LINWOOD TOWNSHIP

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

Special Town Board Meeting
Meeting Minutes
March 16, 2026

Meeting called to order at 5:30 pm by Jonn Olson, Chair
Roll Call

Commission members present:	Samuel Cole, Lisa Henrickson, Andy Luedtke, Jonn Olson, Dan Lemette
Commission members absent:	None
Staff present:	Alicia Morris, Treasurer; Julie Dahnke, Office Assistant
Staff absent:	Billi Larson, Clerk
Attorney present:	Mark Allseits
Residents present:	Sandy L, Joe D.

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

AGENDA
1. Discuss goals of this meeting
2. Review documents
    a. Position Summary of Town Clerk position
    b. Position Summary of Town Clerk position with Coordinator duties
    c. Position Summary of Accountant/Treasurer
    d. Position Summary of Accountant/Treasurer with Coordinator duties
    e. Position Summary of Office Assistant
    f. Position Summary of Office Administrator
    g. Linwood Township Organizational Chart

h. Proposed Department Assignments

3. Discuss possible office changes and structure
4. Possible board motions
5. Determine any outstanding action items and follow up

Discussion:

- The group reviewed the Organizational Chart, with Supervisor Olson noting that the term "Supervisor" has historically been used as a conduit of information, not chain of command.
- Multiple office job roles were discussed. Options included:
    - Combining the Clerk and Coordinator roles
    - Combining the Coordinator role with another office position
    - Having a separate Coordinator position
    - Combining the Treasurer and Clerk position
- Attorney Mark A. stated that combining the Treasurer and Clerk roles would require an elector authorization and a ballot question at the election in November. He recited statute 36736.
    - He further stated that the Clerk and the Treasurer roles have statutorily prescribe duties they must engage in.
    - Board members agreed that if the Clerk and Treasurer roles were combined into one position, they would need to ensure that the primary responsibilities were tasks required by statute. If the individual had available time, then they could complete other office tasks.
- Members of the board stated they believed the best course of action would be to hire a separate Coordinator as the job duties of both the Clerk and the Treasurer are currently quite full.
- It was noted that if the Clerk and Treasurer positions were to be combined, there is a deadline of 74 days in advance of the election as to when the ballot questions need to be finalized.
- Sandy L. stated that in the past both the Treasurer and Clerk positions were part-time.
- Supervisor Olson noted that it is not in the 2026 or 2027 budgets to have three separate full time positions, so a course of action would be to manage office staff in the short term and make a long-range plan.
    - After discussion, it was determined that combining the Clerk and Treasurer positions would not be in the township's best interest in the event of a vacation, leave of absence, or staff resignation, as it may be difficult to find an interim or permanent replacement capable of fulfilling two distinct job functions.
- Supervisor Olson noted that currently the Board members are communication liaisons from the departments to the board, he would like to see the reverse where each department has a liaison that reports to the board.
- Supervisor Lametti stated he believes the township needs a second maintenance person.
- The Board will consider establishing a combined role in the interim to determine its effectiveness.

Action Items

- Review other townships that have a coordinator and get their feedback.
- Mark Allseits will check with his office partners to see if they are aware of other townships who have adopted the town admin statutes and get board in contact with them.

    - Town Administrator Statute: 367.35, option C
- Sam Cole will research statute requirements of an Office Administrator and Sam and Andy will identify information regarding the town coordinator. Edit the job description(s) accordingly. The information and job description should be prepared for the next Workshop on March 24.
- In the interim, combine the coordinator role with existing staff to determine interest
    - Sam and Jon will connect with current staff to determine interest
- Board members were directed to submit edits/questions on the job descriptions to Alicia Morris within the next 48 hours. Alicia will combine all the comments and re-distribute to the board.

Motion to recess at 6:51pm by Andy Luedtke, seconded by Lisa Henrickson. All ayes, motion carried. (5-0)

Motion to resume the meeting at 6:55pm by Jon Olson, seconded by Sam Cole. All ayes, motion carried. (5-0)

Motion by Jon Olson that Mark, Sam, and Andy will work on identifying the role and responsibilities of the town administrator in consideration of placing it on the November ballot. Additionally, the motion will authorize Jon and Sam to talk to existing staff about possible changes in the office. Second by Sam Cole. All ayes, motion carried. (5-0)

Motion by Jon Olson to authorize the township attorney to draft a Notice of Expectation to send to current Town Clerk, seconded by Sam Cole.
Discussion included that the correspondence that based on the circumstance that the town clerk rescinded her resignation, she is expected to return to full job duties. All ayes, motion carried. (5-0)

Motion by Jon Olson to adjourn the meeting, seconded by Lisa Henrickson. All ayes, motion carried. (5-0)

Meeting adjourned at 6:58 pm

Respectfully submitted by Linda Hurtley, Contract Office Assistant

Minutes Approved: March 24, 2026

Chairperson: _____
Jonn Olson