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://linwoodtownship.org

AGENDA
Special Town Board Meeting
March 16, 2026
5:30 pm

Call to Order

The purpose of this Special Meeting to discuss and act on staffing and organizational matters, including potential adjustments to the Township's administrative structure and related duties

Roll Call

Business:

1. Discuss goals of this meeting
2. Review documents
3. Discuss possible office changes and structure
4. Possible board motions
5. Determine any outstanding action items and follow up

Adjournment

LINWOOD TONWSHIP
ANOKA COUNTY
STATE OF MINNESOTA

PUBLIC NOTICE

SPECIAL TOWN BOARD MEETING & POSSIBLE WORKSHOP

Notice is hereby given that the Linwood Township Board will meet at 5:30 p.m. on March 16, 2026, at the Linwood Township Hall, 22817 Typo Creek Drive NE, Stacy, MN 55079, to discuss and act on staffing and organizational matters, including potential adjustments to the Township's administrative structure and related duties.

At the special meeting, the Town Board may decide by majority vote to immediately hold a workshop for continued discussion of the same issues noted above immediately following the special meeting.

_____/s/_____
Jonn Olson, Chairman

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Town Clerk

Department: Town Hall Office

Supervisor: Town Coordinator

POSITION SUMMARY

The Town Clerk is the statutory custodian of Township records and is responsible for preparing, maintaining, and preserving official Board documents, ordinances, resolutions, minutes, and other permanent records of the Township. The Clerk administers Township elections, issues licenses and permits, manages public data requests, maintains cemetery records, and provides administrative support to Township boards and committees.

This position requires strong organizational skills, independent judgment, attention to detail, and the ability to work effectively with the public, Township officials, and staff. Work is performed in accordance with Minnesota statutes, Township ordinances, and established policies.

PRIMARY RESPONSIBILITIES

The Clerk is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

A. Statutory Clerk Duties (Minn. Stat.§ 367.11)

The Town Clerk shall:

1. Act as clerk of the Town Board and keep a true record of all Board proceedings.
2. Have custody of Township records, books, and papers, and file and safely keep all documents required by law to be filed in the Clerk's office.
3. Record minutes of every town meeting and enter all orders, directions, rules, and regulations adopted at such meetings.
4. File and preserve all accounts audited by the Town Board or allowed at a town meeting, and enter a statement of them in the official record book.
5. Record every request for a special vote or special town meeting and properly post all required notices.
6. Post fair copies of all bylaws as required by law, make a signed entry in the records of the time and place of posting, and record in full all ordinances passed by the Town Board in an ordinance book.
7. Furnish to the annual Town Board of Audit all statements from the county treasurer regarding money paid to the town treasurer, along with all fiscal information, accounts, claims, and demands filed with the Clerk.

8. Perform all other duties required by law.

B. Board Administration and Official Records

1. Prepare agendas, meeting packets, and minutes for Town Board meetings.
2. Maintain, index, and preserve permanent Board records, ordinances, resolutions, contracts, and other official Township documents.
3. Ensure proper posting and publication of official notices, public hearings, and meeting schedules.
4. Administer oaths of office and validate official documents.
5. Maintain the official Town seal and ensure its proper use.

C. Election Administration

1. Plan, coordinate, and supervise all Township elections in compliance with state and federal law.
2. Prepare polling places, voting equipment, ballots, and supplies.
3. Train and supervise election judges.
4. Issue and process absentee ballots.
5. Report election results to the Secretary of State.
6. Oversee voter registration functions.

D. Licensing, Permits, and Public Information

1. Issue and maintain records for Township licenses and permits.
2. In consultation with the Town Attorney, respond to public data requests in accordance with the Minnesota Government Data Practices Act.

E. Cemetery Administration

1. Maintain accurate cemetery maps, ownership records, and interment information.
2. Aid the Cemetery Coordinator coordinate with families and funeral homes regarding burials and related documentation.
3. Process cemetery lot sales and ensure proper collection and recording of fees.

F. Board of Appeals and Committee Support

1. Prepare agendas, notifications, and public notices for the Board of Appeals.
2. Attend Board of Appeals meetings and prepare minutes.
3. Serve as, or arrange for, a clerk for Township boards, commissions, and committees.

G. Records Management and Administrative Support

1. Maintain a records retention and destruction system consistent with state requirements pursuant to the Township's records retention schedule and Minnesota Statutes §§ 138.17, 15.17, 367.01, 367.11.
2. Maintain Township asset lists and assist with asset disposal processes.
3. Update Township codes, ordinances, and policies following Board action.
4. Provide administrative support to Township staff and officials.
5. Perform any and all duties assigned by the Town Board or an assigned supervisor.

QUALIFICATIONS

Minimum Requirements

1. Knowledge of Minnesota statutes relating to Town Clerks, or the ability to acquire such knowledge quickly.
2. Strong understanding of modern office procedures and equipment.
3. Ability to learn and apply Township ordinances, state regulations, and administrative procedures.
4. Strong written communication and correspondence skills.
5. High school diploma or equivalent, supplemented by knowledge of bookkeeping or administrative procedures.
6. Ability to maintain effective working relationships with Township officials, employees, and the public.
7. Proficiency with computers, including Microsoft Office and other office software.
8. Strong organizational skills and the ability to maintain accurate records and prepare reports.

Preferred Qualifications

1. Experience in municipal administration, elections, or public-sector recordkeeping.
2. Training or certification in election administration.
3. Experience with cemetery record systems or GIS-based mapping tools.
4. Familiarity with the Minnesota Government Data Practices Act and records retention schedules.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Town Clerk / Coordinator

Department: Town Hall Office

Supervisor: Town Board

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The Town Clerk shall:

1. Act as clerk of the Town Board and keep a true record of all Board proceedings.
2. Have custody of Township records, books, and papers, and file and safely keep all documents required by law to be filed in the Clerk's office.
3. Record minutes of every town meeting and enter all orders, directions, rules, and regulations adopted at such meetings.
4. File and preserve all accounts audited by the Town Board or allowed at a town meeting, and enter a statement of them in the official record book.
5. Record every request for a special vote or special town meeting and properly post all required notices.
6. Post fair copies of all bylaws as required by law, make a signed entry in the records of the time and place of posting, and record in full all ordinances passed by the Town Board in an ordinance book.
7. Furnish to the annual Town Board of Audit all statements from the county treasurer regarding money paid to the town treasurer, along with all fiscal information, accounts, claims, and demands filed with the Clerk.

8. Perform all other duties required by law.

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2. Maintain Township asset lists and assist with asset disposal processes.
3. Update Township codes, ordinances, and policies following Board action.
4. Provide administrative support to Township staff and officials.
5. Perform any and all duties assigned by the Town Board or an assigned supervisor.

H. Coordinator Role

1. The Clerk serves as the day-to-day coordinator and assigned supervisor for Township employees, managing routine staffing needs and directing daily work activities.
2. The Clerk processes and coordinates employee leave requests in accordance with Township policy and maintains related records.
3. The Clerk acts as the initial point of contact for employee concerns, workplace issues, and disciplinary complaints, and provides information to the Town Board when personnel matters require Board involvement.
4. The Clerk informs the Town Board regarding employee performance for purposes of evaluations, contract renewals, and staffing decisions.
5. The Clerk provides for the execution of all ordinances, resolutions, and orders of the Town Board, and carries out all duties required by state law to be enforced through the Town Board, either directly or through employees under the Clerk's supervision.
6. The Clerk recommends to the Town Board the appointment, suspension, or removal of Township personnel when such actions fall within the Board's statutory authority.
7. The Clerk attends all meetings of the Town Board and recommends measures for adoption when advisable or necessary for efficient Township operations.
8. The Clerk advises the Town Board regarding the financial condition and operational needs of the Township as they relate to staffing, administration, and implementation of Board directives.

QUALIFICATIONS

Minimum Requirements

1. Knowledge of Minnesota statutes relating to Town Clerks, or the ability to acquire such knowledge quickly.
2. Strong understanding of modern office procedures and equipment.
3. Ability to learn and apply Township ordinances, state regulations, and administrative procedures.
4. Strong written communication and correspondence skills.
5. High school diploma or equivalent, supplemented by knowledge of bookkeeping or administrative procedures.
6. Ability to maintain effective working relationships with Township officials, employees, and the public.
7. Proficiency with computers, including Microsoft Office and other office software.
8. Strong organizational skills and the ability to maintain accurate records and prepare reports.

Preferred Qualifications

1. Experience in municipal administration, elections, or public-sector recordkeeping.
2. Training or certification in election administration.
3. Experience with cemetery record systems or GIS-based mapping tools.
4. Familiarity with the Minnesota Government Data Practices Act and records retention schedules.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(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.

LINWOOD TOWNSHIP

ANOKA COUNTY
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(651) 462-2812 • Fax (651) 462-0500

Position Title: Accountant/Treasurer / Coordinator

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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.

E. Coordinator Role

1. The treasurer serves as the day-to-day coordinator and assigned supervisor for Township employees, managing routine staffing needs and directing daily work activities.
2. The treasurer processes and coordinates employee leave requests in accordance with Township policy and maintains related records.
3. The treasurer acts as the initial point of contact for employee concerns, workplace issues, and disciplinary complaints, and provides information to the Town Board when personnel matters require Board involvement.
4. The treasurer informs the Town Board regarding employee performance for purposes of evaluations, contract renewals, and staffing decisions.
5. The treasurer provides for the execution of all ordinances, resolutions, and orders of the Town Board, and carries out all duties required by state law to be enforced through the Town Board, either directly or through employees under the treasurer’s supervision.
6. The treasurer recommends to the Town Board the appointment, suspension, or removal of Township personnel when such actions fall within the Board's statutory authority.
7. The treasurer attends all meetings of the Town Board and recommends measures for adoption when advisable or necessary for efficient Township operations.
8. The treasurer advises the Town Board regarding the financial condition and operational needs of the Township as they relate to staffing, administration, and implementation of Board directives.

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.
5. Experience in employee management, employee programs and general HR knowledge.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Office Assistant

Department: Township Office

Reports to: Township Coordinator

POSITION SUMMARY

The Office Assistant responsible for supporting the day-to-day administrative operations of the Township. Duties are centered around public service, customer support, and assisting multiple Township departments to ensure efficient, accurate, and professional office operations.

PRIMARY RESPONSIBILITIES

The Office Assistant is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Assist residents by serving as the first point of contact by answering and directing phone calls, greeting visitors, and managing incoming emails.
2. Support the Township Clerk by assisting with records management, licensing and permitting tasks, election-related administrative duties, and meeting room preparation.
3. Support the Planning & Zoning Administrator by assisting with document management, septic permit requests, Planning & Zoning meeting attendance, and preparation/distribution of agendas and minutes.
4. Support Finance operations by organizing invoices, tracking receipts, assisting with maintenance of financial records, and providing data support for audits.
5. Scan documents into the electronic filing system and maintain organized digital records.
6. Perform general office tasks such as copying, filing, preparing mailings, and maintaining office supplies.
7. Assist Township staff with special projects, seasonal tasks, and cross-departmental needs as assigned.

QUALIFICATIONS

1. Strong computer skills, as most duties are performed electronically.
2. Proficiency in Microsoft Word, Excel, Access, and Publisher.
3. Demonstrated ability and willingness to learn new computer programs.
4. Knowledge of standard office equipment and basic office procedures.
5. Detail-oriented with strong mathematical, reading, spelling, and comprehension skills.
6. Strong communication skills and the ability to cheerfully and professionally serve the public.
7. Ability to multi-task, adapt to changing schedules, and cross-train with other staff.
8. Prior experience in an office setting is required.

LINWOOD TOWNSHIP

ANOKA COUNTY
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(651) 462-2812 • Fax (651) 462-0500

Position Title: Office Administrator

Department: Town Hall Office

Supervisor: Township Board

POSITION SUMMARY

The Office Administrator supports the daily operations of Linwood Township by providing professional administrative, clerical, and organizational services. Working under the direct supervision of the Town Board, this position ensures efficient office operations, accurate recordkeeping, and effective communication with Township officials, employees, residents, and outside agencies.

The role requires strong communication skills, the ability to manage multiple tasks under tight timelines, and the judgment to work collaboratively with the Clerk, Township committees, contractors, and partner organizations. Policies and goals are established by the Town Board, with input from Township committees and staff.

PRIMARY RESPONSIBILITIES

The Clerk is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

A. Governance and Board Support

1. Comply with all Linwood Township policies, procedures, and administrative standards.
2. Assist the Clerk to prepare and distribute agendas, meeting packets, and supporting materials for Town Board meetings.
3. Prepare agendas and handouts for the annual meeting.
4. Assist the Clerk to publish ordinances and ensure required notices are posted or distributed in accordance with law and Township policy.
5. Maintain the official minutes book for the Town Board and Township committees.
6. Obtain signatures on minutes, resolutions, and other official documents and distribute copies to appropriate officials and parties.
7. Draft resolutions and update Township policies when directed; maintain an accurate index of all resolutions and ordinances.
8. Certify proposed and final levy information to the County.
9. Prepare resolutions and file Certificates of Indebtedness with the County as required.

B. Administrative and Office Operations

Previously Abolished

1. Proofread documents prepared by the Clerk, Supervisors, and office staff to ensure accuracy and professionalism.
2. Maintain Township documents in accordance with the adopted records retention schedule, in both paper and electronic formats.
3. Coordinate and update contracts for services provided to the Township.
4. Update rosters for all Township committees and provide onboarding materials to new board or committee members.
5. Design forms, handouts, and informational materials as directed.
6. Research files, minutes, ordinances, and applicable laws as needed to support Township operations.
7. Coordinate purchase requests from employees to supervisors and order supplies as approved.
8. Maintain security access lists and distribute keys or access codes as directed by the Supervisor responsible for security.
9. Assist employees with basic computer and technology issues and coordinate unresolved issues with the Township's IT provider.

C. Staff Coordination and Public Service

1. Supervise and direct the daily duties of office employees as necessary to support Township operations.
2. Provide customer service to residents at the Township counter and by telephone or email.
3. Communicate effectively with Township staff, elected officials, committee members, contractors, and outside agencies.
4. Assist with other office duties or special projects as assigned by the Town Board.

QUALIFICATIONS

Minimum Requirements

1. High school diploma or equivalent.
2. Proficiency with computers, including Microsoft Word, Excel, and Outlook, and willingness to learn CTAS and other software as needed.
3. Strong verbal and written communication skills.
4. Demonstrated organizational and management skills.
5. Ability to work effectively with the public and maintain a professional, courteous demeanor.
6. Friendly, conscientious, compassionate, and patient approach to customer service and staff interactions.

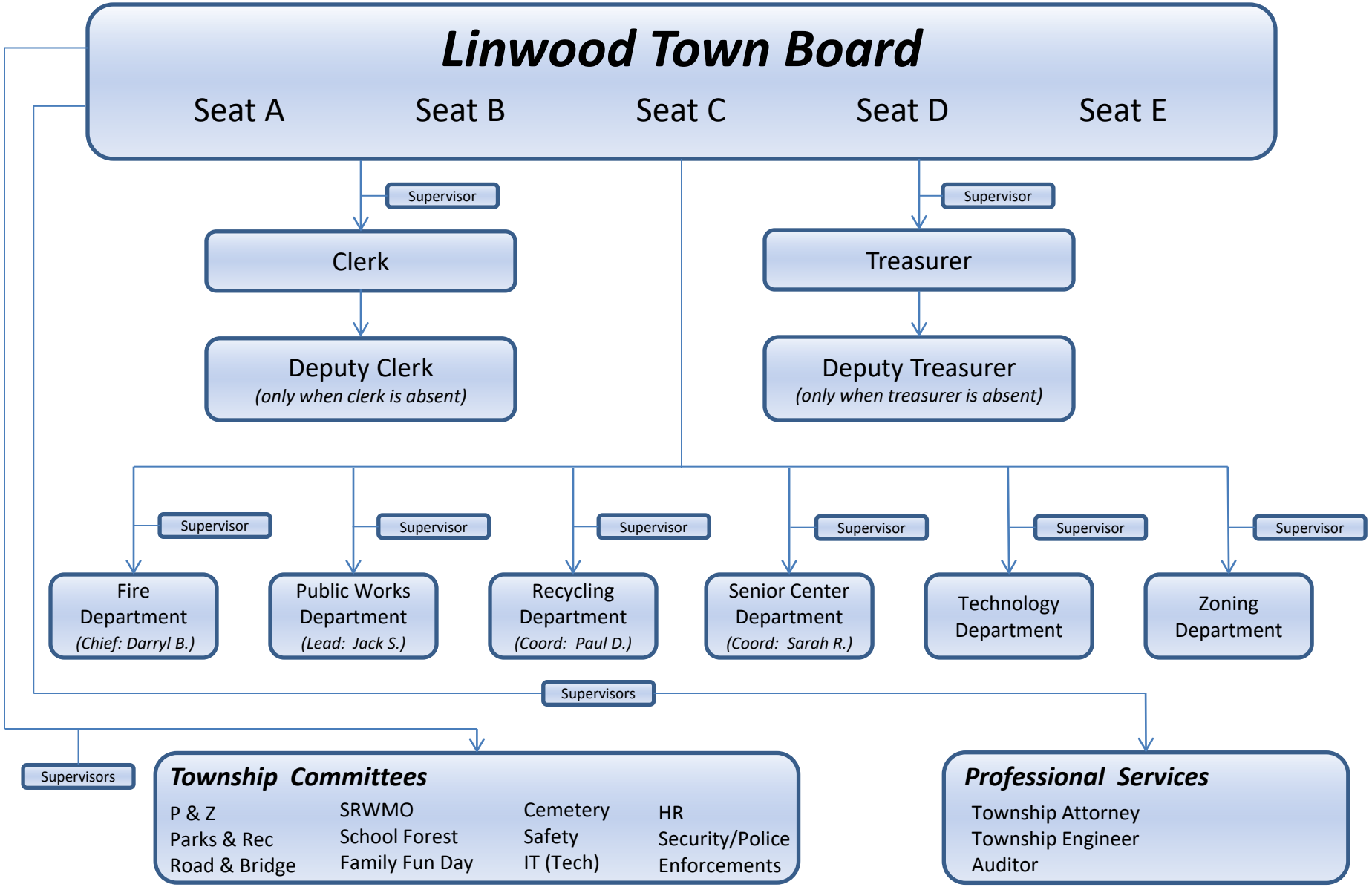
Preferred Qualifications

1. Experience in municipal administration or public-sector office operations.
2. Familiarity with Minnesota records retention schedules and local government procedures.
3. Experience preparing agendas, minutes, or official documents for public bodies.

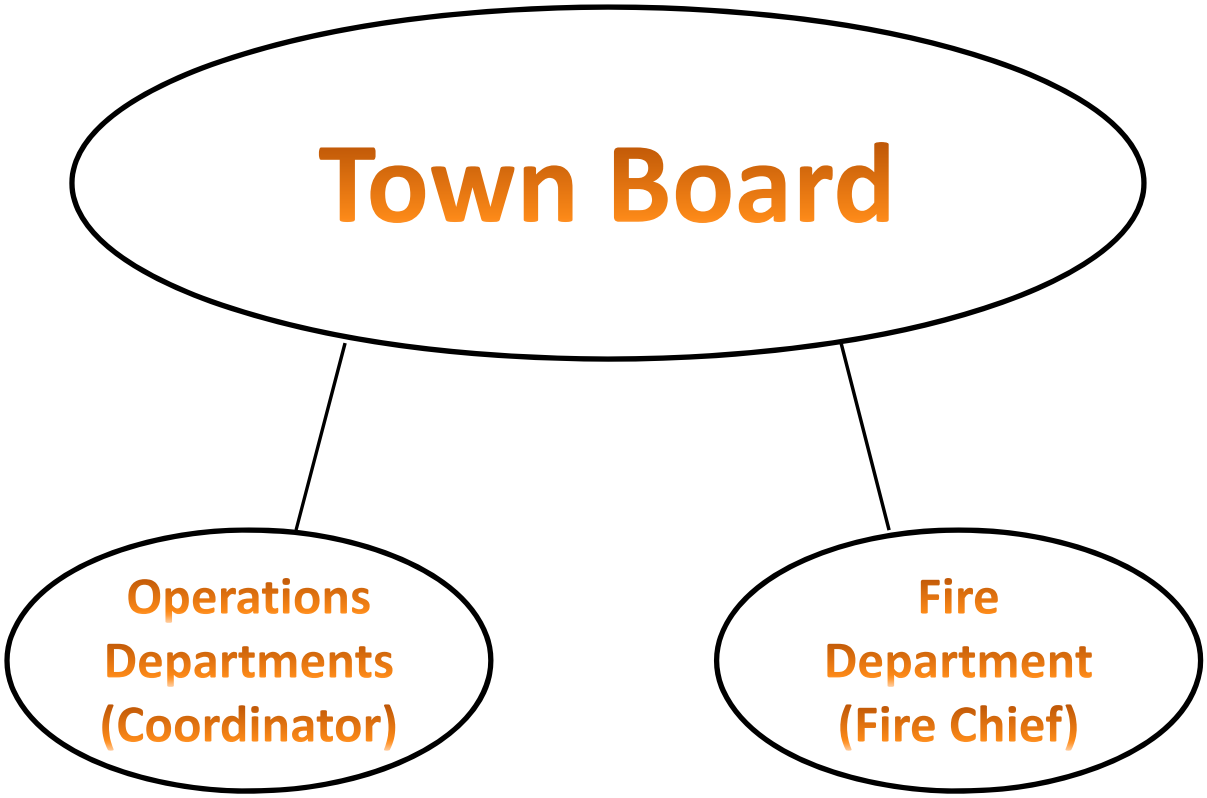
Previously Abolished

Linwood Township

Organizational Chart



Proposed Department Assignments



FUNCTIONS:

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

FUNCTIONS:

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