rug cleaning, water and septic issues.
- Supervisor Voigt is the Vice Board Chair and the liaison for the township's Building Inspector, liaison for Clearwater Fire Dept, liaison for Annandale Fire Dept, weed inspection, and general ordinance and zoning questions.
- Supervisor O'Konek is the primary contact for right of way permits and Gopher State One Call locates.
- Gary Schmidt is in charge of designated maintenance, light brushing and installation of township road signs, and general items.

Schultz-Ludenia made a motion to approve compensation rates and duties as indicated in addition to statutory duties, seconded by Voigt, all in favor, motion passed.

FEES

ADMINISTRATIVE FINE	\$200 Minimum – Reference Ordinance #10
ATTORNEY/ENGINEER	Hourly Rate at Project Cost
HAULING PERMIT	\$100 Annually plus the cost of the Township Engineer reviewing the roads delineated by the permit (See Lynden Township Ordinance #12)
PLANNING COMMISSION REVIEW	\$350 Administrative Splits \$350 Rezoning Requests \$350 Plat Review
PLANNING AND ZONING FEES	
Construction Site Permit	\$500 New or Replacement Dwelling \$500 Manufactured Home \$400 Addition or Remodel \$400 Garage or Shed \$100 Deck
Storm Water Mgmt Plan	\$400 Residential \$250 plus \$3,000 Escrow Deposit for Commercial or Industrial
Driveway Approach Permit	\$50 Residential/Commercial/Industrial
Conditional Use Permit	\$750 plus \$500 Escrow
Annual CUP Review	\$160
Interim Use Permit	\$750 plus \$500 Escrow
Annual IUP Review	\$160 (for all IUPs granted after March 2026)
Variance	\$750 plus \$500 Escrow
Appeal of Zoning Admin Determination	\$750 plus \$500 Escrow
Amendment to Zoning Ord.	\$750 plus \$500 Escrow
PLATTING	
Subject to Escrow Deposit (See Lynden Township Subdivision Ordinance #8)	
Splitting of Land (Major Plat)	\$2,000
RIGHT OF WAY PERMIT FEE	\$200 per Project (See Lynden Township Ord #12)
Right of Way Work without Permit	Double the Permit Fee

SIGNS

Temporary Road Sign	\$30
Damaged Road Sign	Cost of the sign, post, and Materials plus maintenance person fee (2 hour minimum)

Swing Away Mailbox Support System

New post installation including 911 sign	\$280
Replacement/New post installation without 911 sign	\$230
Resetting an existing post with 911 sign	\$185

Replacement 911 Sign	\$60
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SPECIAL MEETING BY REQUEST	\$500
Town Board or Planning Commission	

TITLE SEARCHES	\$15
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TOWN HALL RENTAL	\$50 and Refundable \$100 deposit after inspection
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Discussion was held regarding the fee schedule in Lynden Township Ordinance #13. Schultz-Lude made a motion to accept the fee schedule for 2026, effective April 1st, 2026, seconded by Voigt, all in favor, motion passed.

Voigt made a motion to adjourn the meeting, seconded by Schultz-Ludenia, all in favor, motion passed. Meeting adjourned at 7:06 p.m.

Kelli Schuh, Clerk

Jaime Schultz-Ludenia, Chair