LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500
Email: info@linwoodtownship.org
Website: http://linwoodtownshipmn.gov

AGENDA
Town Board Meeting
Tuesday, January 13, 2026 - 6:30 pm
Town Hall Chambers

1. **CALL TO ORDER - Clerk**

2. **PLEDGE OF ALLEGIANCE - Clerk**

3. **ROLL CALL - Clerk**

4. **REORGANIZATIONAL MEETING – Clerk/Chair**
   - **4.1 Board Assignments**
   - **4.2 Committee Assignments**
   - **4.3 Presentation – Olson**
   - **4.4 Isanti-Chisago County Star Bids**
   - **4.5 Forest Lake Times Invoices**

5. **PUBLIC FORUM - Chair**

   This is an opportunity for residents to present items to the Board that are not on the agenda. Each presentation is limited to three (3) minutes, and a maximum of fifteen minutes is set aside. If your item needs follow-up from the Township, Staff will arrange for that.

6. **ACKNOWLEDGEMENT/RECOGNITION - Luedtke**
   - **6.1** Buck Broadbent

7. **CONSIDERATION AND APPROVAL OF AGENDA**

8. **CONSIDERATION AND APPROVAL OF CONSENT AGENDA**
   - **8.1** Approval of December 23, 2025, Meeting Minutes
   - **8.2** Claims List for Approval #39277 - #39303 = $104,786.94
   - **8.3** Payroll for Approval (01/02) = $10,768.21
   - **8.4** Resolution 2025-11 (Error Correction)
   - **8.5** Cemetery Request
   - **8.6** Salt and Sand Order Notification

9. NEW BUSINESS

9.1 No Parking Signs on East Typo Drive NE Hammer Head - Olson

9.1.1 Request for Action

9.2 Selection for Maturing Certificate of Deposit - Morris

9.2.1 Request for Action

9.2.2 Certificate of Deposit Maturity Notice

9.3 Dellwood Estates Road Agreement - Olson

9.3.1 Request for Action

9.4 Request to Appoint Deputy Clerk – Larson

9.4.1 Request for Action

9.5 LBAE Meeting Date Request 2026 - Larson

9.5.1 Request Form

9.6 Planning & Zoning Updates – Luedtke/Larson

10. OLD BUSINESS

10.1 Fire Department New Hire - Henrickson

10.1.1 Request for Action

11. UPCOMING MEETINGS

11.1 Planning & Zoning – January 20, 2026 – 6:00PM
11.2 PARCs – January 26, 2026 – 6:00PM
11.3 Town Board Workshop – January 27, 2026 – 5:30PM
11.4 Local Government Officials Meeting – January 28, 2026 – 6:00PM
11.5 Monthly Town Board Workshop – Road & Bridge Committee – February 3, 2026 – 5:30PM

The next Regular Town Board Meeting is scheduled for Tuesday, January 27, 2025, 6:30PM

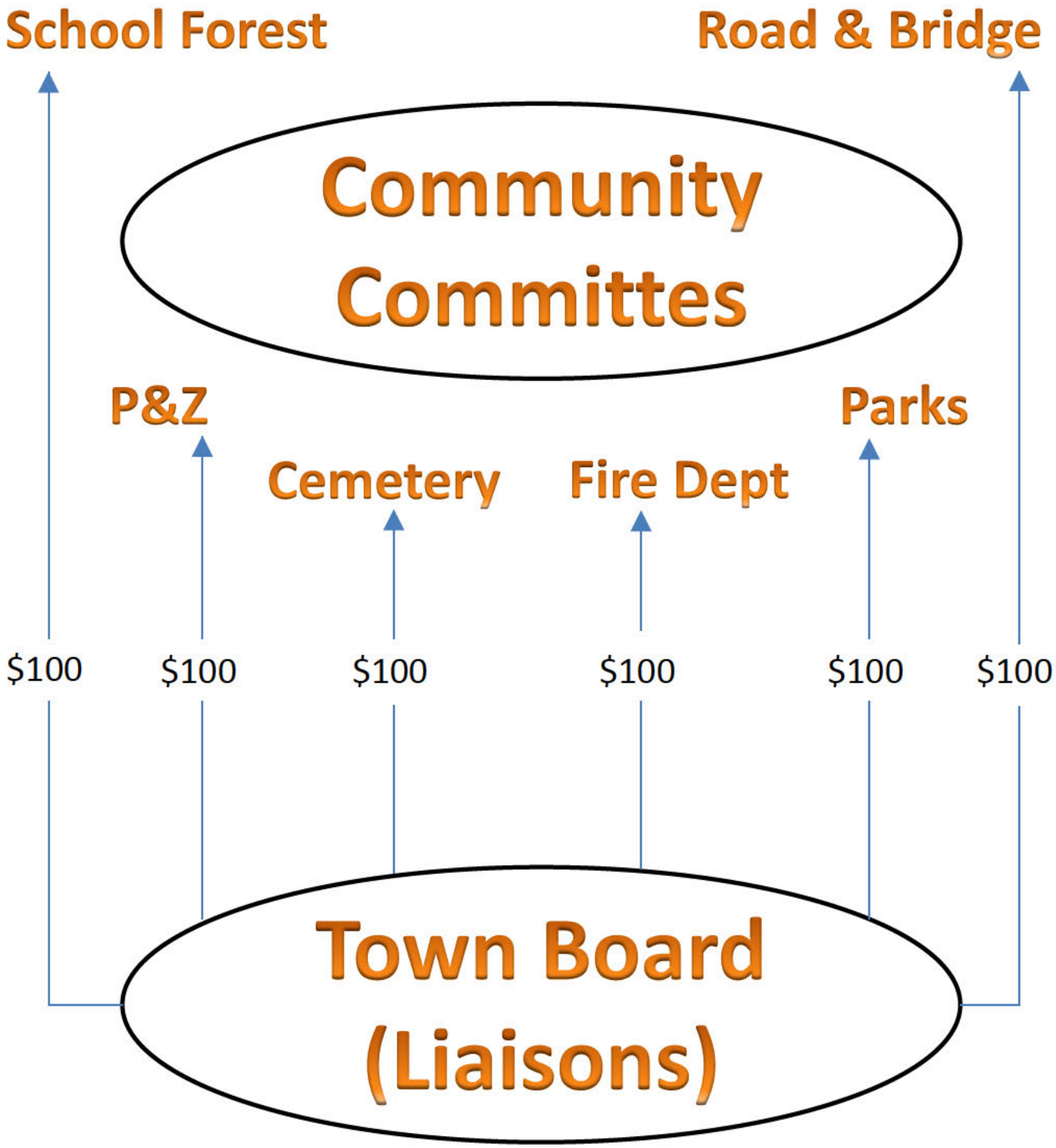
12. ADJOURNMENT

2026 Reorganization List

Action:	Approved for 2025:	Approved for 2026:
Town Board Chair	Jonn Olson	
Town Board Vice-Chair	Andrew Luedtke	
Town Board regular meetings	2nd & 4th Tuesday	
Official newspaper	Forest Lake Times	
Official Township posting places	Town Hall, NearME Auto, Linwood Country Store, website	Town Hall (approved 12/23/25)
Designate a bank as Town depository	First State Bank of Wyoming	
Designated officials to sign checks (3 signatures required)	Tabled to 1/28/2025 Mtg.	
Mileage reimbursement rate	Fed rate 70¢ per mile	Fed rate 72.5¢ per mile
WH Security contact list	Jonn O, Andy L, Lisa H, Bob M	
Credit card users	Bob M, Darryl B, Pam M, Sarah R, Paul D, Jack S, Alyssa D.	
Menards purchasers	Bob M, Paul D, Jack S, Alyssa D, Jason Baggenstoss, Steve Espersen, Justin Hansen, Jonn Olson, Andy Luedtke	
Kwik Trip card users	Darryl B	
Data Practice Responsible Authority	Town Clerk/ Interim	
Data Practice Compliance Official	Town Law Center	
Township Services:	**Approved for 2025:**	**Approved for 2026:**
Animal Control Officer	Gratitude Farms/Tammy Gimpl	
Attorney	Town Law Center	
Auditor	Smith Schafer & Associates	
Building Official	Rum River Consultants	
Planning & Zoning Administrator	Hakanson Anderson Engineering	
Engineer	Dr. Nik Vuljaj	
Health Authority	Craig Rylander	
Road Foreman	Jack Sawatzky	

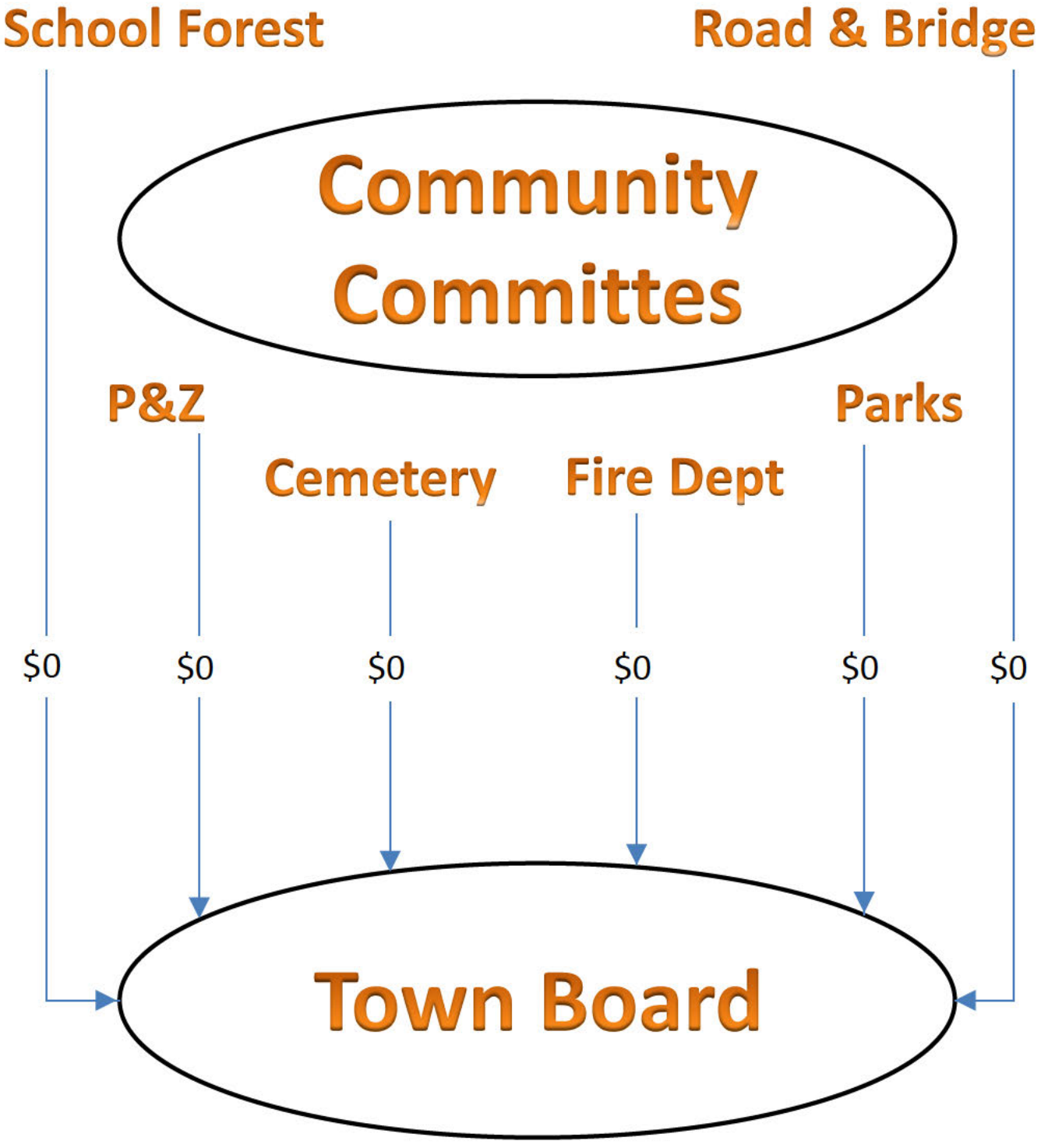
Weed inspector		
Committee & Department Liaisons:	**Approved for 2025:**	**Approved for 2026:**
Building Maintenance	Bob Millerbernd	
Cemetery	Bob M, Lisa H	
Family Fun Day	Lisa H, Andy L	
Fire Department	Lisa H	
Human Resources	Bob M, Jonn O (Sam C, Lisa H)	
I.T. (Information Technology)	Jonn Olson (Jonn, Sam)	
Media, Newsletter and Website	Andy L (Andy L, Sam C)	
Office Staff	Bob M, Andy L	
Park & Recreation Commission	Lisa H	
Planning & Zoning Commission/Enforcements	Andy L	
Police	Lisa H	
Public Works/Maintenance	Jonn O.	
Recycling	Lisa H, Andy L	
Road & Bridge Committee	Jonn O.	
Safety/Workplace	Bob M	
Security	Andy L, Jonn O	
Senior Center/Transportation	Bob M, Andy L	
School Forest Committee	Lisa H	
Sunrise River Watershed Mgmt. Org.	Jonn O.	

Current Community Committee Assignments



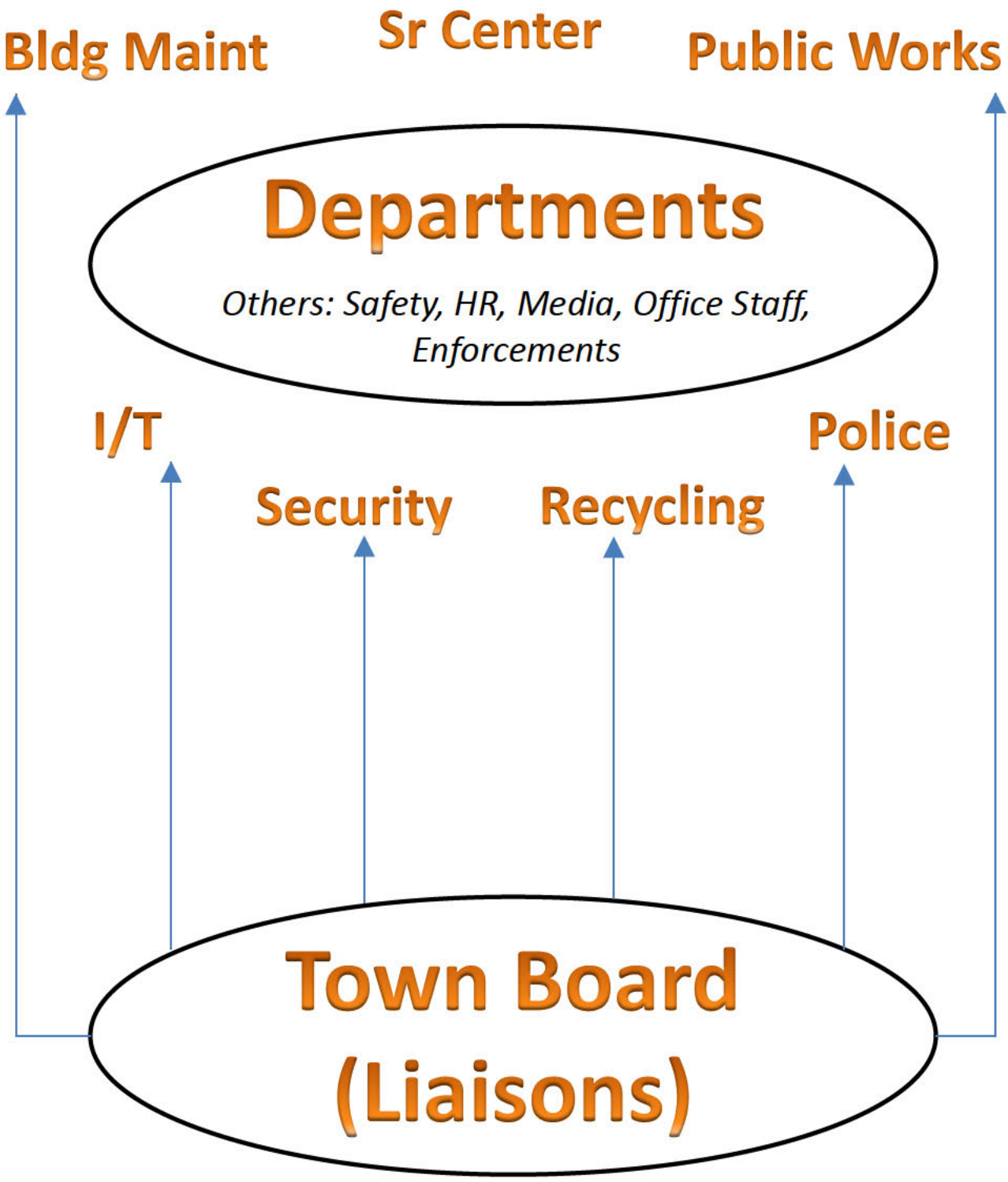
Town Board provide liaison to committees @ $100/meeting

Proposed Community Committee Assignments



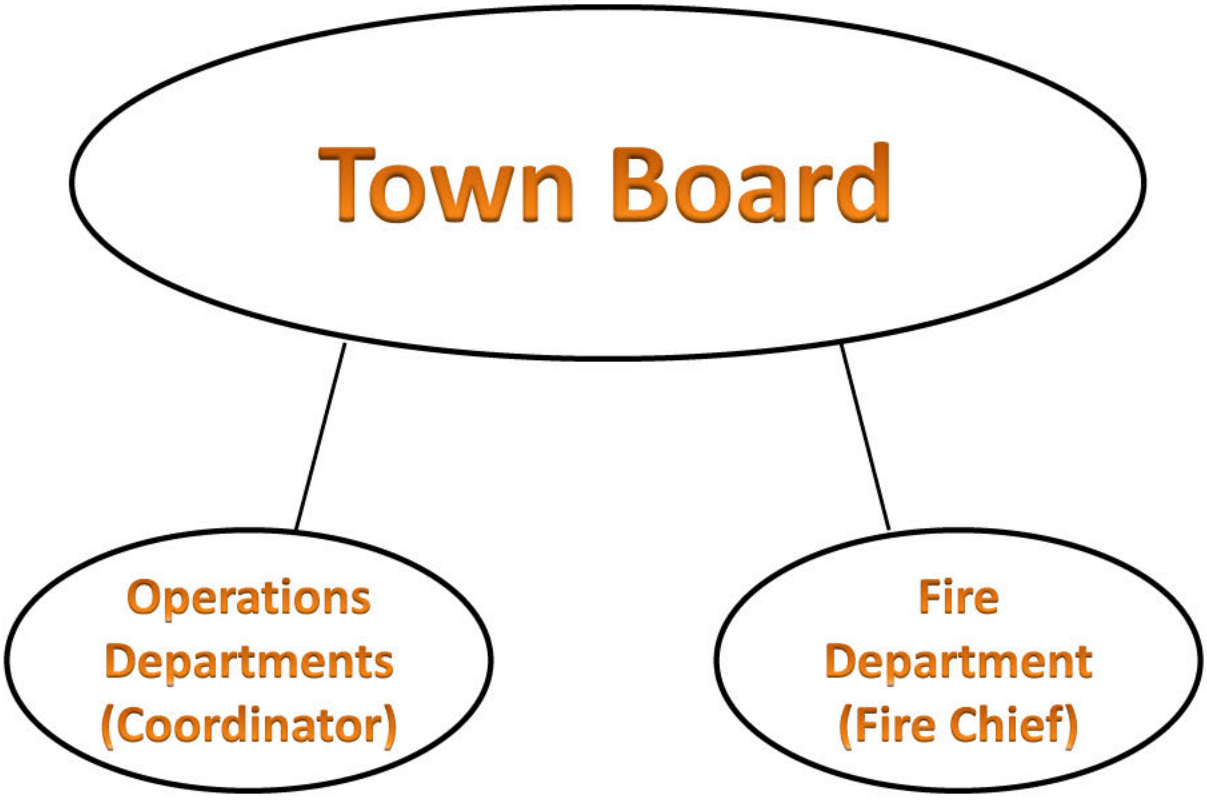
Committees provide liaison to town board

Current Department Assignments



Town Board provide liaison (manager) to departments

Proposed Department Assignments



FUNCTIONS:

- Bldg Maintenance
- Enforcements
- Information Tech
- Police
- Public Works
- Recycling
- Safety
- Security
- Sr. Center
- Operational Staffing
- Website

FUNCTIONS:

- Establishing SOPs
- Community Outreach
- Operational decision making
- Training
- Equipment usage
- Fire Dept Staffing

Proposed Town Board Committees

Town Board Committees

Personnel

FUNCTIONS:

- Hiring
- Employee Insurance
- Employee Programs
- Benefits
- Employee Handbook
- Security

Finance

FUNCTIONS:

- Annual Budget
- Expenditure Tracking and Reporting
- Capital Improvement Plan

Operational

FUNCTIONS:

- Township Insurance
- Equipment Plan
- Building Usage/Maint
- Public Works Plan
- Police
- I/T

Planning

FUNCTIONS:

- Comprehensive Plan
- Ordinance Reviews

Isanti-Chisago County STAR
930 South Cleveland, Cambridge, MN 55008 763-689-1181

December 1, 2025

Billi Larson, Township Clerk
Linwood Township
22817 Typo Creek Drive NE
Stacy, MN 55079

Dear Ms. Larson,

Please accept our 2026 bid for the official newspaper designation for Linwood Township.

The *Isanti/Chisago County Star* meets all of the requirements of a legal newspaper as set forth in MN Statute 331A.02. The *Star* is distributed free weekly to 6,900 households. Also, a pdf e-edition of the entire *Star* is available on our website for all to see for free; we have an average of 59,722 visits per month.

Our bid is $3.35 per column inch for all notices with a 7 point type and 9 lines per inch. We post all legal notices to our website www.Isanti-chisagocountystar.com, under a public notice tab and on the statewide public notice website www.mnpublicnotice.com, all at no additional charge and free to all viewers.

We would prefer legal notices emailed to starlegals(li;countystar.com. Our deadline is noon on Mondays for Thursday publication.

Thank you for the opportunity to publish notices for Linwood Township. If you have any questions, please feel free to contact me.

Sincerely,

Jeff Andres
Group Publisher
Isanti-Chisago County Star
Northstar Media, Inc.

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Town Board Meeting Minutes
December 23, 2025

Meeting called to order at 6:32 pm by Jonn Olson, Chair
Pledge to the Flag was recited.
Roll Call

Board Members Present:	Samuel Cole (Remote), Lisa Henrickson, Andy Luedtke, Jonn Olson
Board Members Absent:	Bob Millerbernd
Staff Present:	Billi Larson, Clerk; Alicia Morris, Treasurer
Attorney Present:	None
Residents Present:	None

PUBLIC FORUM
Chairperson, Jonn Olson, called for anyone wishing to speak during the public forum and hearing none moved on with the agenda.

CONSIDERATION AND APPROVAL OF AGENDA

- Add 7.1 Skidsteer
- Add 7.2 Fuel Purchases
- Add 7.3 Parks
- Move 9.1 to 7.4 Schedule of Meetings
- Add 8.3 Website Update
- Add 8.4 Police Contract

Motion by Supervisor Luedtke, seconded by Supervisor Henrickson to approve the Agenda as amended. All ayes, motion carried. (3-0)

CONSIDERATION AND APPROVAL OF CONSENT AGENDA

6.1 Approval of December 9, 2025, Meeting Minutes
6.2 Claims List for Approval #39241 - #39270 = $53,890

6.3 Payroll for Approval (12/19) = $24,452.38
6.4 2025 Quarter 3 Donations
6.5 Escrow Releases
6.6 Embedded Systems 2026 Contract
6.7 ACSO Stats
6.8 MN Paid Leave

Motion by Supervisor Olson, seconded by Supervisor Luedtke to approve the Agenda as amended. All ayes, motion carried. (3-0)

NEW BUSINESS

7.1 Skidsteer

Motion by Supervisor Olson to approve the purchase of a 255 Compact Track Loader with bucket, grapple, pallet forks, and rotary broom for the total purchase price of $94,176.44. Supervisor Luedtke seconded. All ayes. Motion carried. (3-0)

7.2 Fuel Purchases

Motion by Supervisor Luedtke to approve the payment of fuel invoices received by the end of the year, not to exceed $15,000, and subject to review by respective departments with fuel invoices. Second by Supervisor Henrickson. All ayes. Motion carried. (3-0)

7.3 Parks Update

Supervisor Henrickson updated the Board regarding the previous evenings PARCs meeting that included the skate party on January 23 and the readiness of the ice-skating rink.

7.4 2026 Schedule of Meetings

Motion by Supervisor Luedtke to approve the 2026 Schedule of Meetings as presented. Second by Supervisor Olson. All ayes. Motion carried. (3-0)

OLD BUSINESS

8.1 Township Staffing – Henrickson/Luedtke
- 8.1.1 Request for Action
- 8.1.2 Recycling Assistant I Job Description

Motion by Supervisor Olson to approve the recycling assistant 1 job description and to post for the hiring of up to two people for that position for $17-$20 per hour and to not exceed 20 hours per week. Second by Supervisor Henrickson. All ayes, motion carried. (3-0)

8.2 Accounting Services
- 8.2.1 Request for Action
- 8.2.2 Proposal

Motion by Supervisor Luedtke to approve the one-year accounting services contract as

presented by the Treasurer with abdo for $73,000. Second by Supervisor Olson. All ayes, motion carried. (5-0)

8.3 Website Update

Supervisor Luedtke updated the Board regarding the features and status of the new website including the ability to sign up for notifications. Linwoodtownshipmn.gov

8.4 2026 Anoka County Law Enforcement Contract

Motion by Supervisor Olson to approve the contract as written. Second by Supervisor Henrickson. All ayes, motion carried. (3-0)

UPCOMING MEETINGS

Motion to adjourn by Supervisor Luedtke, second by Supervisor Henrickson. All ayes, motion carried. (3-0)

Meeting adjourned at 7:04 pm

Respectfully submitted by Billi Larson, Clerk

Minutes Approved: January 13, 2026

Chairperson: _____

Jonn Olson

DRAFT

Date Range : **1/13/2026 To 1/13/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
01/13/2026	Dust Busters and More	Fire station cleaning - Dec 2025	39277	$240.00			
					225-42280-401-	Fire Stations and Buildings	$240.00
01/13/2026	Marco Technologies, Inc	Inv 571725886- Contract Payment 12/16/25-01/16/26	39278	$370.18			
					100-41425-406-	Clerk	$370.18
01/13/2026	Menards	Inv #69973 - Operating Supplies, Inv #69972 - Supplies	39279	$144.99			
					245-43211-217-	43211 Recycling Administration	($10.00)
					245-43211-217-	43211 Recycling Administration	$154.99
01/13/2026	MidCo	Inv. #14376680115139 - 12/21-1/20 Recycling Phone	39280	$362.46			
					245-43211-321-	43211 Recycling Administration	$362.46
01/13/2026	Target Solutions Learning LLC	Inv #133018 - 2026 Membership (31)	39281	$3,663.58			
					225-42240-308-	Fire Training	$3,663.58
01/13/2026	LePage & Sons	Inv #12827 - Park Trash	39282	$2,724.52			
					245-43240-384-	Waste (Refuse) Disposal	$2,724.52
01/13/2026	Loe's Oil Company	Inv. # 98238 - 55 gal UC, Antifreeze	39283	$63.75			
					245-43231-384-	43231 Recycling Collection	$63.75
01/13/2026	Connexus Energy	Electric service - Billed 12.29.25 & Oct Electric services	39284	$2,562.30			
					100-41940-381-	General Government Buildings and Plant	$250.61
					100-42501-381-	Civil Defense Expenditures	$32.40
					201-43160-381-	Street Lighting	$185.56
					245-43231-381-	43231 Recycling Collection	$194.17
					100-49010-381-	Cemetery	$31.00

Date Range : **1/13/2026 To 1/13/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					201-41940-381-	General Government Buildings and Plant	$275.61
					215-42401-381-	Building Inspections Administration	$131.70
					225-42280-381-	Fire Stations and Buildings	$754.58
					235-45186-381-	Senior Citizens Recreation	$219.49
					235-49040-381-	Transportation - Drivers	$21.95
					100-42222-381-	Firefighter Equipt & Expenses	$21.95
					240-41940-381-	General Government Buildings and Plant	$187.82
					240-45202-381-	Park Areas	$123.77
					232-42123-381-	Patrol	$131.69
01/13/2026	Near-Me Auto Service	Inv #8095 - 2011 Ram - Oil Change	39285	$203.83			
					201-43126-407-	Road and Bridge Equipment	$203.83
01/13/2026	MN Equipment	Inv #I37292 - Supplies	39286	$712.28			
					240-45202-213-	Park Areas	$712.28
01/13/2026	WH Security - Attn AR	Inv #35032700160	39287	$423.90			
					410-41940-401-	General Government Buildings and Plant	$423.90
01/13/2026	Ace Solid Waste, Inc.	Inv # 12748981T067 - Jan 2026	39288	$21.22			
					245-43245-384-	43245 Organics/Composting	$21.22
01/13/2026	VISA 2352	12.21.25 #2352 - Sr. Center Items	39289	$519.27			
					235-45186-211-	Senior Citizens Recreation	$57.82
					235-45128-217-	Community Celebrations	$67.88
					235-45186-211-	Senior Citizens Recreation	$16.99
					235-45128-437-	Community Celebrations	$9.28
					235-45128-217-	Community Celebrations	$56.86
					235-45186-211-	Senior Citizens Recreation	$35.63
					235-45186-437-	Senior Citizens Recreation	$107.37
					235-45128-437-	Community Celebrations	$35.46
					235-45186-437-	Senior Citizens Recreation	$115.44
					235-45186-441-	Senior Citizens Recreation	$16.54
01/13/2026	VISA 2345	12.25.25 #2345 - Supplies	39290	$419.93			

Date Range : **1/13/2026 To 1/13/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					201-41940-406-	General Government Buildings and Plant	$218.23
					100-47220-441-	Interest - Other Debt	$10.00
					100-41940-217-	General Government Buildings and Plant	$191.70
01/13/2026	VISA 2766	12.21.25 - FD Supplies	39291	$732.06			
					225-42210-441-	Fire Administration	$17.02
					225-42220-217-	Fire Fighting	$50.28
					225-42240-308-	Fire Training	$325.00
					225-42222-217-	Firefighter Equipt & Expenses	$339.76
01/13/2026	VISA 0441-Town of Linwood	12.25.25 - Town of Linwood	39292	$582.45			
					235-45186-437-	Senior Citizens Recreation	$305.00
					100-41430-406-	Office Staff	$263.59
					100-41430-411-	Office Staff	$13.86
01/13/2026	AT&T Mobility	Inv. #287315380214X010320 26 - FD Phone	39293	$217.43			
					225-42250-321-	Fire Communication	$217.43
01/13/2026	Waste Management	Inv.#0130405-4812-8 - Past Due Amount	39294	$602.96			
					100-41940-384-	General Government Buildings and Plant	$52.92
					245-43231-386-	43231 Recycling Collection	$76.32
					201-41940-384-	General Government Buildings and Plant	$52.94
					225-42280-384-	Fire Stations and Buildings	$104.88
					235-45186-384-	Senior Citizens Recreation	$104.14
					240-45202-384-	Park Areas	$105.88
					215-42401-384-	Building Inspections Administration	$105.88
01/13/2026	Ziegler, INC	Inv # IN002234697 - New Caterpiller Skis Steer	39295	$85,221.44			
					406-43126-580-	Road and Bridge Equipment	$85,221.44
01/13/2026	DVS Renewal	2026 Tab Renewals	39296	$186.25			
					245-43231-433-	43231 Recycling Collection	$60.75
					240-45202-433-	Park Areas	$24.25

Date Range : **1/13/2026 To 1/13/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					201-43126-433-	Road and Bridge Equipment	$81.00
					235-45186-433-	Senior Citizens Recreation	$20.25
01/13/2026	Anoka County Fire Protection Counci	Invoice # 420 Annual Membership Dues	39297	$900.00			
					225-42210-433-	Fire Administration	$900.00
01/13/2026	Dellwood Construction	Excrow Refund DW-24-04	39298	$800.00			
					810-41910-820-	Planning and Zoning	$800.00
01/13/2026	Sherco Construction	Escrow Payment/Refund on DW-25-02, DW-25-08	39299	$1,600.00			
					810-41910-820-	Planning and Zoning	$1,600.00
01/13/2026	Couri & Ruppe, P.L.L.P.	Personnel from November	39300	$618.75			
					100-41610-304-	City/Town Attorney	$618.75
01/13/2026	O'reilly Automotive, Inc.	Inv. # 3087490	39301	$91.60			
					201-49041-213-	Transportation - Equipt, Maintenance & Garage	$91.60
01/13/2026	T.R. Computer Sales, LLC	Inv. # 36505-MS, Inv. # TRCS36837	39302	$686.10			
					100-41425-406-	Clerk	$649.10
					100-41510-406-	Treasurer	$37.00
01/13/2026	Adam's Pest Control, Inc.	Inv#4331486	39303	$115.69			
					225-42280-401-	Fire Stations and Buildings	$115.69
Total For Selected Claims				**$104,786.94**			**$104,786.94**

Date Range : **1/13/2026 To 1/13/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail

Andrew Luedtke **Vice Chair, Town Supervisor** **Date**

Jonn J Olson **Chair, Town Supervisor** **Date**

Lisa Henrickson **Town Supervisor** **Date**

Robert D Millerbernd **Town Supervisor** **Date**

Samuel Cole **Town Supervisor** **Date**

LINWOOD TOWNSHIP
ANOKA COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 2025-11

RESOLUTION APPROVING A VARIANCE TO INSTALL AN INDIVIDUAL SEWAGE TREATMENT SYSTEM AT EAST MARTIN LAKE DRIVE NE PARCEL NO. 34-34-22-33-0038

WHEREAS, Alesia M. Wescott Metry, as Trustee of the Robert J. Metry and Alisia M. Wescott Metry Joint Trust ("Applicant") submitted an application to Linwood Township ("Town") for a variance to install an individual sewage treatment system on a vacant parcel of land in the R-1 Single Family Residential Zoning District; and

WHEREAS, the application relates to the installation of an individual sewage treatment system that will be located on the Applicant's property (PID: 34-34-22-33-0038) located at an unassigned address on East Martin Lake Drive NE and legally described as:

Lots 4 and 5, Trail End Second Addition

("Property"); and

WHEREAS, the proposed variance will allow an individual sewage treatment to be installed on the vacant parcel across East Martin Lake Drive NE from the Applicant's homestead; and

WHEREAS, a duly noticed public hearing, including mailed notices to property owners within 500 feet of the Property, was held on June 17, 2025 by the Planning Commission and the Planning Commission tabled the recommendation pending further information. The Planning Commission acted to forward the application to the Town Board with a recommendation that it be approved on June 18, 2025; and

WHEREAS, the Town Board of Supervisors considered the Applicant's requested variance at its June 25, 2025 meeting and hereby finds and determines as follows:

A. The Zoning Administrator prepared a memo dated June 18, 2025 ("Memo") with additional information on the Applicant's request and proposed findings. The Memo is incorporated herein by reference, except that the findings and conditions contained in this Resolution are controlling.
B. Section 28-92 of the Town Code requires that all sewage generated in unsewered areas shall be treated and dispersed by an approved subsurface sewage treatment system or a system permitted by the Minnesota Pollution Control Agency.
C. Sections 30-55 and 30-56 of the Town Code allows the Town Board, sitting as the Board of Adjustments and Appeals, to grant variances from the strict application of the Town's zoning regulations. Under Minnesota Statutes, section 462.357, subdivision 6, the Town Board may grant a variance if an applicant demonstrates the existence of practical difficulties. Under Minnesota Statutes, section 462.357, subdivision 6(2), the primary considerations for demonstrating practical difficulties are that "the property owner proposes to use the property in a

Request for Action

Date: 01/13/2026
To: Linwood Town Board
From: Billi Larson
Re: Cemetery Lot Request

Background:
The Township has received a request from the Family of Viola Hearle. The family has written a letter stating that it is their wish to give the cemetery lot, Original section, Block 56, Lot C, that has been reserved for Viola Hearle to the Family of Buck Broadbent. Mrs. Hearle's remains have been placed elsewhere and will not need the lot. Mr. Broadbent has several lots reserved but it was his request to be closer to his parents upon his passing. Allowing this request would allow Mr. Broadbent to be placed near his parents in the original section when he is interred on January 18, 2026.

Recommendation
Staff recommends allowing the family to give the lot for Mr. Broadbent's interment.

Financial Impact
None.

Attachments
Letter from Dave Freemore

January 8, 2026

To Whom It May Concern,

I am David Freemore, representing Judy Ann (Hearle) Utvich - sister in law and Janet Arleen (Hearle) Freemore - deceased wife.

We release Cemetery lot, Original Section Block 56 Lot C for use by Yvonne / Buck Broadbent.

This lot was originally intended for Viola Hearle. She has since been cremated and her ashes have been scattered elsewhere. We have no intention to use the above mentioned lot.

When the ground thaws, the Jack/ Vi marker will be moved to be centered on lot D.

Dave Freemore
[redacted]

REPORT OF SUPERVISOR EXPENDATURE

Date: 1/9/2026
To: Linwood Town Board
From: Jonn Olson
Re: Salt/Sand for Gravel Roads

Background

Typically in normal Minnesota weather, sanding gravel roads are not needed. However, with the warmer weather where snow melt on roads as well as intermittent freezing rain, there has become a requirement to sand slippery gravel roads.

The last time we needed to sand gravel roads was 2022, and since then the company we used to purchase from no longer carries it and lead to a delay in getting it ordered.

We already have a relationship with Bjorkland in Isanti, and found that they carry the materials we need at a rate of $720/dump truck load.

Action Taken

With the approval of supervisor Olson and supervisor Cole, three loads of salt/sand was ordered on 1/9/26 with a planned delivery on 1/12/26.

Financial Impact

$720 x 3 loads totals $2160 and will be allocated to the road and bridge road maintenance budget.

REQUEST FOR ACTION

Date: 1/13/2026
To: Linwood Town Board
From: Jonn Olson
Re: No Parking Signs on East Typo Drive NE Hammer Head

Background

Since 2024 when I became the road supervisor, every winter there have been complaints regarding ice fisherman parking in the hammer head turn-around on East Typo Drive NE.

Clearly the best fishing is on the north end of the lake, so instead of parking at the boat launch and traveling across the lake, fisherman park in the hammer head turn-around and use the trail to the lake because it's a shorter and safer distance to travel.

The issues are not related to local residence not wanting the traffic or parking. It's because public transportation vehicles, such as school buses, delivery companies, utility vehicles, etc., have no place to turn around when reaching the end of the road. They are forced into backing down the road and trying to turn around in driveways.

The purpose of the turn-around is not for parking vehicles there for any reason. It's to allow vehicles to safely turn around and return back down the single access road.

Recommendation

1. Discussion regarding if "No Parking" signs should be erected on the hammer head turn-around on East Typo Drive NE
2. Consider the legal process of approving and installing directional signs on town roads.
3. A motion to approve the purchase and installation of "No Parking" signs at the end of East Typo Drive NE.

Financial Impact

Approximately $40 per sign with six signs being purchase at a total cost of $240. This will come from the $5000 annual sign budget of Public Works.

Recommended Motion

Motion to approve the purchase and installation of six “No Parking” signs within the hammer head turn-around at the end of East Typo Drive NE as well as two signs just prior to the hammer head to allow for safe vehicle operation while turning around.




Path to lake
Hammer Head
Turn-around
24460

Request for Action

Date: 01/13/2026
To: Linwood Town Board
From: Alicia Morris
Re: Selection for Maturing Certificate of Deposit

Background:
The Township currently holds a Certificate of Deposit (CD) that is scheduled to mature on January 24, 2026. Upon maturity, the principal and accrued interest will be available for reinvestment or deposit into another authorized Township account. Staff are requesting direction from the Board regarding the preferred course of action for these funds to ensure continuity of investment earnings and compliance with Township investment policies and statutory requirements.

Several options are available, including renewing the CD for a new term, selecting a different maturity length, or transferring the funds to an alternative authorized investment vehicle. Timely Board action is requested to avoid the funds defaulting into a short-term or non-interest-bearing account.

Reasons for Approval

1. **Fiscal Stewardship and Investment Optimization**
    - Selecting an investment option prior to maturity ensures the Township continues to earn interest on available funds.
    - Proactive decision-making allows staff to secure the most favorable rate and term available at the time of renewal or reinvestment.
2. **Compliance and Cash Management**
    - Board direction ensures that the investment aligns with Township policy and applicable state statutes.
    - Establishing a clear course of action supports effective cash flow planning and financial accountability.

Recommendation
It is recommended that the Linwood Town Board review the available options and make a selection regarding the reinvestment or disposition of the maturing Certificate of Deposit, including:

Renewal of the CD for a specified term, or Selection of an alternative authorized investment option.

If approved, staff will:
- Execute the Board's selected investment option upon CD maturity.
- Coordinate with the financial institution to ensure timely processing.

- Maintain documentation consistent with Township financial and audit requirements.

Financial Impact

The financial impact will depend on the selected term and prevailing interest rates at the time of renewal or reinvestment. Making a timely selection is expected to preserve or enhance interest earnings and support prudent management of Township funds.

Attachments

Certificate of Deposit Summary
Available Investment Options

572-TDA- 244- 0()()50700

\ FIRST STATE BANK
OFWYOMING

26741 FELTON AVE - PO BOX 308
WYOMING, MN 55092

RETURN SERVICE REQUESTED

Questions?

If you have any questions about this notice, please contact us at

{651) 462-7607

Please refer to your Certificate number in all correspondence.

Information [redacted]

[redacted]

Maturity date: January 24, 2026

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TOWN OF LINWOOD
C/0 TREASURER
C/0 TREASURER
22817 TYPO CREEK DR NE
STACY, MN 55079-9349

Maturity Notice 01102126

TOWN OF LINWOOD

Your Certificate of Deposit issued on October 24, 2006 will mature on **January 24, 2026.** The balance of the certificate will be **$140,500.05.**

If not redeemed within 10 days after January 24, 2026, this account will automatically renew.

If renewed, the new maturity date will be **January 24, 2027.** The interest rate and annual percentage yield have not yet been determined. They will be available on January 24, 2026 and you will receive a Renewal Notice with your updated rate and new maturity date. Interest will be compounded quarterly and will be paid quarterly by adding to this account.



01/02/26 (000000527 45-0000052745
Branch 0001 Term 12M Freq 3M

FIRST STATE BANK OF WYOMING

"Hometawn Banking With Your Neighbors & Friends"

26741 Felton Ave
Wyoming, MN 55092
(651) 462-7611

6115 Stacy Trail
Stacy, MN 55079
(651) 462-7677

TIME CERTIFICATES

Terms & Rates Effective October 8, 2025

Term of Investment	Minimum Balance	Interest Rate	Annual Percentage Yield*	Compounding & Crediting Frequency
1 Month CD	$ 2,000	.10%	.10%	Maturity
3 Month CD	$ 2,000	.10%	.10%	Maturity
3 Month Small Savers	$ 500	.10%	.10%	Maturity
6 Month CD~ Relationship CD	**$ 1,000**	**3.75%**	**3.80%**	**Quarterly**
12 Month CD	$ 1,000	1.00%	1.00%	Quarterly
21 Month CD~ Relationship CD	**$ 2,000**	**3.50%**	**3.55%**	**Quarterly**
2 Year CD	$ 2,000	1.50%	1.51%	Quarterly
3 Year CD	$ 2,000	2.00%	2.02%	Quarterly
5 Year CD	$ 2,000	2.50%	2.52%	Quarterly

"The ANNUAL PERCENTAGE YIELD (APY) assumes interest will remain in the account until maturity or 1 year, whichever is greater. A withdrawal of interest or principal will reduce earnings. We use the DAILY BALANCE METHOD to calculate interest on accol,Ints. This method applies a daily periodic rate to the principal in the account each day. Interest begins to accrue on the business day you deposit.

Minimum Balance listed above is the minimum deposit amount to open the account. You must maintain this minimum balance on a daily basis to earn the annual percentage yield disclosed. You cannot make deposits to time account during a term (other than credited interest). You cannot withdraw principal without our consent except on or after maturity. (For accounts that automatically renew, there is a ten day grace period after each renewal date during which withdrawals are permitted without penalty.)

~ Other than single maturity accounts, certificates will automatically renew on the maturity date. Each renewal term will be the same as the original certificate (CD) the 21 Month CD that will renew at the 24 month term. The interest rate will be the same rate we offer on new time deposits on the maturity date that have the same term, minimum balance (if any) and other features as the original time deposit, excluding the 21 month CD that will renew at the 24 month rate.

Relationship CD's require an existing active checking account relationship with First State Bank of Wyoming.

You must notify us in writing before or within a ten-day grace period after the maturity date if you do not want the certificate to automatically renew. We reserve the right to stop automatic renewal by written notice to you before maturity. If this account is not automatically renewable, then no interest will be paid after maturity.

The following penalty may be imposed for early withdrawal:

Term	Penalty
Term < 6 Months	Loss of accrued Interest
Term 6 Months - 27 Months	3 Month Interest Penalty
Term > 27 Months	6 Month Interest Penalty

Member **FDIC**

PLEASE CALL FOR CURRENT RATES AS THEY ARE SUBJECT TO CHANGE DAILY.

REQUEST FOR ACTION

Date: 1/13/2026
To: Linwood Town Board
From: Jonn Olson
Re: Delwood Estates Public Works Maintenance

Background

Delwood Estates, located off CR74, was constructed over the past few years. Until a development is proven to meet Linwood's road specs and signed off by the town engineer, maintenance is the responsibility of the developer.

Recently, the developer has requested the township to accept the ongoing public works maintenance of the Delwood Estates ROW, including plowing, ditch mowing, etc.

I've reviewed the request with the town engineer and he has confirmed that all the requirements of the development have been met and the township, upon approval of the board, can accept the ROW maintenance.

The remaining work to be done at the development is the last lift of asphalt, which is planned for summer 2026. The town engineering firm still has escrow holdback until that work is complete, so in the event is it NOT completed, the township can use the escrow money to complete the remaining work.

Recommendation

1. Consideration and discussion of the township accepting the public works maintenance for Delwood Estates.
2. A motion to accept future public works maintenance of Delwood Estates.

Financial Impact

There will be an increase to day to day operating expense for general public works maintenance, such as the cost to plow, ditch mow, clean culverts, etc. There is no way to calculate a specific cost and will be covered by the existing public works operation budgets.

Recommended Motion

Motion to accept the ongoing public works maintenance for the streets located within Delwood Estates, including Willy's Street NE and Unser Street NE, and approve the chairperson to sign any subsequent contracts or agreements that may be necessary following a town attorney review.

Request for Action

Date: 01/13/2026
To: Linwood Town Board
From: Billi Larson
Re: Appointment of Deputy Clerk

Background:
Julie Dahnke has held the position of Office Assistant since August 28, 2025. She has recently stepped up to assist with the additional responsibilities with Planning & Zoning tasks. Her skills and willingness to take on any task are not only appreciated but will ensure her success in the role of Deputy Clerk.

Recommendation
Motion to allow Clerk Larson to appoint Julie Dahnke as Deputy Clerk.

Financial Impact
This is currently a budgeted position.

Attachments
None.

Request for Action

Date: 01/13/2026
To: Linwood Town Board
From: Billi Larson
Re: Local Board of Appeals and Equalization Meeting Dates 2026

Background:
Anoka County has requested 2026 Local Board of Appeal and Equalization (LBAE) Meeting Dates. The request is to indicate your first and second choices for the date of your board's opening meeting. Both selected dates must fall between April 20, 2026, and May 8, 2026. Any weeknight within that range is available.

Additionally, Minnesota law requires at least one board member to have completed the Department of Revenue's LBAE training within the past four years. While only one trained member is required, the Department strongly encourages all board members to complete the training.

Please note: A board member must complete the training by February 1, 2026. If a board does not have a trained member by that date, it may lose its authority to hold appeal meetings, and its responsibilities may be transferred to a Special Board of Equalization for a minimum of two assessment years.

Recommendation
Staff recommends allowing the Clerk to seek available dates to send to Anoka County and choosing two Board members to complete the training.

Financial Impact
None

Attachments
2026 LBAE Date Request Form

2026

Board of Appeal and Equalization

Date Request Form

City or Town:

Proposed Date, Time, and Location of Local Board of Appeals and Equalization Meeting:

Date:	
Time:	
Location: (Please provide name and address)	

Proposed Date, Time, and Location of Local Board of Appeals and Equalization Meeting:

Date:	
Time:	
Location: (Please provide name and address)	

Name of person completing this form:

Title:

Phone Number:

Email:

PLEASE SEND COMPLETED FORMS BY EMAIL TO:

Lisa.Schultz@anokacountymn.gov

Return By Friday, JANUARY 23, 2026

Request for Action

Date: 12/22/2025
To: Linwood Town Board
From: Darryl Ballman Fire Chief
Re: Hiring of Brian Walker

Background:

Constitution of the Linwood Fire Department:

Article 3. Membership.

Section 3.01 Any resident of the town of Linwood, Anoka County, Minnesota, or citizen who lives within eight minutes response time from the Linwood Fire Station, not less than 21 years of age, a high school graduate or Graduate Equivalent Degree (GED) and not over 65 years of age, has a current Minnesota driver's license, is eligible for active membership on the LFD. All members will bound by the provisions of this constitution and the Standard Operating Procedures/ guidelines (SPO/SOG) adopted and amended from time to time by the LFD.
As the demand for our services continues to grow rapidly, we need additional manpower to ensure the smooth operation and efficiency of our fire department. We are currently at thirty paid on call firefighters.

Section 3.02 LFD shall be composed of not less than ten (10) or no more than thirty-five (35) Active Members.

The Linwood Fire Department (LFD) is currently at 30 firefighters. Per Article 3. Section 3.02 The LFD may hire up to 35 firefighters.

Reasons for Approval

To meet the increasing demands and provide exceptional service to our community, we are seeking to start the hiring process for Brian Walker. Brian was on The Eagan Fire Department for 6 years and maintained above a 50% response to a department that averaged around 500 calls a year with 80% being medical. Eagan went full-time in 2021 and eliminated the part time Firefighters. He maintained his EMT and was just renewed in Mar of 2025. His FF1, FF2, Hazmat Ops expired in 2022. Putting Brian through the 4 phase program internally will be a remedial effort to get his certifications current.

Brian has been interviewed by the LFD hiring committee and has passed his Physical Agility Test (PAT).

Next Steps

1. Background (Already submitted to the Township Staff)
2. Medical evaluation.
3. Town Board approval to hire Brian Walker

Recommendation

It is recommended that the Linwood Town Board approve the hiring process, as we aim to have the new employee onboard by January 1st, 2025.

If approved, staff will:

- Update payroll systems to reflect the new hourly rate.
- Notify affected employees in writing of the approved change.
- Maintain records consistent with wage and payroll documentation requirements.

Financial Impact

The financial impact to the Township is expected to be minimal due to Brian being a fully trained firefighter/EMT.

If you require any further information or have any questions, please do not hesitate to contact me at darryl.ballman@linwoodtownship.org or (612)730-5989.

Thank you for considering our request. We believe that adding a new member to our team will contribute to the overall success of the Linwood Fire Department.