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 27, 2026 - 6:30 pm
Town Hall Chambers

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC FORUM

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.

5. CONSIDERATION AND APPROVAL OF AGENDA

6. CONSIDERATION AND APPROVAL OF CONSENT AGENDA

6.1 Approval of January 13, 2026, Meeting Minutes
6.2 Claims List for Approval #39304 - #39325 = $31,923.85
6.3 Payroll for Approval (01/16) = $24,488.28
6.4 Salt/Sand Purchase
6.5 Walker Conditional Employment Offer
6.6 Nastrom Mailbox Installation Fee Refund

7. NEW BUSINESS

7.1 Open Supervisor Appointment - Olson
7.2 Linwood Township FunFest MOU/Request
7.3 Job Descriptions and Media Specialist Position – Cole
- 7.3.1 Request for Action
- 7.3.2 Attorney Memo

8. OLD BUSINESS

9. UPCOMING MEETINGS

9.1 Planning & Zoning – February 17, 2026 – 6:00PM

9.2 Local Government Officials Meeting – January 28, 2026 – 6:00PM

9.3 Monthly Town Board Workshop – Road & Bridge Committee – February 3, 2026 – 5:30PM

The next Regular Town Board Meeting is scheduled for Tuesday, February 3, 2025, 6:30PM

10. ADJOURNMENT

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Town Board Meeting Minutes
January 13, 2026

Meeting called to order at 6:31 pm by Billi Larson, Clerk
Pledge to the Flag was recited.
Roll Call

Members present:	Samuel Cole, Lisa Henrickson, Andy Luedtke, Jonn Olson
Members absent:	Bob Millerbernd
Staff present:	Billi Larson, Clerk; Alicia Morris, Treasurer
Staff absent:	None
Attorney present:	Mark Allseits
Residents present:	Kenneth Kokel, Chris Nastrom, Ed Kramer, Brian Langlois, Two additional residents that did not sign in.

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

Clerk Larson called for nominations for Town Board Chair. Supervisor Henrickson nominated Jonn Olson. Supervisor Olson accepted the nomination. Hearing no other nominations, Clerk Larson called for a vote. Supervisor Olson won the vote (4-0).
Clerk Larson turned the meeting over to Supervisor Olson.

Supervisor Henrickson nominated Andy Luedtke for Vice Chair. Supervisor Luedtke accepted the nomination. Supervisor Luedtke won the vote for Vice Chair (4-0).

Section 1 Action:	**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
Designate a bank as Town depository	First State Bank of Wyoming
Designated officials to sign checks (3 signatures required)	Jonn Olson, Andy Luedtke, Clerk, Treasurer
Mileage reimbursement rate	Current Federal Rate Per Mile
WH Security contact list	Jonn Olson, Andy Luedtke, Sam Cole
Credit card users	Township, Chief Ballman, Sarah Raymond, Jack Sawatzky
Menards purchasers	Staff to use as needed
Kwik Trip card user (FD use only)	Chief Ballman
Data Practice Responsible Authority	Town Clerk
Data Practice Compliance Official	Couri & Ruppe, LLC
Motion: Supervisor Henrickson moved to approve Section 1. Supervisor Luedtke seconded. Motion carried. (4-0)	
Section 2: Township Services:	
Animal Control	Tabled until 01/27/26
Attorney	Couri & Ruppe, LLC
Auditor	Tabled until 01/27/2026
Building Official	Rum River Construction Consultants
Engineer	Hakanson Anderson Engineering
Health Authority	Dr. Nik Vuljaj
Road Foreman	Craig Rylander
Weed inspector	Jack Sawatzky
Motion: Supervisor Cole moved to approve Section 2. Supervisor Henrickson seconded. Motion carried. (4-0)	
Section 3: Committee & Department Liaisons:	
Building Maintenance/Workplace Safety	Andy Luedtke
Cemetery	Lisa Henrickson
Family Fun Day	Remove
Fire Department	Lisa Henrickson
Human Resources	Abdo
I.T. (Information Technology)	Jonn Olson, Sam Cole
Media, Newsletter and Website	Andy Luedtke, Sam Cole
Office Staff	Andy Luedtke, Jonn Olson
Park & Recreation Commission	Lisa Henrickson, Sam Cole
Planning & Zoning Commission/Enforcements	Andy Luedtke
Police	Lisa Henrickson
Public Works/Maintenance/R&B	Jonn Olson

Recycling	Lisa Henrickson, Andy Luedtke
Security	Andy Luedtke, Jonn Olson
Senior Center/Transportation	Jonn Olson
School Forest Committee	Lisa Henrickson, Sam Cole
Sunrise River Watershed Management Org.	Jonn Olson

***Motion* by Supervisor Cole to task Abdo Solutions with HR functions. Seconded by Lisa Henrickson. Motion carried. (4-0)**
Motion by Supervisor Luedtke to approve Section 3. Supervisor Cole seconded. Motion carried. (4-0)

Supervisor Olson presented a workflow proposal for committees and departments.

PUBLIC FORUM
None.

CONSIDERATION AND APPROVAL OF AGENDA
Changes and additions:

- Add 9.7 Resignation of Supervisor Millerbernd and 9.7.1 Resolution 2026-01 regarding acceptance of Millerbernd resignation.

***Motion* by Supervisor Cole, seconded by Supervisor Henrickson to approve the agenda as amended. All ayes, motion carried. (4-0)**

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 (12/5) = $10,768.21
8.4 Resolution 2025-11 (Error Correction)
8.5 Cemetery Request
8.6 Salt and Sand Order Notification
***Motion* by Supervisor Olson, seconded by Supervisor Henrickson to approve the Consent Agenda as amended. All ayes, motion carried. (4-0)**

NEW BUSINESS
9.1 No Parking Signs on East Typo Drive NE Hammer Head – Olson
9.1.1 Request For Action
Attorney Mark Allseits provided an ordinance summary to be published in the Forest Lake Times making Ordinance 2026-01 official.
***Motion* by Supervisor Olson, seconded by Supervisor Henrickson to approve Ordinance 2026-01 to post No Parking signs on Typo Creek Drive near the hammerhead. Motion carried. (4-0)**

9.2 Selection for Maturing Certificate of Deposit – Morris
9.2.1 Request For Action
9.2.2 Certificate of Deposit Maturity Notice

***Motion* by Supervisor Luedtke to approve a 6-month renewal of CD 7245-527466 at 3.7%, seconded by Supervisor Henrickson. All ayes, motion carried. (4-0)**

9.3 Dellwood Estates Road Agreement – Olson

9.3.1 Request For Action

***Motion* by Supervisor Olson, seconded by Supervisor Cole to approve the Dellwood Estates Road Agreement. Motion carried. (4-0)**

9.4 Request to Appoint Deputy Clerk – Larson

9.4.1 Request For Action

***Motion* by Supervisor Luedtke, seconded by Supervisor Henrickson to allow Clerk Larson to appoint Julie Dahnke as Deputy Clerk at her current pay rate. Motion carried. (4-0)**

9.5 LBAE Meeting Date Request 2026 – Larson

9.5.1 Request Form

***Motion* by Supervisor Olson, seconded by Supervisor Henrickson to allow Clerk Larson to find two dates for the LBAE and respond back to Anoka County. Motion carried. (4-0)**

9.6 Planning & Zoning Updates – Luedtke/Larson

There was discussion around a variance application that was submitted, and has been withdrawn, whether the application fee and escrow that was accepted could be refunded.

***Motion* by Supervisor Luedtke, seconded by Supervisor Cole to waive the application fee for variance application 25-22VAR. Motion carried. (4-0)**

9.7 Resignation – Millerbernd (ADDED)

9.7.1 Resolution 2026-01

***Motion* by Supervisor Olson, seconded by Supervisor Henrickson to approve Resolution 2026-01 accepting the resignation of Robert Millerbernd as Board Supervisor and declaring a Board Vacancy. Motion carried. (4-0)**

OLD BUSINESS

10.1 Fire Department New Hire – Henrickson

Motion by Supervisor Henrickson to approve the LFD's conditional offer of employment to Brian Walker. Seconded by Supervisor Cole. Motion carried. (3-0-1 Luedtke abstain)

UPCOMING MEETINGS

Planning & Zoning – January 20, 2026 – 6:00PM

PARCs – January 26, 2026 – 6:00PM
Town Board Workshop – January 27, 2026 – 5:30PM
Local Government Officials Meeting – January 28, 2026 – 6:00PM
Monthly Town Board Workshop – Road & Bridge Committee – February 3, 2026 – 5:30PM

Next regular Town Board Meeting will be on Tuesday, January 27, 2026 at 6:30pm.

Motion to adjourn by Supervisor Henrickson, second by Supervisor Luedtke. Motion carried. (4-0)

Meeting adjourned at 8:04 pm

Respectfully submitted by Billi Larson, Clerk

Minutes Approved:

Chairperson: _____
Jonn Olson

Date Range : **1/27/2026 To 1/27/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
01/27/2026	Xcel Energy	Inv.#959825390 - Fire 1.6.26, 51-4294294-9, Inv.#959848602 - Township 1.6.26, 51-4470489-8	39304	$2,557.19			
					100-41940-383-	General Government Buildings and Plant	$242.92
					245-43231-383-	43231 Recycling Collection	$182.19
					201-41940-383-	General Government Buildings and Plant	$151.83
					215-42401-383-	Building Inspections Administration	$242.92
					225-42280-383-	Fire Stations and Buildings	$1,342.58
					235-45186-383-	Senior Citizens Recreation	$170.05
					235-49041-383-	Transportation - Equipt, Maintenance & Garage	$36.44
					240-41940-383-	General Government Buildings and Plant	$151.83
					100-42222-383-	Firefighter Equipt & Expenses	$36.43
01/27/2026	ABDO LLP	Inv.#516772 Dec Payroll, Inv. #517334 Dec Accounting Services, Inv. #517385 Sage Intacct	39305	$10,516.25			
					100-41430-301-	Office Staff	$2,485.00
					100-41430-301-	Office Staff	$1,781.25
					100-41430-301-	Office Staff	$6,250.00
01/27/2026	LRS Portables of Minnesota	Inv. #'s - MP290946, MP290952	39306	$140.00			
					240-45202-418-	Park Areas	$140.00
01/27/2026	Aspen Mills	INV # 368717, 368780, 368897	39307	$89.95			
					225-42222-443-	Firefighter Equipt & Expenses	$47.95
					225-42222-443-	Firefighter Equipt & Expenses	$12.00
					225-42222-443-	Firefighter Equipt & Expenses	$30.00
01/27/2026	Anoka County Fire Protection Counci	Inv # 446 - RMS Allocation	39308	$3,116.00			
					225-42210-433-	Fire Administration	$3,116.00

Date Range : **1/27/2026 To 1/27/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
01/27/2026	Couri & Ruppe, P.L.L.P.	Personnel from December	39309	$6,200.00			
					100-41610-304-	City/Town Attorney	$6,200.00
01/27/2026	Airgas	Inv # 5521940072 Lease 02/01/2026-01/31/2027	39310	$287.50			
					215-43126-415-	Road and Bridge Equipment	$287.50
01/27/2026	MidCo	Inv. #13375590115157,1.2.26,Acct#133755901, Inv. #13376650115157,1.2.26,Acct#133766501	39311	$486.61			
					100-41940-321-	General Government Buildings and Plant	$144.98
					201-41940-321-	General Government Buildings and Plant	$18.12
					215-42401-321-	Building Inspections Administration	$144.98
					225-42250-321-	Fire Communication	$124.15
					235-45186-321-	Senior Citizens Recreation	$36.25
					240-41940-321-	General Government Buildings and Plant	$18.13
01/27/2026	NCPERS Group Life Insurance	Inv. # 590801012026, 590801112025, 590801122025, 590801022026	39312	$176.00			
					245-43231-101-	43231 Recycling Collection	$64.00
					100-41510-101-	Treasurer	$64.00
					100-41912-101-	Zoning	$48.00
01/27/2026	Near-Me Auto Service	Inv #8055 - 1997 Ford F350 - Brake Repairs	39313	$850.04			
					225-42260-407-	Fire Repair Services	$850.04
01/27/2026	Alex Air Apparatus, Inc.	Inv #INV-53591- Electric Vehicle Training	39314	$770.00			
					225-42222-404-	Firefighter Equipt & Expenses	$770.00
01/27/2026	Kramer Mechanical	Inv # 34650 - Warming House Boiler	39315	$170.00			
					240-45202-401-	Park Areas	$170.00

Date Range : **1/27/2026 To 1/27/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
01/27/2026	Stacy Hardware Inc.	Inv # 67918 - Black Spray Paint	39316	$19.68			
					240-45202-217-	Park Areas	$19.68
01/27/2026	Bjorkland Companies	Inv# 103014 - Salt/Sand Mix	39317	$2,170.35			
					201-43122-224-	Unpaved Streets	$2,170.35
01/27/2026	Waste Management	Inv.#0130405-4812-8 - Past Due Amount	39318	$689.54			
					100-41940-384-	General Government Buildings and Plant	$31.97
					245-43231-386-	43231 Recycling Collection	$369.87
					201-41940-384-	General Government Buildings and Plant	$31.97
					225-42280-384-	Fire Stations and Buildings	$63.93
					235-45186-384-	Senior Citizens Recreation	$63.93
					240-45202-384-	Park Areas	$63.93
					215-42401-384-	Building Inspections Administration	$63.94
01/27/2026	LePage & Sons	Late Fee 01.04.26	39319	$20.94			
					245-43240-384-	Waste (Refuse) Disposal	$20.94
01/27/2026	Menards	Inv # 70930 - Supplies	39320	$7.88			
					225-42222-217-	Firefighter Equipt & Expenses	$7.88
01/27/2026	Minnesota Secretary of State	Notarty Public	39321	$120.00			
					100-41430-433-	Office Staff	$120.00
01/27/2026	Linwood Country Store	December Billing	39322	$1,881.86			
					201-43126-212-	Road and Bridge Equipment	$1,660.04
					225-42222-212-	Firefighter Equipt & Expenses	$143.16
					240-45202-212-	Park Areas	$78.66
01/27/2026	Chris Nastrom	Refund - Mailbox Installation	39323	$54.06			
					201-43127-810-	Road & Bridge	$54.06
01/27/2026	TH Construction of Anoka Inc	DW-25-10 21917 Willys St NE	39324	$800.00			

Date Range : **1/27/2026 To 1/27/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					810-41910-820-	Planning and Zoning	$800.00
01/27/2026	Clinton Houle	DW-25-13 Escrow Refund	39325	$800.00			
					810-41910-820-	Planning and Zoning	$800.00
Total For Selected Claims				**$31,923.85**			**$31,923.85**

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**

REQUEST FOR ACTION

Date: 1/27/26
To: Linwood Town Board
From: Jonn Olson
Re: Purchase of Salt/Sand for Roads

Background

With the road salt shortage and the higher need for sanding gravel roads this season, it may be necessary to increase our stock supply of salt/sand. Recently we purchased three loads at $720/load and used much of it during the last freezing rain days.

Since there's no way to predict the weather and Linwood has been told that we may not be able to get support from Anoka County if we run out this spring, it would be prudent to order more salt/sand while it's available.

Recommendation

1. Since prices may change based on demand, I'm looking for board support in ordering up to $4000 from Bjorkland. This should provide at least five loads.
2. A motion to approve the expenditure of up to $4000 in salt/sand.

Financial Impact

Up to $4000 from the Road and Bridge operating budget.

Recommended Motion

Motion to approve the expenditure of up to $4000 for the purchase of salt/sand material from Bjorkland.

MEMORANDUM

Date: 21 January December 2026

To: Linwood Town Board

From: Darryl Ballman Fire Chief

Re: Approval of Candidate Brian Walker

At the January 13th, 2026 Linwood Township Town Board meeting, the Linwood Town Board authorized the Linwood Township Fire Department (LFD) to proceed with a conditional offer for employment to Brian Walker based on the candidates successful passing of a physical exam, criminal background check, and a fire chief interview. The LFD hiring committee is pleased to announce that Mr. Walker has successfully passed the criteria laid out and recommends extending a final offer of employment to Mr. Walker.

LFD staff Recommendation:
Staff recommends extending a final offer of employment to Mr. Brian Walker for the position of Probationary Firefighter with an effective start date of January 1, 2026 at the pay rate of a probationary Firefighter.

Request for Action

Date: 01/23/2026
To: Linwood Town Board
From: Alicia Morris
Re: Refund of Mailbox Post Installation

Background:
On November 20, 2025, Chris Nastrom paid $189.22 for mailbox post with installation. Due to circumstances that prevented completion of the installation, the service was not performed.

As the Township was unable to complete the requested installation, staff are requesting approval to issue a refund to the resident for $54.06 to cover the installation fee. Processing this refund will ensure appropriate handling of resident payments and accurate financial records.

Reasons for Approval

1. **Resident Service and Fairness**
    - Issuing a refund ensures the resident is not charged for services that were not provided.
2. **Financial Accuracy and Accountability**
    - Processing the refund allows staff to properly reconcile Township accounts.
    - Ensures compliance with sound financial practices and audit standards.

Recommendation

It is recommended that the Linwood Town Board approve the issuance of a $54.06 refund to the resident for the mailbox post installation paid on 11/20/25, which was not completed.

If approved, staff will:

- Process the refund to the resident in accordance with Township financial procedures.
- Update accounting records to reflect the refunded amount.
- Maintain documentation related to the transaction for audit and recordkeeping purposes.

Financial Impact
Approval of this request will result in the return of $54.06 to the resident. There is no net financial impact to the Township, as the refund corrects a payment received for services not rendered.

Memorandum of Understanding (MOU)

Between Linwood Township and Linwood Fire Association Regarding Linwood FunFest 2026

Date: January 23, 2026
To: Linwood Township Board
From: Linwood FunFest Committee
On behalf of Linwood Fire Association (501(c)(3) Nonprofit Organization)

Subject: Request for Release of Allocated Funds for Linwood FunFest 2026

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1. Purpose

This Memorandum of Understanding outlines the intended use of funds previously allocated by Linwood Township for the annual community celebration, operating for the second year under the name Linwood FunFest, through its formal partnership with the Linwood Fire Association, a registered 501(c)(3) nonprofit organization.

3. Event Dates

Linwood FunFest is scheduled to take place the weekend following Labor Day:

- Friday, September 11, 2026
- Saturday, September 12, 2026

The event is planned to proceed rain or shine, except for certain weather-dependent elements.

4. Planned Activities and Deliverables

The Linwood FunFest Committee is committed to providing a safe, inclusive, and family-friendly celebration that brings together residents of all ages for a weekend of fun, food, and community connection. While specific activities may vary based on vendor availability and community interest, planned elements typically include:

Friday, September 11, 2026

- Community bingo
- Outdoor movie in the park

Saturday, September 12, 20226

- Organized car and community parades
- Food and craft vendors
- Family-friendly games and attractions (such as inflatables, pony rides, or mini golf)
- Live or recorded music and stage entertainment
- Street dance featuring a band or DJ
- Evening fireworks display

Contingency:

If either the fireworks or the main entertainment cannot occur as scheduled due to weather or other unforeseen circumstances, the Committee will make every effort to reschedule those features for a later date.

5. Funding Request

We respectfully request that the funds ($24,000) previously allocated by Linwood Township for Linwood FunFest be released to the Linwood Fire Association to support planning, logistics, and execution of Linwood FunFest 2026.

All funds will directly support the outlined activities and related expenses. A full accounting of expenditures can be provided upon request. We view Linwood FunFest as a long-term community tradition and hope to continue this partnership with Linwood Township to ensure the event's sustainability and growth in future years.

6. Contact Information

Should you require any additional documentation or clarification to facilitate the release of funds, please contact the Linwood FunFest Committee at: linwoodfunfest@gmail.com

Signatures

This Memorandum of Understanding is entered into by the parties listed below and reflects their mutual understanding and intent to collaborate on the planning and execution of Linwood FunFest 2026.

For Linwood Township

By signing below, the representative affirms support for using Township-allocated funds for Linwood FunFest 2026.

Name: _____ Title: _____

Signature: _____ Date: _____

For Linwood Fire Association (501(c)(3))

By signing below, the representative affirms the organization's commitment to carrying out the duties outlined in this agreement and managing the allocated funds responsibly.

Name: _____ Title: _____

Signature: _____ Date: _____

AGENDA: REQUEST FOR ACTION

Please fill out either the first or second page, not both.

Date: 01/27/2026
Sponsor: Supervisor Cole
Title: Job Descriptions Review and Layoff of Media Specialist

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Background

Review of Job Descriptions

Attorney Mark Allseits has been working with Abdo to update our existing employee job descriptions to match their responsibilities. The job descriptions have not been updated in a while and are due for revisions.

Media Specialist Layoff

Section 9.3 of our employee handbook says the following:

FROM TIME TO TIME, BUDGETARY OR OPERATIONAL CONSIDERATIONS MAY MAKE IT NECESSARY TO REORGANIZE, REDUCE WORK HOURS OR LAY OFF TOWNSHIP EMPLOYEES. DETERMINING THE NEED FOR LAYOFFS AND THE CLASSIFICATIONS OF EMPLOYEES TO BE LAID OFF IS WITHIN THE SOLE DISCRETION OF THE LINWOOD TOWN BOARD.

In the months following the adoption of Town Web as the new website provider, it has become increasingly clear that there is no longer an operational need for the media specialist position. After reviewing the job duties of the media specialist role with the media specialist and ABDO, there is very little that remains that isn't also covered by what is included with our Town Web services.

This combined with the current budgetary state of the township, it no longer seems to be a responsible use of public dollars for the township to continue with the Media Specialist role.

This discussion is intended to be strictly limited to the Media Specialist position/job description and whether there is an operational need for someone to fulfill that role.

Recommendations (optional)

1. A review and approval of all updated job descriptions provided by attorney Mark Allseits
2. To lay off the media specialist role

Proposed Motion

1. Motion to approve all updated job descriptions contingent on that all requested changes made during this meeting are done.
2. Motion to lay off the media specialist.

Financial Impact

It is my recommendation that the township approve an unemployment compensation request should we receive one from the media specialist. Due to the part time nature of this position, this cost to the township should be minimal.

Audience Input Permitted?

Yes

Attachments

None

COURI & RUPPE, P.L.L.P

Michael C. Couri*
Robert T. Ruppe**
Mark S. Allseits

**Also Licensed in Illmois*
***Also Licensed in California*

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January 16, 2026

Billi Larson, Clerk
22817 Typo Creek Drive
Stacy, MN 55079
Billi.Larson@linwoodtownship.org

Sent via e-mail to Billi.Larson@linwoodtownship.org individual distribution to all present Town Board Supervisors.

RE: REVIEW OF MEDIA SPECIALIST JOB CLASS AND RECOMMENDATION REGARDING ORGANIZATIONAL NEED

I have begun the broader review of Township job descriptions and organizational structure as part of the Board's effort to clarify duties, evaluate operational needs, and assess the budgetary impact of all job classes and independent contracts. During this review, a significant area of redundancy has emerged between the Media Specialist job class and the services now provided through the Township's contracted website and communications provider, TownWeb. This memo outlines the overlap between the two, the cost implications of maintaining the job class, and a recommendation for the Board's consideration regarding elimination of the job class under Section 9 of the Employee Handbook.

Minn. Stat. § 471.3422 requires municipalities to convert their official websites from a .org domain to a .gov domain. It was during the Township's compliance with this statutory mandate that staff identified TownWeb as a qualified provider capable of handling the domain conversion, establishing the new website, and maintaining it thereafter for a nominal annual fee. The statutory requirement to transition to a .gov domain directly prompted the Township to change website service providers and to contract with TownWeb. In the course of this transition, it became clear that TownWeb's service model encompasses nearly all of the functions historically assigned to the Media Specialist job class, raising the question of whether the job class remains necessary.

The Media Specialist job description assigns responsibility for website updates, layout, content management, newsletters, flyers, digital media campaigns, social media distribution, ADA compliance, coordination with website vendors, and livestreaming or hosting of meetings. When the position was created by the Township, there was an estimated need for ten to twelve hours of part-time work per week to be paid at a wage exceeding $23 per hour. The hourly wage for the

Media Specialist position is in addition to the administrative and employment related costs associated with maintaining a job class. These duties were originally designed for a time when the Township relied heavily on internal staff to manage its online presence and communications.

TownWeb now provides a comprehensive website and communications platform that absorbs nearly all of the core functions assigned to the Media Specialist job class. The service includes full content migration, ongoing content management tools, ADA compliance tools, mobile optimization, meeting repositories, calendar management, subscriber notifications, emergency alerts, social media integration, and automated distribution of posts across multiple channels. TownWeb also provides continuous technical support through its white glove service model, which includes twenty-four-hour assistance, a dedicated account manager, a project manager, and full management of hosting, servers, backups, security, domain settings, and email configuration. These services are specifically designed to reduce municipal staff workload and eliminate the need for internal technical or media support.

A comparison of the Media Specialist job duties and TownWeb's services shows substantial duplication. Website updates, layout, and content management are fully supported by TownWeb. Coordination with website vendors is no longer necessary because TownWeb performs these functions directly. Digital media campaigns, newsletters, and online postings are supported through TownWeb's communication tools. ADA compliance and data protection are addressed through TownWeb's built in systems. Social media distribution is automated through the platform. Livestreaming and meeting integration are supported through TownWeb's tools and technical assistance. The remaining tasks, such as occasional meeting setup, are minimal and can be reassigned to existing staff or contracted on an as needed basis at a lower cost.

From a budgetary standpoint, the Media Specialist job class represents ongoing wage costs, employer side payroll taxes, administrative oversight, and equipment or software expenses. My numbers might not be exactly accurate, but this rough estimate should shed light on the opportunity for substantial savings. At approximately ten to twelve hours per week at more than $23 per hour, the annual wage cost alone is roughly $13,000. When employer taxes and administrative overhead are included, the cost to the Township is likely thousands of dollars more. By contrast, TownWeb provides comprehensive hosting, maintenance, unlimited technical support, and communication tools for an estimated annual cost of approximately $2,000 to $3,000 annually after the initial startup costs are covered. Even if the Township were to contract out occasional tasks not covered by TownWeb, the total cost would remain far below the cost of maintaining the job class. The resulting annual savings could be in the ballpark of $10,000.

Based on the redundancy of duties, the comprehensive nature of TownWeb's service package, and the cost efficiencies associated with outsourcing, there is no longer an operational need for the Media Specialist job class. Section 9.3 of the Employee Handbook expressly authorizes the Township to eliminate positions or job classes due to organizational or budgetary need. While the policy contemplates the possibility of reducing hours, that option is not practical in this circumstance because the position is already part time and TownWeb now performs the vast majority of the work. Retaining a job class for only one or two hours of work per week would still require the Township to incur the administrative and employment related costs associated with maintaining a job class, even though any remaining tasks can be reassigned to existing staff without

meaningful burden. Therefore, eliminating the job class of Media Specialist is likely the most efficient and appropriate course of action.

Minnesota is an at will employment state, so termination via layoff without advance notice is generally permissible, and employees whose positions are eliminated through a job class reduction remain eligible to apply for unemployment insurance. The Township's separation procedures for a job class layoff are straightforward, as Section 9.3 of the Employee Handbook anticipates that notice of the layoff will be provided and directs employees to raise any questions with their Supervisor or a Supervisor on the HR Committee. Section 5 clarifies that only full-time employees accrue Vacation and may receive a cash payout of banked vacation upon separation, and neither the handbook nor state law requires payout of ESST. Because the Media Specialist position is part-time, no PTO related payout obligations apply. The Board may choose to offer a modest severance package, typically two weeks of pay, and any such severance should be documented in a separation agreement in which the employee waives any claims arising from the layoff other than unemployment insurance rights, which cannot be waived. Offering such a severance package is absolutely discretionary.

To note, laying off an employee is distinct and separate from sanctioning an employee for performance-based or disciplinary reasons. A decision to do away with an entire job class should be limited to consideration of operational need and budgetary considerations. When terminating a job class, any performance evaluations or disciplinary actions that may occur or are underway would effectively be terminated as such employees within that class are laid off.

This memo is intended to inform the Board's discussion moving forward as the Town board proceeds with revising its employee handbook and job descriptions. As always, my role is to outline the Township's available options, and the Town Board may act as it deems appropriate. I will continue reviewing job descriptions and will highlight any additional proposed changes as that work progresses.

Best,



Mark Allseits
Couri & Ruppe, P.L.L.P.