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, February 10, 2026 - 6:30 pm
Town Hall Chambers

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. FIRE DEPARTMENT SWEARING IN CEREMONY

5. 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.

6. CONSIDERATION AND APPROVAL OF AGENDA

7. CONSIDERATION AND APPROVAL OF CONSENT AGENDA

7.1 Approval of January 27, 2026, Meeting Minutes
7.2 Approval of January 27, 2026, Workshop Minutes
7.3 Approval of February 03, 2026, Workshop Minutes
7.4 Approval of February 03, 2026, Special Meeting Minutes
7.5 Claims List for Approval #39327 - #39347 = $54,606.75
7.6 Payroll for Approval (01/30/2026) = $11,378.28
7.7 Approval of Broadbent Park Event
7.8 Approval of Animal Control for Linwood Township

8. NEW BUSINESS

8.1 School Forest Committee Resignation – Selz (Cole)

8.1.1 Request for Action
8.1.2 Letter of Resignation

8.2 Unemployment Claim Appeal Hearing (Larson)

8.2.1 Request for Action

8.3 Rodent Control (Larson)

8.3.1 Request for Action

8.4 Selection for Maturing Certificate of Deposit (Morris)

8.4.1 Request for Action

8.4.2 Maturity Notice

8.5 Engaging Independent Auditor (Morris)

8.5.1 Request for Action

8.6 Application Fee and Escrow Refund – Keyso (Luedtke)

8.6.1 Request for Action

9. OLD BUSINESS

9.1 Town Board Vacancy (Olson)

9.1.1 Letter of Interest – Garbacz

9.1.2 Letter of Interest - Lametti

10. UPCOMING MEETINGS

10.1 Planning & Zoning – February 17, 2026 – 6:00PM
10.2 Town Board Workshop – February 24, 2026 – 5:30PM
10.3 Monthly Town Board Workshop – March 3, 2026 – 5:30PM
10.4 Township Annual Meeting – March 10, 2026 – 7:00PM
10.5 Cemetery Committee – March 11, 2026 – 10:00AM

The next Regular Town Board Meeting is scheduled for Tuesday, February 24, 2026, 6:30PM

11. ADJOURNMENT

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Town Board Workshop Minutes
January 27, 2026

CALL TO ORDER: Meeting called to order at 5:3 pm by Supervisor Olson

ROLL CALL:

Members present:	Samuel Cole, Andy Luedtke, Jonn Olson, Lisa Henrickson
Staff present:	Billi Larson, Clerk; Alicia Morris, Treasurer; Mark Allseits, Attorney
Residents present:	None.

JOB DESCRIPTIONS
Attorney, Mark Allseits, reviewed and proposed changes to the Linwood Township employee job descriptions. The most significant changes were made to the Clerk job description that include office coordinator responsibilities. The Board members will review and bring this topic back to another workshop in the future.

WAGE REVIEWS
The Board discussed the need to complete the wage reviews and will bring this topic back to a future workshop.

EMPLOYEE HANDBOOK
Attorney, Mark Allseits, worked with Abdo Solutions to review and propose a new employee Handbook. The Board members have been tasked at reviewing the proposed changes and bring back to a future workshop.

ADJOURNMENT
Motion to adjourn by Supervisor Luedtke, second by Supervisor Henrickson. Motion carried. (4-0)
Workshop adjourned at 6:22 pm.

Respectfully submitted by Billi Larson, Clerk

Chairperson: _____
Jonn Olson

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Town Board Meeting Minutes
January 27, 2026

Meeting called to order at 6:31pm.
Pledge to the Flag was recited.
Roll Call

Members present:	Samuel Cole, Lisa Henrickson, Andy Luedtke, Jonn Olson
Staff present:	Billi Larson, Clerk; Alicia Morris, Treasurer
Staff absent:	None
Attorney present:	Mark Allseits
Residents present:	Gordy & Julie Briden, Hank Senger, Tony DeChaine

PUBLIC FORUM
None.

CONSIDERATION AND APPROVAL OF AGENDA
Changes and additions:

- Add 7.4 Recycling Sign and 7.5 Salt/Sand

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

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 (1/16) = $24,488.28
6.4 Salt/Sand Purchase
6.5 Walker Conditional Employment Offer
6.6 Nastrom Mailbox Installation Fee Refund

Supervisor Olson pulled 6.4 Salt/Sand and moved it to New Business.
***Motion* by Supervisor Olson, seconded by Supervisor Cole to approve the Consent Agenda as amended. All ayes, motion carried. (3-0-1 Luedtke)**

NEW BUSINESS

7.1 Open Supervisor Appointment - Olson

The Board discussed the process for selecting a candidate for the Board vacancy. It was determined that Letters of Interest would be accepted until February 9, 2026.

7.2 Linwood Township FunFest MOU/Request

***Motion* by Supervisor Luedtke to approve based on the vote from the Annual Meeting to give $23,000, seconded by Supervisor Cole. All ayes, motion carried. (4-0)**

7.3 Job Descriptions and Media Specialist Position - Cole

7.3.1 Request For Action

7.3.2 Attorney Memo

7.3.3 Resolution 2026-02 Eliminating the Media Specialist Job Class Due to Organizational and Budgetary Need

***Motion* by Supervisor Cole, seconded by Supervisor Henrickson to send a Zoom meeting link to the Media Specialist to allow her to participate in the discussion remotely. Motion carried. (4-0)**

Supervisor Olson called for a recess to coordinate with the Media Specialist to participate in the meeting at 6:56pm.

Supervisor Olson reconvened the meeting at 6:56pm.

Media Specialist Natalie Zabrzenski joined the meeting remotely.

Motion by Supervisor Cole to approve Resolution 2026-02 Eliminating the Media Specialist Job Class Due to Organizational and Budgetary Need, seconded by Supervisor Luedtke. Motion carried. (4-0)

7.4 Recycling Sign - Henrickson

The Board discussed the need for a new sign for the Recycling Center. Tabled for a future meeting.

7.5 Salt/Sand - Olson

Supervisor Olson discussed the salt shortage and the impact it is having on the ability to obtain needed materials. He provided a few alternative options including salt/sand.

OLD BUSINESS

None.

UPCOMING MEETINGS

Planning & Zoning – February 17, 2026 – 6:00PM
Local Government Officials Meeting – January 28, 2026 – 6:00PM
Monthly Town Board Workshop – Road & Bridge Committee – February 3, 2026 – 5:30PM
Caucus – February 3, 2026

Next Special Town Board Meeting will be on Tuesday, February 3, 2026, at 6:30pm.

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

Meeting adjourned at 7:43 pm

Respectfully submitted by Billi Larson, Clerk

Minutes Approved:

Chairperson: _____
Jonn Olson

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Town Board Workshop Minutes
February 3, 2026

CALL TO ORDER: Meeting called to order at 5:30 pm by Supervisor Olson

ROLL CALL:

Members present:	Samuel Cole, Andy Luedtke, Jonn Olson Lisa Henrickson - Absent
Staff present:	Billi Larson, Clerk; Alicia Morris, Treasurer, Ashley Felderwerd, Contracted Finance
Residents present:	Joe Dolphy

ABDO SOLUTIONS – BUDGET DISCUSSION

Ms. Felderwerd presented the plan and changes for how the budget will be presented at the Annual Meeting held on March 10, 2026.
She also discussed with the Board where the priorities Abdo Solutions is working on now that a full services contract has been finalized.
Those priorities included:
Implementation of new accounting/finance software
Coding of receipts
Budget and Capital Planning
Auditor selection and audit

Resident Joe Dolphy commented on the spreadsheets used in past years at the annual meeting and ordinance regarding budgets.

Motion to adjourn by Supervisor Luedtke, second by Supervisor Cole. Motion carried. (3-0)

Workshop adjourned at 6:22 pm.

Respectfully submitted by Billi Larson, Clerk

Chairperson: _____
Jonn Olson

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Town Board/Road & Bridge Committee Special Meeting Minutes
February 3, 2026

CALL TO ORDER: Meeting called to order at 6:31pm by Supervisor Olson

ROLL CALL:

Members present:	Samuel Cole, Andy Luedtke, Jonn Olson Lisa Henrickson - Absent
Staff present:	Billi Larson, Clerk; Jack Sawatsky, Public Works; Troy Schesso, Public Works/Fire Department; Jason Theis, Public Works/Fire Department
Residents present:	None
Road & Bridge Committee:	Pete Tholen, Craig Rylander, Jane Rylander, Tom Weaver, Mark Dalski

2026 Service Contracts
Grading
Ditch Mowing
Street Sweeping
Gravel
Crack Filling
Weed Control
Park Mowing
Discussion: Attorney will review Requests for Bids prior to sending them out.

Snow Management
Snow Plow Policy
Salt/ Salt Sand / Chip Rock

Equipment
Existing
Cat 255 Skid Steer
Proposed

1.5 Ton Truck with Plow
Sander for 1 Ton Truck

Rental

Shouldering Machine
Street Sweeping Broom

Labor

Currently One FTE
One FTE Open Position – Choices CDL and Experience or Entry Level and pay for CDL training.
Backup Plow Drivers – Is contracting for services an option?

Projects

Martin Lake Road
Chip Sealing
Martin Lake Dam
Street Signs

Public Works Budgeting

Annual Meeting
Shared Road Agreements

Wymoning – Lyon St/205th
East Bethel – Sunset (West side)
Oxford Township – 245th off Rutgers
245th off Baylor
Stacy – Lyons North of Fawn Lake Dr. They plow; we salt.

General Road & Bridge Q&A

Road Reviews – Each member of Road & Bridge Committee will take a section of roads to review and report back.

Adjournment

Motion to adjourn by Supervisor Cole, second by Supervisor Olson. Motion carried. (3-0)

Meeting adjourned at 8:19 pm

Respectfully submitted by Billi Larson, Clerk

Chairperson: _____
Jonn Olson

Date Range : **2/10/2026 To 2/10/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/10/2026	ABDO LLP	Inv. #518222 Sage Intacct	39327	$5,041.25			
					100-41430-301-	Office Staff	$5,041.25
02/10/2026	Accurate Information systems, LLC.	Inv # LINWOO13126-1 - Applicant Proflies 1/1/26-1/31/26	39328	$30.50			
					100-42210-304-	Fire Administration	$30.50
02/10/2026	Ace Solid Waste, Inc.	Inv # 12864209T057 - Feb 2026	39329	$190.43			
					245-43245-384-	43245 Organics/Composting	$190.43
02/10/2026	All Safe Global	Inv # 231717 - Semi-Annual Inspection	39330	$326.52			
					225-41940-404-	General Government Buildings and Plant	$326.52
02/10/2026	Collaborative Planning, LLC	Inv. #2026-026, 2026-055, 2026-025, 2026-027, 2026-028, 2026-054, 2026-056, 2026-057, 058	39331	$4,079.58			
					100-41110-307-	Council/Town Board	$504.83
					100-41110-307-	Council/Town Board	$321.75
					100-41110-307-	Council/Town Board	$798.00
					100-41110-307-	Council/Town Board	$332.50
					100-41110-307-	Council/Town Board	$266.00
					100-41110-307-	Council/Town Board	$1,287.00
					100-41110-307-	Council/Town Board	$214.50
					100-41110-307-	Council/Town Board	$176.25
					100-41110-307-	Council/Town Board	$178.75
02/10/2026	Dust Busters and More	Fire station cleaning - Jan 2026	39332	$240.00			
					225-42280-401-	Fire Stations and Buildings	$240.00
02/10/2026	ECM Publishers	Inv. #1084311	39333	$29.20			
					100-41912-351-	Zoning	$29.20
02/10/2026	Kramer Mechanical	Inv. #34820 - Install Roll Out Switch, Inv. #34846 - Boiler	39334	$447.72			

Date Range : **2/10/2026 To 2/10/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-41940-401-	General Government Buildings and Plant	$107.72
					100-41940-401-	General Government Buildings and Plant	$340.00
02/10/2026	Linwood Country Store	January 2026 Billing	39335	$1,045.29			
					201-43126-212-	Road and Bridge Equipment	$630.22
					225-42222-212-	Firefighter Equipt & Expenses	$415.07
02/10/2026	Marco Technologies, Inc	Inv. #573938453 - Contract Payment 01/16/26-02/16/2026	39336	$410.53			
					100-41425-406-	Clerk	$410.53
02/10/2026	MN Association of Townships	Inv. #6507 - Workers Comp 1/126-12/31/26	39337	$16,893.00			
					100-41991-433-	Other General Gov't (Formerly 41990)	$16,893.00
02/10/2026	Russell Security Resource Inc	Inv. #A54547 - Storeroom Handles/Door Closers	39338	$7,148.00			
					410-41940-401-	General Government Buildings and Plant	$7,148.00
02/10/2026	Sunrise River WMO	2026 Contributions - 1st Half	39339	$10,115.69			
					100-46101-307-103	Water Resources	$10,115.69
02/10/2026	T.R. Computer Sales, LLC	Inv. # 36991-MS, Inv. # TRCS37327	39340	$1,852.60			
					100-41425-406-	Clerk	$643.60
					100-41425-406-	Clerk	$1,209.00
02/10/2026	WH Security - Attn AR	Inv #35032700160	39341	$2,904.60			
					410-41940-401-	General Government Buildings and Plant	$2,904.60
02/10/2026	Yvonne Broadbent	Escrow Refund: 24-17-IUP	39342	$1,000.00			
					810-41910-820-	Planning and Zoning	$1,000.00

Date Range : **2/10/2026 To 2/10/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/10/2026	Smartlink LLC	Escrow Refund: 24-15-IUP Fawn Lake 15796372	39343	$1,000.00			
					810-41910-820-	Planning and Zoning	$1,000.00
02/10/2026	Marco, Inc	Inv. # INV13755424	39344	$43.75			
					100-41425-406-	Clerk	$43.75
02/10/2026	VISA 2345	01-21.26 #2345	39345	$578.93			
					100-41425-215-	Clerk	$578.93
02/10/2026	VISA 2766	01.21.26 #2766 - FD	39346	$736.04			
					225-42250-322-	Fire Communication	$6.08
					225-42220-217-	Fire Fighting	$666.20
					225-42220-217-	Fire Fighting	$54.57
					225-42222-217-	Firefighter Equipt & Expenses	$9.19
02/10/2026	VISA 0441-Town of Linwood	01.21.26 - Town of Linwood	39347	$493.12			
					100-45190-321-	Communications	$263.48
					100-42701-217-	Animal Control Expenditures	$119.58
					415-41940-217-	General Government Buildings and Plant	$110.06
Total For Selected Claims				**$54,606.75**			**$54,606.75**

Date Range : **2/10/2026 To 2/10/2026**

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**

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

Vacant — **Town Supervisor** — **Date**

AGENDA: REQUEST FOR ACTION

Date: 2/10/2026
Sponsor: Supervisor Cole
Title: Approval for Childcare Events at Broadbent Park

Background

Rachel Kaiser from Forest Lake Area Schools Community Education reached out to me about a series of events that they would like to host at Carroll Broadbent Memorial Park this Summer. This is something they have hosted at the park in the previous summers and would like to continue this year.

During these events, they bring an RV that has been converted into a mobile preschool classroom and provides free childcare events to the community. They also offered the possibility of partnering with law enforcement, EMTs, or firefighters to demonstrate the jobs to kids for some of the events.

They are proposing weekly visits on Tuesdays from 6/16–7/28, 10:30–11:30 a.m.

Recommendations (optional)

1. A discussion of any restrictions or requirements we'd like to ask for (volunteer waivers, parking the RV, etc.).
2. An approval for the Forest Lake Area Schools Community Education to host their RV childcare events.

Proposed Motion

Motion to approve the Forest Lake Area Schools Community Education to host a series of weekly events on Tuesdays from 6/16/2026 - 7/28/2026, 10:30 – 11:30 a.m. at Carroll Broadbent Memorial Park.

Financial Impact

None.

Audience Input Permitted?

Yes

Attachments

None

REQUEST FOR ACTION

Date: 02/05/26
To: Linwood Town Board
From: Andy Luedtke, Town Supervisor
Re: Animal Control for Linwood Township

Background

At a recent workshop discussion, it was noted that the town has no animal control process in place. The town has an animal control ordinance pertaining to nuisance, at large, and stray animals. To ensure the safety of the public, the animal itself and other animals, the town should engage in some form of animal control. Past precedence has been to contract the services as opposed to handling the matter in-house with staff. This was accomplished through the existing contract for service with the Anoka County Sheriff's Office (ACSO) and private contract for the boarding of animals. Again, the animal collection portion of the ordinance is already in place through ACSO contract however currently an officer has no place to bring an animal collected in the town for boarding/care. By executing an *Impound Boarding Only* contract with Companion Animal Control LLC & Companion Animal Care LCC the ACSO will now have a place to board the animals collected in the town. Financial impact is minimal to the town as boarding fees are paid by the owner eliminating complicated financial transactions between multiple parties (town, contractor and owner). The town would just pay the monthly retainer fee to the contractor, not including any fees associated with any animal cases outside the *Impound Boarding Only* contract as these would be handled and billed separately.

Financial Impact

Approximately $2,400.00 annually from the *General Fund* operating budget.

Recommended Motion

Motion for the town to enter into an *Impound Boarding Only* contract with Companion Animal Control LLC & Companion Animal Care LCC.

Companion Animal Care & Control

Reimagining animal services in Minnesota & Wisconsin since 2011

Thank you for your interest in Companion Animal Care & Control. This document is intended to provide general information to your municipality, as a response to your request for a contract proposal. Our hope is that this document provides further insight to support your decision making process for animal control and impound services. Our commitment to supporting law enforcement in their efforts to ensure the welfare of animals and community residents requesting assistance for animals is unwavering. The CACC team is committed to providing services with professionalism to ensure the safety of residents and to uphold the highest standards of animal welfare.

We welcome additional questions and/or scheduling a meeting with municipal officials to discuss further.

Sincerely,

Brit Harmon, MPA, NCACO, WCHO
Owner of Companion Animal Care & Control
Owner of The Companion Animal Center
1480 Helmo Ave North Oakdale, MN 55128

aco@companionanimalcontrol.com
www.companionanimalcontrol.com
www.companionanimalcenter.com
(715) 220-1332

about us

Established in 2011, Companion Animal Control (CAC) provides professional animal control and impound services to over 40 jurisdictions across five counties in Minnesota and Wisconsin, serving a combined population of more than 400,000 residents. Since its founding, CAC has responded to over 10,000 animal control-related calls and assisted more than 11,500 animals with safe transport, sheltering, and reunification or placement.

A Proven Partner for Public Safety & Animal Welfare

CAC was founded by Brit Harmon, an experienced animal welfare professional who holds a Bachelor of Animal Science from the University of Wisconsin–River Falls and a Master of Public Administration from Hamline University. Brit is nationally certified as an Animal Control Officer and holds the Wisconsin Humane Officer Certification, ensuring services meet the highest standards in both legal compliance and animal care. Under Brit's leadership, CAC supports law enforcement, public works, and municipal staff by providing skilled animal handling, field transport, and compassionate impound care.

The Companion Animal Center – Opening October 2025

To further enhance our services, we are building a dedicated facility—The Companion Animal Center—located at **1480 Helmo Ave North, Oakdale, MN**, adjacent to TLC Veterinary Hospital. Opening in October 2025, this facility will serve as the primary impound location for all animals in CAC custody. It is centrally located to efficiently serve our partner communities. In addition to municipal impound services, the Center will offer public-facing amenities including boarding, daycare, grooming, and training, allowing us to sustain operations while offering the community an elevated standard of pet care.

Community Support Initiatives

Our model reinvests in the community. The Companion Animal Center will also host a range of support programs, including:

- A pet food bank for local families in need
- A foster dog respite program to assist rescue partners and foster families
- Low-cost spay/neuter events in partnership with area clinics and nonprofits

List of Our Current Contract Municipalities

Scan The QR Code

what we do



Animal Pickup

We drive to locations animals are found and transport animals to a partnering impound facility. Animals receive the care and attention they need in a comfortable environment while we look for their owner, following up on microchips and posting online.



Animal Placement

For unclaimed animals, we partner with local 501c3 rescues to find animals new adoptive homes. Animals are transported to volunteer foster homes, where they receive veterinary care and behavioral support while they begin searching for a new adoptive home.



Animal Protection

CACC responds to complaints and conducts enforcement for violations of animal ordinances & statutes, while also working closely with local law enforcement. When appropriate, we focus on educating owners regarding the welfare of animals.

three service options available

Impound Service Only
Provides secure, professional housing for animals picked up by officers. The municipality handles all field response and transport, while CACC manages intake, daily care, and veterinary oversight. Animals may be brought to the Companion Animal Center 24/7.
Best suited for: Jurisdictions that want dependable impound facilities while keeping animal control response in-house.

Reserve Animal Control + Impound Service
Provides animal control response on an as-needed basis, such as when officers are tied up on other calls, during overnight hours without CSOs, or in cases requiring specialized assistance (e.g., bite quarantines, welfare checks, neglect complaints). Officers also have 24/7 access to the Companion Animal Center for impound drop-off.
Best suited for: Jurisdictions with fully staffed departments that can usually handle animal calls internally but want reliable backup when needed.

Full-Service Animal Control + Impound Service
Provides both field response and impound services. CACC's trained transport team is available 24/7/365, with calls routed through county sheriff dispatch. The team typically arrives on scene within one hour. In addition to stray and at-large animals, full-service covers cases of impounding animals resulting from an owner arrest, medical emergencies, abandonment, welfare concerns, and cruelty/neglect seizures.
Best suited for: Jurisdictions that prefer not to assign officers to animal transport or animal-related calls.

How we support law enforcement

- **Impound Procedures:** We provide a protocol handout to officers on how to safely transport an animal, handle animals safely while putting them in a kennel, using discretion on when an animal needs medical attention before being impounded and how to accurately fill out the animal intake forms when impounding an animal.

- **Animal Handling:** On a quarterly basis, we host an animal handling class available to all law enforcement personnel. This class covers essential information to ensure officer and animal safety, including how to interpret animal behavior, safe use of animal handling tools, how to deescalate aggressive animal behavior and important state laws regarding animal welfare, rabies quarantine procedures, etc.

- **Phone Consult Support:** When officers are out in the field with questions, we are available for phone calls. These calls often relate to animal welfare concerns, bite protocols, owners looking to surrender their animal and resource recommendations for animal complaints.

fee structure & billing overview

Monthly Retainer Fees
To ensure reliable and consistent coverage, municipalities are billed a monthly retainer based on human population. Retainers guarantee 24/7/365 access to contracted services.

- Impound Boarding Only – reserves kennel space for impounded animals.
- Reserve Animal Control + Impound – provides backup field response and impound services.
- Full-Service Animal Control + Impound – provides full field response, enforcement, dangerous dog administration, and impound services.

(Population-based retainer tables are detailed in the full agreement.)

Service Fees
In addition to the monthly retainer, municipalities are billed per-use service fees:

- Animal Control Pickup Fees – Flat rates per call (day, night, holiday), mileage, multiple-animal fees, and enforcement hourly rates.
- Impound/Boarding Fees – Paid directly by the animal's owner at reclaim. If the animal is unclaimed, the flat boarding rate is invoiced to the municipality.
- Dangerous Dog Declarations (Full-Service only) – Declaration processing fees are charged directly to the animal's owner.

Billing & Transparency

- CACC issues monthly invoices to the designated municipal contact.
- Invoices clearly separate retainer charges, pickup service fees, and impound/boarding costs.
- Each invoice includes a case number, address of pickup, animal information, and outcomes to ensure full transparency.
- Municipalities may seek owner restitution for pickup fees when appropriate, as ownership information is always provided with each case.

This approach ensures that animal control remains a core public safety function, while also providing flexibility for municipalities seeking owner restitution when appropriate.

Agreement for Services

Companion Animal Control LLC & Companion Animal Care LLC

DBA Companion Animal Care & Control at
The Companion Animal Center 1480 Helmo Ave North Oakdale, MN 55128
And

_____
<Municipality>

Scope of Services – IMPOUND BOARDING ONLY

Under this agreement, Companion Animal Care & Control (CACC):

1. **Animal Intake & Housing**
   a) Provides housing for stray or abandoned animals delivered by law enforcement officers.
   b) May accept animals dropped off by citizens, provided CACC verifies the animal was found within the jurisdiction and space permits.
   c) Provides housing and care compliant with licensing by the Minnesota Board of Animal Health.
   d) Maintains animals for the required MN holding period by intake type, or until owner reclaim.

2. **Disposition & Live Outcomes**
   a) Retains sole authority for disposition of animals not reclaimed after the holding period.
   b) Evaluates all animals during the holding period for appropriate live outcomes, including private adoption, rescue transfer, or other placement, while prioritizing public safety.
   c) Provides humane euthanasia when deemed necessary, performed by a licensed veterinarian.
   d) May place animals in foster homes during the hold period to ensure welfare when medically or behaviorally appropriate.
   e) May accept owner-surrendered animals (not stray/at-large) at no cost to the municipality.

3. **Ownership & Release**
   a) May require proof of ownership and compliance with applicable laws prior to release of any animal.
   b) Impound, boarding and care fees are the responsibility of the owner; failure to comply results in abandonment. CACC retains sole discretion to return animals directly to owners or caretakers, including the ability to waive fees.
   c) Is not responsible for collecting municipal fees from owners.

4. **Health, Safety & Medical Care**
   a) Provides rabies quarantine and diagnostic services for dogs, cats, or ferrets that have bitten a person, as required by Minnesota law.
   b) May relinquish severely injured animals to a veterinary clinic or approved 501(c)(3) rescue when immediate care is required. In such cases, expenses are the responsibility of the owner if located; recovery of expenses and return of the animal is managed by the treating clinic or rescue. CACC is not responsible for outcomes, including euthanasia.
   c) CACC is not responsible for sick or injured animals outside hours of operation at the Companion Animal Center, law enforcement must medically be stabilized by seeking care at a veterinary clinic before such an animal can be impounded.

5. **Operational & Policy Framework**
   a) Requires LEOs to contact CACC for guidance prior to impounding seized animals that are not stray or abandoned; housing for these cases (hoarding, seizures, etc.) is not guaranteed.
   b) Will not accept un-handleable feral cats, except for bite quarantines or injured animals with prior approval.
   c) Shall not be mandated to provide services that contradict CACC's mission or philosophy of animal welfare.
   d) Makes CACC policies available to the municipality upon request.
   e) Posts all stray/at-large animals impounded on www.companionanimalcontro.com.

Fee Schedule – IMPOUND BOARDING ONLY

Monthly Retainer Pricing by Human Population

Human Population	Retainer
A: <1,000	$25
B: 1,001–2,000	$50
C: 2,001–3,000	$100
D: 3,001–5,000	$150
E: 5,001–10,000	$200
F: 10,001–20,000	$250
G: 20,001–50,000	$300
H: 50,001+	$400

Per Animal Fee Schedule:

- Standard stray/seized/abandoned animal (not reclaimed): $200 per dog or cat
- Other small domestic animals (rabbits, guinea pigs, birds, etc.): $50 each
- Reclaimed animals: no housing fee charged to the municipality (owner pays directly)
- Litters of puppies or kittens under 8 weeks: count as one animal fee, not per individual
- DOA (deceased on arrival): $75
- Medical stabilization or euthanasia (when necessary): up to $150
- Rabies/bite quarantine (10-day, unclaimed stray): $50 per day, billed to the municipality
- Rabies/bite quarantine (if owner known at intake): owner pays full fee upfront; municipality not charged unless owner is unable to pay and quarantine is required. If owner does not pay, animal is relinquished.

Scope of Services – RESERVE ANIMAL CONTROL

The purpose of the Reserve Animal Control agreement is to provide **occasional, as-needed support to law enforcement and municipal officials**, most often in situations involving dangerous dogs, hard-to-capture animals, or concerns related to animal neglect and welfare. This service is designed to **supplement, not replace, a jurisdiction's primary law enforcement response**. As this service is also in addition to the impound service, the fees listed below are in addition to the impound fees.

Under this agreement, Companion Animal Care & Control (CACC):

1. **Call Response & Animal Handling**
   a) Responds **only when requested** by law enforcement or municipal officials to transport dogs and cats for impoundment at the Companion Animal Center when public safety is at risk.
   b) Refers stray pickup calls received directly from the public back to the municipality for standard response and transport.

c) Provides capture and transport of contained dogs and cats, and evaluates requests for other animal species on a case-by-case basis in coordination with law enforcement.
d) Ends call response if the rightful owner is identified or a response is cancelled, with service fees still applicable. CACC is not responsible for collecting ownership information provided by a finder.

2. **Operations & Availability**
   a) Supplies all necessary equipment to perform contracted services.
   b) Remains available for call response at all times, however generally responding only to urgent or high-priority cases.

3. **Records & Municipal Support**
   a) Maintains accurate records of its activities and makes them available to the municipality upon request.
   b) Assists municipalities in interpreting and refining animal ordinances or procedures to promote humane treatment and public safety.

Fee Schedule – RESERVE ANIMAL CONTROL

Monthly Retainer Pricing by Human Population

Population	Retainer
A: <1,000	$25
B: 1,001–2,000	$40
C: 2,001–3,000	$50
D: 3,001–5,000	$75
E: 5,001–10,000	$100
F: 10,001–20,000	$125
G: 20,001–50,000	$150
H: 50,001+	$200

Call Response/Dispatch Service Fees

- Daytime call response (7:00 a.m. – 7:00 p.m.): $100 per call
- Overnight call response (7:00 p.m. – 7:00 a.m.): $175 per call
- Mileage: Round-trip mileage at IRS business rate
- Multiple-animal fee: $35 per additional animal when two or more animals are involved in the same call (litters under 3 months count as one animal)
- Enforcement duties: $45 per hour for enforcement-related work, including but not limited to:
  - Court hearings and testimony
  - Animal welfare checks
  - Kennel inspections
  - Bite and dangerous dog investigations
  - Seizure of animals
  - Cruelty/neglect case processing
  - Other enforcement activities as required
- Holiday response surcharge: $80 per call

Scope of Services – FULL-SERVICE ANIMAL CONTROL

The purpose of the Full-Service Animal Control agreement is to **relieve law enforcement of the day-to-day responsibility of stray animal pickup** and to provide direct enforcement of animal-related laws. CACC collaborates closely with law enforcement on investigations involving **animal cruelty, neglect, abandonment, outdoor housing, and related issues**. Provides extensive support and **handling of potentially dangerous & dangerous dog cases**, alleviating officers from these cases beyond their initial response and incident report. This approach allows officers to focus on public safety while ensuring animals are managed professionally, humanely, and in compliance with municipal ordinances and state statutes. As this service is also in addition to the impound service, the fees listed below are in addition to the impound fees.

Under this agreement, Companion Animal Care & Control (CACC):

1. **Call Response & Animal Handling**
   a) Responds directly to requests from law enforcement, municipal officials, and members of the public to investigate and address animal-related complaints.
   b) Provides capture, collection, and transport of stray or contained dogs and cats, and evaluates response needs for other animal species on a case-by-case basis in coordination with law enforcement.

2. **Operations & Enforcement**
   a) Supplies all equipment necessary to carry out contracted services.
   b) Works alongside municipal law enforcement to enforce ordinances, issue citations, and ensure compliance with animal-related laws.
   c) Maintains 24/7 availability for call response, including nights and holidays.

3. **Records & Municipal Support**
   a) Documents all activities with accurate records and makes them available to the municipality upon request.
   b) Assists municipalities in the preparation and interpretation of animal ordinances and procedures to promote humane treatment and public safety.

4. **Management of Potentially Dangerous & Dangerous Dogs (PDD/DD)**
   CACC provides centralized administration, enforcement, and compliance management of Minnesota's Potentially Dangerous Dog (PDD) and Dangerous Dog (DD) statutes, as codified under Minn. Stat. §§ 347.50–347.565. These services are available to jurisdictions with a Full-Service Animal Control agreement and include, but are not limited to:
   a) Officer Support & Consultation – Real-time consultation during bite investigations, including statutory interpretation and investigative guidance.
   b) Incident Report Review & Classification – Review of all bite reports to determine classification: No Action, PDD, or DD.
   c) Review of Bite Procedures & Quarantine Forms – Evaluation of current forms and protocols for alignment with statutory requirements.
   d) Ordinance & Statutory Compliance Review – Cross-referencing ordinances with state law to ensure compliance.
   e) Property History & Case Review – Review of historical incidents and enforcement actions tied to owners or addresses.
   f) Owner Notification & Documentation – Drafting and mailing of legally compliant declaration letters, including rights, responsibilities, and appeal procedures.
   g) Digital Compliance Management – Airtable-based system for submission and monitoring of required owner documentation (e.g., rabies vaccination, microchip, insurance, muzzle, secure enclosure).
   h) Declaration Records Management – Centralized tracking of declarations, renewals, expirations, and appeals; preparation for integration with statewide registry requirements.
   i) Public Education & Resource Distribution – Providing owner education regarding responsibilities, aggression prevention, and resources for bite victims.
   j) Public Safety Mapping – Development of an interactive online mapping tool displaying generalized locations and compliance status of declared dogs.
   k) Hearing Officer & Due Process Support – Serving as a neutral hearing officer for appeals to ensure fairness and due process.
   l) Annual Reporting – Providing annual reports by jurisdiction, including declarations, compliance rates, and policy recommendations.
   m) Legislative Monitoring & Readiness – Ongoing monitoring of state legislation with guidance on implementation requirements.

Fee Schedule– FULL-SERVICE ANIMAL CONTROL

Monthly Retainer Pricing by Human Population

Population	Retainer
A: <1,000	$25
B: 1,001–2,000	$50
C: 2,001–3,000	$100
D: 3,001–5,000	$150
E: 5,001–10,000	$200
F: 10,001–20,000	$300
G: 20,001–50,000	$350
H: >50,001	$400

Call Response/Dispatch Service Fees

- Daytime call response (7:00 a.m. – 7:00 p.m.): $100 per call
- Overnight call response (7:00 p.m. – 7:00 a.m.): $175 per call
- Mileage: Round-trip mileage billed in accordance with the current IRS business rate
- Multiple-animal fee: $35 per additional animal when two or more animals are involved in the same call (litters under 3 months count as one animal)
- Enforcement duties: $45 per hour for enforcement-related work, including but not limited to:
    - Court hearings and testimony
    - Animal welfare checks
    - Kennel inspections
    - Bite and dangerous dog investigations
    - Seizure of animals
    - Cruelty/neglect case processing
    - Other enforcement activities as required
- Holiday response surcharge: $80 per call

Potentially Dangerous & Dangerous Dog Declarations:

- **Per-Case Owner Fees** – Charged directly to owners of declared dogs.
    - No Declaration Issued: $0 (case review and officer support covered by retainer)
    - Potentially Dangerous Dog Declaration: $150 per dog
    - Dangerous Dog Declaration: $500 per dog

Municipality Agrees To *(applies to all service options)*

1. **Law Enforcement & Animal Intake**
    a) Ensure law enforcement officers (LEOs) follow Companion Animal Care's established drop-off procedures, including animal housing and paperwork requirements
    b) Allow Companion Animal Care to provide training for LEOs on drop-off procedures and paperwork

2. **Billing & Payments**
    a) Accept invoices sent via email during the first week of each month
    b) Submit payment within 30 days of invoice date
    c) Raise any billing disputes within 10 days of receipt
    d) Recognize that invoices will include: case number, date, time, call location, animal details, mileage, fee details, animal outcome (if hold completed), and relevant case notes

3. **Ordinance & Statutory Compliance**
    a) Adhere to all applicable state laws and local ordinances relating to animals
    b) Ensure municipal ordinances are not contradictory to this agreement or to Minnesota Statutes
    c) Align municipal holding periods with the minimum holding periods required by Minnesota State Statutes

4. **Community & Governance**
    a) Remain available to community members to address concerns related to the actions of law enforcement officers or municipal policies, procedures, and requirements

b) Provide Companion Animal Control with timely notice if any animal-related topic is added to a City Council Meeting agenda

5. **Public Communication**
   a) Post the Companion Animal Control website link and phone number on the municipality's website

6. **Documentation & Records**
   Provide Companion Animal Control with the following documentation, if applicable based on municipal ordinances:
   a) List of existing animal licenses
   b) List of existing kennel permits

Insurance Requirements

Companion Animal Care LLC & Companion Animal Control LLC shall procure and maintain, at its expense, general liability insurance coverage in the amounts listed below and shall provide to Municipality a Certificate of Insurance as evidence that the coverages are in full force and effect.:

a) General Aggregate: $2,000,000
b) Products and Completed Operations $2,000,000
c) Each Occurrence: $1,000,000
d) Personal and Advertising Injury: $1,000,000
e) Damage to Premises: $100,000

Indemnification

a) To the fullest extent permitted by law, Companion Animal Care agrees to defend and indemnify Municipality, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Companion Animal Care, Companion Animal Care's sub, Companion Animal Control(s), or anyone directly or indirectly employed or hired by Companion Animal Care, or anyone for whose acts Companion Animal Care may be liable. Companion Animal Care agrees this indemnity obligation shall survive the completion or termination of this agreement.
b) To the fullest extent permitted by law, Companion Animal Control agrees to defend and indemnify Municipality, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Companion Animal Control, Companion Animal Control's sub, Companion Animal Control(s), or anyone directly or indirectly employed or hired by Companion Animal Control, or anyone for whose acts Companion Animal Control may be liable. Companion Animal Control agrees this indemnity obligation shall survive the completion or termination of this agreement.
c) To the fullest extent permitted by law, Municipality agrees to defend and indemnify Companion Animal Control, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Municipality, or anyone directly or indirectly employed or hired by Municipality, or anyone for whose acts Municipality may be liable. Municipality agrees this indemnity obligation shall survive the completion or termination of this agreement.

Term

a) This Contract shall become effective upon its execution by both parties and continue annually, subject to termination upon 30-day advance written notification of termination by either party. Fees will be evaluated by Companion Animal Control on an annual basis for cost-of-living adjustments up to 10%, any adjustments will be communicated in writing to Municipality. No amendment or modification of this agreement shall be effective unless made in writing and signed by both parties. All provisions of this contract relating to insurance, indemnity and compliance with the State Data

Practices act shall survive termination to the full extent needed for the protection of the Municipality, Companion Animal Control and Companion Animal Care.

b) If requested by either party at any time a contractual review shall be completed for the purpose of determining the effectiveness of the program, review costs and to implement improvement measures.

Service Selection

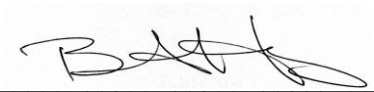
The Municipality hereby selects the following level of contract services with Companion Animal Care & Control (CACC). **Please check one option:**

☐ **Impound Boarding Only**
This agreement is made pursuant to the authority granted to municipalities under Minn. Stat. § 412.221, subd. 21 (municipal power to regulate animals and establish pounds), Minn. Stat. § 35.71 (authority to establish and regulate animal pounds)

☐ **Reserve Animal Control + Impound Boarding**
This agreement is made pursuant to the authority granted to municipalities under Minn. Stat. § 412.221, subd. 21 (municipal power to regulate animals and establish pounds), Minn. Stat. § 35.71 (authority to establish and regulate animal pounds). By this agreement, the Municipality also designates Companion Animal Care & Control (CACC) as its Animal Control Authority for the purposes of Minn. Stat. §§ 347.50–347.565 and other applicable Minnesota Statutes, with all powers and duties therein.

☐ **Full-Service Animal Control + Impound Boarding**
This agreement is made pursuant to the authority granted to municipalities under Minn. Stat. § 412.221, subd. 21 (municipal power to regulate animals and establish pounds), Minn. Stat. § 35.71 (authority to establish and regulate animal pounds). By this agreement, the Municipality also designates Companion Animal Care & Control (CACC) as its Animal Control Authority for the purposes of Minn. Stat. §§ 347.50–347.565 and other applicable Minnesota Statutes, with all powers and duties therein.

This agreement is entered into on the _____ day of _____, 202___ by



_____
Brittany Harmon, Owner & Operator
CACC

_____
Signed on behalf of Municipal Authority

_____

AGENDA: REQUEST FOR ACTION

Date: 2/10/2026
Sponsor: Supervisor Cole
Title: Resignation of Diane Selz

Background

Diane Selz submitted a letter of resignation at the last school forest committee meeting on 2/2/2026. Diane Selz has been on the school forest committee since the very beginning, serving the community in this capacity for almost 30 years. Her hard work and dedication have helped to preserve and improve the school forest for the enjoyment of the community and the students at Linwood Elementary.

Diane has truly shown herself to be a selfless and extremely generous person through her work, and the board should recognize this as they accept her resignation.

Recommendations (optional)

1. A recognition of Diane Selz's contributions to the school forest.
2. A motion to accept her resignation
3. A motion to call for letters of interest for the open seat on the school forest committee.

Proposed Motion

Motion to accept Diane Selz's letter of resignation, effective immediately.
Motion to submit a call for letters of interest for the open school forest committee seat on the website, and to post that notice on social media.

Financial Impact

None.

Audience Input Permitted?

Yes

Attachments

Letter of resignation from Diane Selz.

February 2, 2026

To Janel Koenig (S. Forest chair)

As of today, February 2, 2026 I am officially resigning as a member of the School Forest Committee.

It has been an honor to serve over the years and I wish you all the best in helping to preserve and maintain this special land for now and future generations to enjoy.

Sincerely

Diane Lutz

Request for Action

Date: 02/10/2026
To: Linwood Town Board
From: Billi Larson
Re: Approving Attorney Representation – Unemployment Appeal Hearing

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Background:
The Township denied the request for unemployment insurance for former employee, Paul Deuth, on December 11, 2025. MNUI determined that Mr. Deuth was not eligible for unemployment benefits. Mr. Deuth was given the right to appeal the determination if filed before February 9, 2026. Mr. Deuth has submitted his appeal and the Township has received the Notice of Hearing. Attorney Mark Allseits has worked closely on this matter and has significant background on the situation. He has requested the approval of the Board to represent Linwood Township in the upcoming hearing.

Recommendation
It is recommended that the Linwood Town Board approve Township attorney, Mark Allseits, to provide representation on behalf of the Township at the Unemployment hearing.

Financial Impact
The cost from Couri & Ruppe, LLC for Mr. Allseits to represent the Township is in line with regular legal fees.

Request for Action

Date: 02/10/2026
To: Linwood Town Board
From: Julie Dahnke/Billi Larson
Re: Rodent Control

Background

The Township office has a rodent infestation. Two quotes were obtained by office staff for a one-time treatment for rodent control and a quarterly treatment for the entire Township building and the Fire Station. The Fire Station is currently using a company for quarterly management; staff contacted the company currently used by the Fire Station to obtain quote which was $579 for one-time service and $250 quarterly. Aardvark Pest Control was also contacted and quote received at $175 for one-time service and $90-$100 quarterly.

Recommendation

Use Aardvark Pest Control for a one-time service for current rodent infestation in Township office and contract with them for quarterly service for Township building and the Fire Station.

Financial Impact

1. One-time fee of $175 for Township office area and $90-$100 quarterly to include Township building and Fire Station.

2. Using Aardvark Pest Control will save a significant amount of money for Township as current provider quote was much higher than anticipated.

Recommended Motion

Motion to approve use of Aardvark Pest Control for one time service for current rodent situation and quarterly hereafter.

Request for Action

Date: 02/10/2026
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 February 21, 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 - D0020822

FIRST STATE BANK OF WYOMING
26741 FELTON AVE – PO BOX 308
WYOMING, MN 55092

RETURN SERVICE REQUESTED

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

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 about your Certificate

[redacted]

Maturity date: February 21, 2026

Maturity Notice 01/29/26

TOWN OF LINWOOD

Your Certificate of Deposit issued on January 21, 1996 will mature on **February 21, 2026**. The balance of the certificate will be **$120,323.83.**

If not redeemed within 10 days after February 21, 2026, this account will automatically renew.

If renewed, the new maturity date will be **February 21, 2028**. The interest rate and annual percentage yield have not yet been determined. They will be available on February 21, 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.



Looking to invest wisely? We can help!

To learn more about our current CD offerings, visit fsbwyoming.com/rates or call one of our experts at (651)462-7607.

01/29/26 0000001941I-0000019411
Branch 0001 Term 24M Freq 3M

First State Bank of Wyoming

"Hometown 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 accounts. 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: 02/10/2026
To: Linwood Town Board
From: Alicia Morris
Re: Engaging an Independent Auditor

Background:
The Township is required to obtain an independent audit of its financial statements to ensure compliance with state regulations, generally accepted accounting principles (GAAP), and sound financial management practices. Engaging a qualified external auditor provides an objective review of the Township's financial records and internal controls.

Staff solicited and received two letters of engagement from qualified auditing firms. Both letters of engagement are on file in the Clerk's Office for review. After evaluating the proposals, staff are requesting approval from the Town Board to engage Redpath LLC to conduct the Township's audit for the applicable fiscal year.

Reasons for Approval

1. **Relevant Prior Experience**
    - Township staff have prior professional experience working with Redpath LLC through other governmental entities.
    - This experience provides confidence in the firm's audit approach, communication, and understanding of public-sector financial requirements.
2. **Additional Perspective During a Challenging Year**
    - The Township experienced a particularly complex year, including multiple integrations. Engaging Redpath LLC provides a new set of eyes while still benefiting from staff's familiarity with the firm's process.
3. **Efficiency and Staff Time Savings**
    - Based on prior experience, Redpath LLC is expected to minimize staff time demands during the audit process. This efficiency supports both time and cost savings for the Township.

Recommendation

It is recommended that the Linwood Town Board approve moving forward with Redpath LLC to perform the Township's financial audit for the applicable fiscal year, based on staff's evaluation of the letters of engagement and the firm's qualifications, efficiency, and ability to meet the Township's needs.

If approved, staff will:

- Finalize the engagement with Redpath LLC.

- Coordinate with the Township departments to provide required financial records and documentation.
- Ensure the audit is completed within required timelines.
- Maintain audit reports and related documentation for compliance and recordkeeping purposes.

Financial Impact

The cost of the audit will be funded through the approved budget allocation for professional services. Engaging an independent auditor is a necessary and planned expense to meet regulatory requirements and maintain sound financial practices.

Request for Action

Date: 02/10/2026
To: Linwood Town Board
From: Julie Dahnke/Andy Luedtke
Re: Refund of variance fee and escrow

Background

On September 29, 2025, Jeanette Keyso applied for and paid a total of $1,350 ($350 fee and $1,000 escrow) for a variance (25-22-VAR) for a septic holding tank recommended by previous Zoning Administrator. Upon review of resident's project and variance submitted, Cindy Nash (Collaborative Planning, LLC) deemed the variance was not needed.

Resident withdrew variance application on January 5, 2026, via email to Cindy Nash and the withdrawal was accepted on behalf of Linwood Township by Cindy Nash on January 5, 2026.

Resident contacted Linwood Township via email on January 14, 2026, to inquire on process for refund of fee and escrow paid for the variance.

Recommendation

It is recommended that the Linwood Town Board approve the issuance of $1,350 refund to Jeanette Keyso for variance that was not needed.

Financial Impact

Approval of this request will result in a refund of $1,350 to the resident.

Recommended Motion

Motion to approve the refund of $1,350 to Jeanette Keyso for variance not needed.

BEN
GARBACZ

Linwood, MN
[redacted]

Hello,

6 FEBRUARY 2026

I'm writing to express my interest in a future seat on the Linwood Township Board of Supervisors at the Linwood Townhall, where I've been a resident of for 10 years now. With many years working to support different teams and customers (cross-functionally), along with my ability to see the big picture ; the effects upstream and down, I believe I'm able to offer strong support to the future success of our wonderful community. Respect and (positive) communication is a top priority of mine, and I believe I'm able to offer that to contribute to the growth of Linwood. To add, I enjoy learning new things and am always looking for ways to serve out my purpose.

In regards to the questions for submission:

1. Please provide a brief background of yourself and how long you've lived in the township?

***** I've lived in Linwood for almost 10 years (Aug. 2016), and previously came from Blaine, MN. Prior to that, I lived in other areas of Anoka County and have always enjoyed the rural aspect of this area. I feel most at home when I'm in nature, around with like-minded people, or people who can have open and deep conversations, to challenge myself in hopes of personal growth. Learning new things and seeking to understand is a passion of mine.

2. Why are you looking to serve on the Linwood town board and what do you think your contributing strengths are?

***** As a member of this community for almost a decade, I've seen many things I agree with, but other things I feel I would handle differently. So, with that said, I feel like our growing community would greatly benefit from getting some "new blood" to gain better insights.

3. What is your long-term vision for the township (5 to 10 years)?

* I'm generally conservative with my viewpoints, from the aspect that we should work to maintain a certain level of disconnect from the city- the suburban country-feel. People I've spoken to (myself included) moved out here to be away from the city but are close enough to get what we need from the neighboring cities (Forest Lake, North Branch, Cambridge, etc.). While I think that, I also think I'm progressive in the aspect that I think we could do many things to "build-up" our community to offer more activities/opportunities to connect with our neighbors. My goal would be to bring the community closer with each other regardless of their personal viewpoints.

4. Tell us about a time you had to interact with somebody who had a differing opinion that you and how did you handle it?

* I work in a very large company (Wurth Industry Since 2017) with many varying ideas. I started out in the purchasing dept. as a buyer/planner and eventually worked up to a supervisor, and eventually to my current role as a supply chain

management process improvement specialist. Throughout that time, I've been challenged with people who didn't share my same vision on how to achieve a task, or how to perform the job at hand. What I found worked the best, is open communication, and seeking to understand before being understood. Once I fully understand their viewpoint, it gives me an opportunity to adjust my performance, or explain my view from the perspective of understanding where they're coming from. So to reiterate, positive & calm communication is key, and with that, just about anything is possible.

5. How would you enforce policies or ordinances that differ from your opinion?

* I can only imagine I would encounter many instances where I don't agree with current policies / ordinances, but I would do what I can to abide. If it's a major issue (or I strongly disagree), I would openly discuss my concerns with the team of board members, and/or bring the issue up to the community to have them direct what should be done.

6. Tell us about a situation in which you had to resolve a conflict or a challenging situation.

* Similar to the answer of #5, communication is key, but there was an instance where an employee I was supervising was poorly performing. They we're missing their numbers and falling behind. This was corrected by increasing out weekly one-on-ones to 3 times a week, and I helped him set up a schedule to get through his workload. I took on some of his tasks to free him up to do the more time sensitive jobs, and he was able to get back to a sustainable work level.

7. The levy and budget are ever present topics in the township government. How would you handle a reduced levy approved by the electors?

* When it comes to the levy and reducing costs for the community, I would see about looking at all areas of our current spend, to see if/where we could make some cuts, and determine if they are momentary or permanent cuts that could be made. I would also ask the team if there were any opportunities where we could get assistance through grants or ways to turn a profit for the township (fundraiser, etc.). It may not be possible, but I'd be open to the discussions to resolve the issue at hand.

Thank you again for considering my request, and I look forward to our future communications!

Regards,
Ben Garbacz

[redacted]

Dear Members of the Linwood Township Board,

I am writing to express my interest in the vacant seat on the Linwood Township Board. I care deeply about our township and would welcome the opportunity to serve the community and help guide Linwood in a positive, practical direction.

My interest in this position is rooted in a desire to better the township while keeping it efficient and financially responsible. I believe it is important to run township operations effectively while keeping the budget as low as possible so that residents can continue to enjoy quality services without unnecessary tax increases.

I bring hands-on experience in road and bridge work, general maintenance, and infrastructure-related operations, which I believe would be valuable when evaluating township needs and priorities. In addition, I have a strong background in budgeting and financial management, having owned and operated my own business for the past 16 years. This experience has taught me the importance of planning, accountability, and making smart financial decisions.

Community involvement is also important to me. I have volunteered extensively and previously served as Scoutmaster for the Linwood-area Scout troop, which reinforced my commitment to service, leadership, and working for the benefit of others.

I would be honored to bring my experience, work ethic, and commitment to fiscal responsibility to the Linwood Township Board. Thank you for your time and consideration. I would welcome the opportunity to discuss this position further.

Respectfully,

Dan Lametti

1. Please provide a brief background of yourself and how long you've lived in the township.

I have lived in Linwood Township for over 25 years. During that time, I have been actively involved in the community through work, volunteering, and family life. My background includes hands-on experience with road, bridge, and maintenance work, as well as owning and operating my own business for the past 16 years. I have also volunteered in the community, including serving as a Scoutmaster for the local troop. Having lived here long-term, I care deeply about the township and its future.

2. Why are you looking to serve on the Linwood Township Board, and what do you think your contributing strengths are?

I am interested in serving on the Linwood Township Board because I want to give back to the community I have lived in for over 25 years and help ensure the township continues to be run efficiently and responsibly. I believe in keeping taxes as low as possible while still maintaining roads, infrastructure, and services at a high standard.

My contributing strengths include hands-on experience with road, bridge, and maintenance work, which gives me a practical understanding of township operations and infrastructure needs. I also bring strong budgeting and financial management skills from owning and operating my own business for 16 years. In addition, my volunteer experience, including serving as a Scoutmaster, has strengthened my leadership, communication, and teamwork skills. I believe these strengths would allow me to make thoughtful, common-sense contributions to the board.

3. What is your long-term vision for the township 5 to 10 years?

My long-term vision for Linwood Township over the next 5 to 10 years is a community that continues to grow responsibly while maintaining its character and quality of life. I would like to see the township remain financially stable, with well-maintained roads and infrastructure, efficient township services, and careful planning that avoids unnecessary spending.

I believe in focusing on long-term maintenance and planning rather than short-term fixes, so taxpayer dollars are used wisely. My goal is for Linwood Township to remain a well-run, safe, and desirable place to live, where decisions are made with both current residents and future generations in mind.

4. Tell us about a time you had to interact with somebody who had a differing opinion than you and how did you handle it?

Throughout my work, volunteer roles, and business ownership, I have regularly worked with people who held differing opinions or priorities. As a business owner and volunteer leader, I learned early that listening is just as important as speaking.

When disagreements come up, I focus on understanding the other person’s perspective, asking questions, and finding common ground rather than trying to “win” an argument. I try to keep discussions respectful, fact-based, and focused on the best outcome for everyone involved. In my

experience, staying calm, being open to compromise, and keeping the bigger picture in mind leads to better decisions and stronger working relationships.

5. How would you enforce policies or ordinances that differ from your opinion?

I understand that serving on the Township Board means upholding adopted policies and ordinances, even when they may differ from my personal opinion. Once decisions are made through the proper process, I believe it is important to support and enforce them consistently and fairly.

My approach would be to separate personal views from my responsibility as a board member, rely on facts, ordinances, and legal guidance, and ensure that policies are applied equally to everyone. If I believe a policy needs improvement, I would work within the established process to discuss and review it, rather than selectively enforcing it. Maintaining fairness, consistency, and public trust would be my priority.

6. Tell us about a situation in which you had to resolve a conflict or a challenging situation.
In my role as a business owner and volunteer leader, I have had to resolve conflicts and challenging situations on many occasions. One common situation involved differing expectations between individuals working toward the same goal.

I approached these situations by listening to all sides, identifying the root of the issue, and focusing the discussion on practical solutions rather than emotions. By keeping communication open, setting clear expectations, and treating everyone with respect, I was able to resolve conflicts in a way that allowed work to move forward and relationships to remain intact. These experiences reinforced the importance of patience, clear communication, and fairness—qualities I would bring to serving on the Township Board.

7. The levy and budget are ever-present topics in township government. How would you handle a reduced levy approved by the electors?

If the electors approved a reduced levy, I would view that as a clear direction from the residents and take it seriously. My approach would be to work with the board and township staff to review the budget carefully, prioritize essential services, and look for efficiencies without sacrificing safety or critical infrastructure.

I believe in long-term planning, responsible spending, and making data-driven decisions. This may include delaying non-essential projects, finding cost savings, or adjusting timelines while still maintaining roads, maintenance, and core township operations. My goal would be to respect the will of the voters while ensuring the township continues to operate efficiently and responsibly.