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, March 10, 2026 - 5:30 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 February 24, 2026, Meeting Minutes
6.2 Approval of February 24, 2026, Workshop Minutes
6.3 Approval of March 3, 2026, Special Meeting Minutes
6.4 Approval of March 3, 2026, Workshop Minutes
6.5 Claims List for Approval #39370- #39386 = $21,394.41
6.6 Payroll for Approval (02/27/2026) = $12,628.63

7. NEW BUSINESS

7.1 School Forest Committee Appointment – Hurtley (Cole)

7.1.1 Request for Action
7.1.2 Letter of Interest

8. OLD BUSINESS

8.1 Approval of Transitioning Alicia Morris to Full-Time Employee (Olson)

8.1.1 Request for Action
8.1.2 Job Description – Accountant/Treasurer

8.2 Acknowledgement of Receipt Audit

8.2.1 Receipt 9371

8.2.2 Receipt 9397

8.2.3 Receipt 9430

8.2.4 Receipt 9357

9. UPCOMING MEETINGS

9.1 Township Annual Meeting – March 10, 2026 – 7:00PM

9.2 Cemetery Committee – March 11, 2026 – 10:00AM

9.3 PARCs – March 16, 2026 – 6:00PM

9.4 Planning & Zoning Commission – March 17, 2026 – 6:00PM

9.5 Town Board Workshop – March 24, 2026 – 5:30PM

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

10. ADJOURNMENT

LINWOOD TOWNSHIP

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Town Board Meeting Minutes
February 24, 2026

Meeting called to order at 6:30pm.
Pledge to the Flag was recited.
Roll Call

Members present:	Samuel Cole, Andy Luedtke, Jonn Olson, Lisa Henrickson, Dan Lametti
Staff present:	Billi Larson, Clerk; Alicia Morris, Treasurer; Darryl Ballman, Fire Chief; William Marholtz, Firefighter; Craig & Jane Rylander, Cemetery
Staff absent:	None
Attorney present:	Mark Allseits
Residents present:	Brian Langlois; Beth Riopel; Dot Forbord; Valerie Walker

FIRE DEPARTMENT SWEARING IN CEREMONY
Supervisor Olson swore in new Linwood Firefighter, Brian Walker.

PUBLIC FORUM
None.

CONSIDERATION AND APPROVAL OF AGENDA
Supervisor Olson tabled item 8.4 Approval of Transitioning Alicia Morris to Full-Time Employee until the meeting on March 10, 2026, to include the job description and salary range.
Clerk Larson asked to add item 8.7 Cemetery Request.
Supervisor Henrickson requested to add item 8.8 Recycling Center Volunteer ask

***Motion* by Supervisor Cole, seconded by Supervisor Henrickson to approve the agenda as amended. All ayes, motion carried. (5-0)**

CONSIDERATION AND APPROVAL OF CONSENT AGENDA

7.1 Approval of February 10, 2026, Meeting Minutes
7.2 Approval of February 17, 2026, Special Meeting Minutes
7.3 Claims List for Approval #39349-#39369 = $59,220.85
7.4 Payroll for Approval (2/13/26) = $25,494.83

Motion **by Supervisor Cole, seconded by Supervisor Henrickson to approve the Consent Agenda. All ayes, motion carried. (5-0)**

NEW BUSINESS

8.1 Martin Lake Road Project Bid Recommendation Letter (Olson)

Supervisor Olson discussed the bid process that Hakanson Anderson went through to provide the bids to the Board and explained that it was now up to the Board to award the bid. He further explained that the choosing the lowest bid would allow the grant to cover the full amount of the project with no financial impact for the Township. He briefly explained that a part of the request was for bids to repair Township parking lots (Fire Hall and Town Hall) that would be Township funds and not grant money.

Motion **by Supervisor Olson, seconded by Supervisor Henrickson to accept and award Knife River Corp. – North Central, the Martin Lake Road and 227th Ave reconstruction project at the bid quote of $1,137,208.50, and authorize Hokanson Anderson Engineering to make notification to said contractor. Motion carried. (5-0)**

Attorney Allseits asked to revisit this item after the vote and cautioned the Board to reject the secondary parking lot bids and wait to have those conversations as to not hold up the Martin Lake Project.

Motion **by Supervisor Olson, seconded by Supervisor Henrickson to accept and award Knife River Corp. – North Central, the Martin Lake Road and 227th Ave reconstruction project at the bid quote of $1,137,208.50, and authorize Hokanson Anderson Engineering to make notification to said contractor and reject the secondary bid for parking lots. Motion carried. (5-0)**

8.2 SRWMO Budget Approval (Olson)

Supervisor Olson discussed Sunrise Watershed Management Organization is an independent organization and has its own board; it must have its own funding and budget. The funding is made up of a percentage from four municipalities that form a joint powers organization referred to SRMWO.

The SRWMO is proposing a 2027 budget of $55,411, which is $4,768 more than the 2026 budget of $50,643. This is contributed to the required 10-year update to the watershed management plan costs described in the joint powers agreement section 3.2 and in accordance to state statute section 103B.231, subdivision 4, Minnesota Rules, chapter 8410, and other applicable laws.

The costs were partially mitigated by cutting the cost of other expenses, using some reserve monies, and carry some expenses into upcoming years. Some initial costs for the management plan were spent from the 2026 funding. The projection for the remainder of cost will increase the 2028 budget by $574 and 2029 will be similar.

The four municipalities that form the SRWMO is Ham Lake (4%+25% op), East Bethel (30%+25% op), Columbus (19%+25% op) and Linwood (47%+25% op). Most of the lakes and rivers fall within the borders of Linwood Township, Linwood funds the majority of costs at 47% plus 25% of the operating costs. Linwood's contribution for 2027 will increase to $22,566.61 from $20,231.39 in 2026, a $2,335 total increase. Historically the 2025 budget was set at $47,189 with Linwood's portion being $18,194.

This increase is within the limits stated in the joint powers agreement whereas the overall annual increase can't exceed 10% of the previous year's budget. In this case it's a 9.1% increase.

***Motion* by Supervisor Olson, seconded by Supervisor Cole to approve the 2027 SRWMO budget of $55,411 with Linwood's portion being $22,556.61. All ayes, motion carried. (5-0)**

8.3 Family Fun Fest Committee Craft Fair (Raymond)

There has been a history of collaboration between Family FunFest Committee and Linwood Township. The request is to move forward with coordinating with Family Fun Fest Committee to host a fundraising craft sale on April 10, 2026, in the Senior Center and Board Room. The Board Room is not a designated rental space.

***Motion* by Supervisor Cole, seconded by Supervisor Luedtke to approve Family FunFest to rent the Senior Center and Board Room on April 10, 2026, to hold a fundraising craft fair provided they will be responsible for all setup and teardown, complete cleaning of the spaces used, and acceptance of liability for any additional charges resulting from damage or insufficient cleaning. All ayes, motion carried. (5-0)**

8.4 Approval of Transitioning Alicia Morris to Full-Time Employee (Luedtke)

This item was tabled until March 10, 2026.

8.5 Road and Bridge Service Contracts (Olson)

Each year the public works department has work that needs to be completed by contractors. That work currently includes: Road Grading, Ditch Mowing, Street Sweeping, Graveling, Crack Filling, Weed Control, and Lawn Mowing.

The earlier Linwood can get these RFQs out for quotes, the better pricing can sometimes be achieved. At the Town Law training session last spring, it was discovered that the wording Linwood had in their RFQs was somehow a blend between requesting a quote and going out for bids, such as is required for a $175k+ project. In using this language, it put Linwood in a position to follow all the requirements of a major bid project and created unnecessary liability.

***Motion* by Supervisor Olson, seconded by Supervisor Henrickson to approve staff to disseminate the RFQs upon completion by the town attorney and review of the public works supervisors. All ayes, motion carried. (5-0)**

8.6 Tree Clearing (Olson)

In recent years Linwood has experienced several wind storms that have uprooted and/or blown down trees, or put them leaning over or towards roads. Each year public works is called out to remove trees from roads on a much too regular basis.

In most cases, public works is able to remove or clean up tree issues. However, each year there is getting to be more issues with trees around power lines, near residential structures, or high risk to fall onto roadways. There has not been a budget to address tree maintenance.
In one specific area, twice on Birchwood Circle we've had two large oaks fall across completely across the road and prevented traffic in or out of that development. There are still three large trees leaning over the road that need to be removed before they also fall onto the roadway. Quote #1938 is to mitigate this risk.
In a second area, Linwood owns a parcel of land on the south side of Linwood Lake on S. Linwood Drive. This parcel has several Ash Trees that have died because of Emerald Ash Borer. Most of these trees threaten to fall onto the adjacent resident's house and outbuildings. Quote #1939 would address removing all dead ash trees from the parcel.

***Motion* by Supervisor Olson, seconded by Supervisor Cole to accept estimates #1938 and #1939 for tree services to be completed spring 2026. 4 ayes, 1 abstain, motion carried. (4-0-1 Luedtke)**

8.7 Cemetery Request – (Rylander)
Cemetery Sexton, Craig Rylander, spoke to the Board on behalf of the Cemetery Committee. On January 21, 2026, the Cemetery Committee approved an improvement project which consists of three phases:
Construction of a 1615' x 12' wide x 6" thick limestone driveway in the vacant south section.
Removal and disposal of the existing chain link fence surrounding most of the cemetery.
Clearing of the grub nuisance trees on the east side.
The Cemetery Committee obtained two proposals for completion of this work.
The lowest proposal cost was from Dunaway Construction: $23,525.

Motion by Supervisor Luedtke, seconded by Supervisor Cole to table this request to obtain additional information.

8.8 Recycling Volunteer (Henrickson)
Supervisor Henrickson requested to allow a volunteer to use his personal vehicle and a Township trailer to haul items for the Recycling Center.

***Motion* by Supervisor Henrickson, seconded by Supervisor Cole to allow the volunteer to make a run for the Recycling Center to Coon Rapids. All ayes, motion carried. (5-0)**

OLD BUSINESS
None.

UPCOMING MEETINGS

Monthly Town Board Workshop – March 3, 2026 – 5:30PM
Board of Audit Meeting – March 3, 2026 – 6:30PM
Township Annual Meeting – March 10, 2026 – 7:00PM
Cemetery Committee – March 11, 2026 – 10:00AM
Planning & Zoning – March 17, 2026 – 6:00PM

***Motion* to adjourn by Supervisor Olson, second by Supervisor Cole. All ayes, motion carried. (5-0)**

Meeting adjourned at 7:35PM.

Respectfully submitted by Billi Larson, Clerk

Chairperson: _____
Jonn Olson

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Town Board Workshop Minutes
February 24, 2026

CALL TO ORDER: Meeting called to order at 5:32PM by Supervisor Olson

ROLL CALL:

Members present:	Samuel Cole, Andy Luedtke, Jonn Olson Lisa Henrickson**,** Dan Lametti
Staff present:	Billi Larson, Clerk; Alicia Morris, Treasurer
Residents present:	Beth Riopel, Dot Forsberg

ANNUAL MEETING DISCUSSION
The Board of Supervisors discussed the planning of the Annual Meeting on March 10, 2026. PARCs Committee members Beth Riopel and Dot Forbord spoke with the Board regarding the the committee's budget ask.
asks for the Annual Meeting. Clerk Larson was directed to add Attorney, Mark Allseits, to the Annual Meeting agenda for a Q&A.

BUDGET
It was discussed that Abdo Solutions was continuing to work on reconciliations and budget numbers to ensure that the Board had accurate data to provide to the residents at the annual meeting. Supervisor Olson provided a spreadsheet of a budget breakdown.

***Motion* by Supervisor Henrickson, seconded by Supervisor Luedtke to recess the workshop until after the regular meeting is concluded. All ayes, motion carried. (5-0)**

The workshop was recessed at 6:16PM.

The workshop was reconvened at 7:43PM.

Supervisor Cole left the workshop at 7:57PM.

IT/COMPUTERS/SOFTWARE

There was discussion about the some of the software challenges around Adobe and it was determined to allow the office staff to purchase 2 more monthly licenses. There will be a meeting with TR Computers after March 10, 2026.

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

Workshop adjourned at 8:47PM.

Respectfully submitted by Billi Larson, Clerk

Chairperson: _____
Jonn Olson

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Town Board Special Meeting Minutes
March 03, 2026

Meeting called to order at 5:33PM.
Pledge to the Flag was recited.
Roll Call

Members present:	Andy Luedtke, Jonn Olson, Lisa Henrickson, Dan Lametti Sam Cole - Absent
Staff present:	Billi Larson, Clerk; Alicia Morris, Treasurer
Staff absent:	None
Attorney present:	None
Residents present:	Sandy Lathrop

BUSINESS
Board of Audit
- MAT – Board of Audit Checklist
- Disbursements
- Receipts
- Bank Statements
- Budget Related

Clerk Larson and Treasurer Morris presented the Board with the following:
Complete list of 2025 Disbursements
Complete list of 2025 Receipts
Outstanding Check List
December 31, 2025 Bank Statement that includes:
- Ending Balance
- Interest paid
- Average balance

Certificate of Deposit Summary

2025 Statement of Investments
Processes Statement
Clerk Larson requested the Board choose 3-4 items from the receipts list to audit. They chose receipt numbers:
9371
9397
9430
9357
Staff will bring back to the March 10. 2026 meeting the documentation to support the process for each of the receipts selected.

***Motion* by Supervisor Olson, seconded by Supervisor Luedtke to accept the information provided by staff for the 2025 Board of Audit. All ayes, motion carried. (4-0)**

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

Meeting adjourned at 6:07PM.

Respectfully submitted by Billi Larson, Clerk

Chairperson: _____
Jonn Olson

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Town Board Workshop Minutes
March 3, 2026

CALL TO ORDER: Meeting called to order at 6:30PM by Supervisor Olson

ROLL CALL:

Members present:	Andy Luedtke, Jonn Olson Lisa Henrickson**,** Dan Lametti Sam Cole - Absent
Staff present:	Billi Larson, Clerk; Alicia Morris, Treasurer
Residents present:	Sandy Lathrop

ANNUAL MEETING DISCUSSION

The Board of Supervisors discussed the planning of the Annual Meeting on March 10, 2026. Clerk Larson went over the draft of the Annual Meeting agenda. She discussed that staff is waiting for Abdo to complete the receipts and reconciliations and to send out the 2025 and 2026 budget numbers.

BUDGET

Supervisor Luedtke presented a compiled spreadsheet that he prepared using the information the Board has been utilizing during the budget workshops. It included the contracted services as well as salary amounts. The Board discussed sending it to Abdo to assist in their budget presentation preparation.

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

Workshop adjourned at 8:11PM.

Respectfully submitted by Billi Larson, Clerk

Chairperson: _____
Jonn Olson

Date Range : **3/10/2026 To 3/10/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
03/10/2026	Aardvark Pest Control	2/18-3/3 Pest Control	39370	$184.24			
					100-41940-401-	General Government Buildings and Plant	$184.24
03/10/2026	ABDO LLP	Inv. #519437 - FS Accounting Feb 2026, Inv. #519734 - Payroll Feb 2026, #519519 Sage Imp	39371	$9,839.73			
					100-41430-301-	Office Staff	$2,506.40
					100-41430-301-	Office Staff	$6,083.33
					100-41430-301-	Office Staff	$1,250.00
03/10/2026	Accurate Information systems, LLC.	Inv # 62083 - Applicant Proflies 1/31/2026-2/15/2026	39372	$30.50			
					100-42210-304-	Fire Administration	$30.50
03/10/2026	Ace Solid Waste, Inc.	Inv # 12864209T067 - March 2026	39373	$190.43			
					245-43245-384-	43245 Organics/Composting	$190.43
03/10/2026	Bjorkland Companies	Inv# 103235 - Salt/Sand Mix	39374	$1,209.60			
					201-43125-224-	Ice and Snow Removal	$1,209.60
03/10/2026	Dust Busters and More	Fire station cleaning - Feb 2026	39375	$240.00			
					225-42280-401-	Fire Stations and Buildings	$240.00
03/10/2026	Great Plains Fire	Inv. #9405 Gear Wash	39376	$167.50			
					225-42280-211-	Fire Stations and Buildings	$167.50
03/10/2026	K-LEE ELECTRIC LLC	Invoice- 8324 Recycle Garage Door, 8325 Fire Exit Lighting	39377	$1,750.00			
					245-41940-401-	General Government Buildings and Plant	$1,400.00
					225-42280-401-	Fire Stations and Buildings	$350.00
03/10/2026	Marco Technologies, Inc	Inv. #576156491 - Contract Payment 02/16/2026-03/16/2026	39378	$807.81			

Date Range : **3/10/2026 To 3/10/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-41425-406-	Clerk	$807.81
03/10/2026	NCPERS Group Life Insurance	Inv. # 590801022026, 590801032026	39379	$96.00			
					245-43231-101-	43231 Recycling Collection	$32.00
					100-41510-101-	Treasurer	$32.00
					100-41912-101-	Zoning	$32.00
03/10/2026	T.R. Computer Sales, LLC	Inv. # 37457-MS, Inv. # TRCS37788	39380	$1,569.85			
					100-41425-406-	Clerk	$643.60
					100-41425-406-	Clerk	$926.25
03/10/2026	VISA 0441-Town of Linwood	01.21.26 - Town of Linwood	39381	$920.80			
					100-41940-217-	General Government Buildings and Plant	$220.84
					100-41430-433-	Office Staff	$349.00
					100-43125-217-	Ice and Snow Removal	$153.54
					100-41425-433-	Clerk	$74.70
					225-42210-202-	Fire Administration	$122.72
03/10/2026	WEX BANK	INV 1108186558 Recycling Fuel	39382	$71.91			
					245-43231-212-	43231 Recycling Collection	$71.91
03/10/2026	WH Security - Attn AR	Inv #35032839589	39383	$295.70			
					410-41940-401-	General Government Buildings and Plant	$295.70
03/10/2026	Ron Lathrop	Mileage to Coon Rapids	39384	$34.95			
					245-43211-331-	43211 Recycling Administration	$34.95
03/10/2026	Connexus Energy	Electric service - Billed Jan & Feb Electric services	39385	$2,856.64			
					100-41940-381-	General Government Buildings and Plant	$245.68
					100-42501-381-	Civil Defense Expenditures	$38.31
					201-43160-381-	Street Lighting	$194.72
					245-43231-381-	43231 Recycling Collection	$221.62
					100-49010-381-	Cemetery	$38.00

Date Range : **3/10/2026 To 3/10/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					201-41940-381-	General Government Buildings and Plant	$270.57
					215-42401-381-	Building Inspections Administration	$131.61
					225-42280-381-	Fire Stations and Buildings	$962.76
					235-45186-381-	Senior Citizens Recreation	$222.68
					235-49040-381-	Transportation - Drivers	$25.27
					100-42222-381-	Firefighter Equipt & Expenses	$25.27
					240-41940-381-	General Government Buildings and Plant	$199.49
					240-45202-381-	Park Areas	$149.05
					232-42123-381-	Patrol	$131.61
03/10/2026	Aspen Mills	Inv. #371376, 371378	39386	$1,128.75			
					225-42222-443-	Firefighter Equipt & Expenses	$78.85
					225-42222-443-	Firefighter Equipt & Expenses	$1,049.90
Total For Selected Claims				**$21,394.41**			**$21,394.41**

Andrew Luedtke	**Vice Chair, Town Supervisor**	**Date**
Dan Lametti	**Town Supervisor**	**Date**
Jonn J Olson	**Chair, Town Supervisor**	**Date**
Lisa Henrickson	**Town Supervisor**	**Date**
Samuel Cole	**Town Supervisor**	**Date**

AGENDA: REQUEST FOR ACTION

Date: 3/10/2026
Sponsor: Supervisor Cole
Title: Appointment of Al Hurtley to the School Forest Committee

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Background

Diane Selz submitted a letter of resignation at the last school forest committee meeting on 2/2/2026.

Since that time, Al Hurtley has submitted a letter of interest to fill that open seat. Al Hurtley has attended several of the last school forest meetings, and was involved when the school forest was originally created.

Recommendations (optional)

1. Appointment of Al Hurtley as one of the four representatives of the township on the school forest committee.

Proposed Motion

Motion to appoint Al Hurtley as one of four township representatives on the school forest committee.

Financial Impact

None.

Audience Input Permitted?

Yes

Attachments

Letter of interest from Al Hurtley

02-03-2026

The Linwood Town Board of Supervisors
Linwood Township
22817 Typo Creek Drive NE.
Stacy, MN 55079

RE: SCHOOL FOREST COMMITTEE MEMBERSHIP

Honorable Barad of Supervisors,

I have learned of an opening for a Township Appointed vacancy on the School Forest Committee. I wish to submit my name for consideration to the board.

I have previous experience on the School Forest committee as a member and Chair.

I also served as a member and Chair of PARC.

It was during that time on PARC that Principal Baylon from Linwood Elementary approached PARC with interest in the tax forfeited land known as "Smokey Hills" adjacent to the school becoming a School Forest.

The land was purchased by the township and dedicated as Park Land.

With the approval and direction of PARC I wrote a Joint Powers Agreement between the Township and the School District. which when adopted, the Linwood Community Park and School Forest became a reality.

At the time of the Joint Powers Agreement was accepted, the land of the School Forest represented about 1o percent of the "Pristine Acreage" remaining in Anoka County.

I would guess since then, that percentage has grown. The School Forest is a gem that Linwood Township owns that I feel must be preserved for future generations.

I care about Linwood and I want our community to be a safe and loving and beautiful place to raise our families.

When Meth labs, dealers and the associated crime had such a presence in our community I researched and found information about Meth and targeted young people at Linwood Family Fun Day as young people where the chosen targets of the Meth Dealers starting in 6 grade! After a few years, I realized I needed a bigger out venue

My wife Linda and I organized an education campaign to alert the young people in our community to the dangers of meth

At our first meeting we had over 75 young people in attendance and over 100 adults at our break outs learning about identifying Meth and addiction treatment options available. It was sad at how many of our neighbors had been affected by Meth.

Working with Law Enforcement and the School District and many local businesses the following year the numbers grew to over 500 students and 225 adults.

We also helped to establish the effort to get a police presence in our community and a School Resource Officer at Linwood Elementary. During that time frame, Linwood Elementary had 2 lockdowns because of armed individuals fleeing Law enforcement on the school property.

In addition to PARC and School Forest Committee, I have served the Township as a Town board Supervisor to fill the remaining term of a Supervisor who resigned his position.

I share all this with you to try and show that my motivation is to serve the community and to keep Linwood the best place to live and raise a family.

That is my motivation to serve again on the School Forest Committee.
A way to give back to the community I cherish.

Respectfully,



Alan Hurtley

[redacted]

REQUEST FOR ACTION

Date: 02/20/26

To: Linwood Town Board

From: Andy Luedtke, Town Supervisor

Re: Approval of Transitioning Alicia Morris to Full-Time Employee

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Background

Linwood Township's financial operations have increased in complexity and workload due to ongoing growth, compliance requirements, audit standards, reporting obligations, payroll administration, ARPA/grant tracking, and coordination with external auditors and state agencies.

Alicia Morris has been serving as the Township's part-time Treasurer and has demonstrated competence, reliability, and a growing understanding of Township financial procedures, software systems, statutory requirements under Minnesota law, and internal controls.

The current volume of financial transactions, reporting requirements, budgeting processes, reconciliation, and general office support demands warrant full-time administrative support to ensure:

- Timely reconciliations and financial reporting
- Improved internal controls and segregation of duties
- Timely communications with town vendors pertaining to budgeting
- Efficient payroll, accounts payable, and receivables processing
- Improved responsiveness to Board and public inquiries

This transition also serves to meet the town board's strategic plan during recent discussions about office staffing levels and budget management by having two full-time employees to maintain coverage.

Financial Impact

There already is a full-time position budgeted for 2026. While this transition serves to be approximately an additional $15,000.00 over the current part-time position for this year, it still would put the town under budget for this category and would be funded from the *General Fund* operating budget for *Office Staff*.

Recommended Motion

Motion to approve the transitioning of Alicia Morris from part-time Treasurer to full-time Treasurer effective Monday, March 02, 2026, at a rate of $32.00/hour, subject to compensation and benefits consistent with Township policy.

LINWOOD TOWNSHIP

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(651) 462-2812 • Fax (651) 462-0500

Position Title: Accountant/Treasurer

Department: Town Hall Office

Supervisor: Township Coordinator

POSITION SUMMARY

The Accountant/Treasurer is responsible for all statutory duties assigned to township treasurers under Minn. Stat. § 367.16, including the receipt, safeguarding, accounting, and lawful disbursement of township funds. This position manages the Township's financial operations, payroll administration, internal controls, and financial reporting, and participates in the daily operations of the Town Hall. The Treasurer ensures accurate, transparent, and compliant financial practices that support the Township Board, staff, and residents.

PRIMARY RESPONSIBILITIES

The Accountant/Treasurer is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board.

A. Statutory Treasurer Duties (Minn. Stat.§ 367.16)

1. Receive, safeguard, and take charge of all money belonging to the Township or required to be paid into the Township treasury, and disburse funds only upon lawful order of the Town Board or authorized officers.
2. Preserve all books, papers, records, and property pertaining to the Treasurer's office.
3. Maintain accurate accounts of all money received and disbursed, and provide the account with supporting vouchers to the Town Board of Audit at its annual meeting.
4. Deliver all books, records, and Township funds to a qualified successor upon demand.
5. Maintain a register of all town orders presented for payment that cannot be paid for lack of funds, including required endorsements.
6. Draw and receipt for Township funds held by the county treasurer.
7. File with the Town Clerk, within five days before the annual meeting, a written statement of all receipts, disbursements, and balances, including itemized detail.
8. Perform all other duties required by law.

B. Financial Operations and Accounting

1. Code and process accounts payable and receivable transactions.
2. Prepare claims lists, coordinate check issuance, and ensure timely payment of approved obligations.
3. Make timely deposits of all receipted funds and issue receipts for electronic transfers and investment activity.

4. Reconcile bank accounts and accounting software monthly, ensuring accuracy and internal-control compliance.
5. Prepare monthly, quarterly, and annual financial statements for Board review.
6. Assist in the preparation of the annual budget and long-range financial planning.
7. Maintain the Township's chart of accounts and ensure compliance with the Minnesota Uniform Chart of Accounts (UCOA).
8. Support annual audit preparation and respond to auditor inquiries.

C. Payroll Administration and Personnel Accounting

1. Maintain payroll records, including new hires, terminations, wage changes, benefits, and deductions.
2. Process payroll for bi-weekly, monthly, quarterly, and annual pay cycles.
3. Prepare and submit federal, state, and PERA payroll reports according to required timelines.
4. Generate and distribute W-2 and 1099 forms.
5. Coordinate with the Clerk on payroll, benefits, insurance, and personnel matters.
6. Ensure compliance with state and federal employment laws, PERA requirements, and Township personnel policies.,

D. Administrative and Operational Support

1. Draft correspondence related to finance, payroll, and land-use permit renewals.
2. Prepare invoices to developers for engineering, legal, and Township services.
3. Scan and maintain financial and administrative documents in the Township database.
4. Prepare and distribute claims lists and payroll reports for Board approval.
5. Assist the public via phone, email, and in-person at the Town Hall service counter.
6. Support grant applications by preparing financial components and documentation.
7. Attend required treasurer and finance-related training.
8. Perform other duties as assigned by the Town Board or assigned supervisor.

QUALIFICATIONS

Minimum Requirements

1. At least three years of accounting and payroll experience, preferably in a governmental or public-sector environment.
2. Strong proficiency with Microsoft Office and the ability to learn specialized accounting and payroll software.
3. Demonstrated ability to organize, prioritize, and manage multiple financial processes and deadlines.
4. Strong written and verbal communication skills.
5. Ability to maintain strict confidentiality of employee, financial, and resident information.
6. Positive, professional attitude and ability to work collaboratively in a small-office environment.

Preferred Qualifications

1. Experience with Minnesota township or municipal finance.
2. Familiarity with PERA, Minnesota payroll reporting, and the Minnesota Uniform Chart of Accounts.
3. Experience supporting annual audits and budget development.
4. Knowledge of internal-control practices and public-sector accounting standards.