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 24, 2026 - 6:30 pm
Town Hall Chambers

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC FORUM**

   This is an opportunity for residents to present items to the Board that are not on the agenda. Each presentation is limited to three (3) minutes, and a maximum of fifteen minutes is set aside. If your item needs follow-up from the Township, Staff will arrange for that.

5. **CONSIDERATION AND APPROVAL OF AGENDA**

6. **CONSIDERATION AND APPROVAL OF CONSENT AGENDA**
   - **6.1** Approval of March 10, 2026, Meeting Minutes
   - **6.2** Approval of March16, 2026, Special Meeting Minutes
   - **6.3** Claims List for Approval #39387 - #39403 = $102,240.96
   - **6.4** Payroll for Approval (02/22-03/07, 2026) = $23,976.01

7. **NEW BUSINESS**
   - **7.1 Volunteer Waivers – Mark Allseits**
     - 7.1.1 Memo to Board
   - **7.2 PARCS**
     - 7.2.1 Request for Action
   - **7.3 Cemetery**
     - 7.31 Quotes
   - **7.4 Approval of Transitioning Alicia Morris to Full-Time Position**
     - 7.4.1 Approve Job Description
     - 7.4.2 Approve Job Offer
   - **7.5 Lisa Henrickson**

7.51 Pollbook Termination Agreement Document

7.52 Request for Action

7.6 Joe Dolphy

7.61 Communication Issues

7.62 Cannabis Ordinance

7.63 Township Website

8. OLD BUSINESS

8.1 Deputy Clerk Compensation – Jonn Olson

9. UPCOMING MEETINGS

9.1 Monthly Town Board Workshop – April 7, 2026 – 5:30PM

9.2 Town Board Workshop – April 14, 2026 – 5:30PM

9.3 Town Board Meeting – April 14, 2026 – 6:30PM

9.4 Parks & Rec Meeting – April 20, 2026 – 6:00pm

9.5 Planning & Zoning – April 21, 2026 – 6:00PM

The next Regular Town Board Meeting is scheduled for Tuesday, April 14, 2026, 6:30PM

10. ADJOURNMENT

LINWOOD TOWNSHIP

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Website: http://linwoodtownship.org

Town Board Meeting
Meeting Minutes
March 10, 2026

DRAFT

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

Commission members present: Samuel Cole, Lisa Henrickson, Andy Luedtke, Jonn Olson, Dan Lametti

Commission members absent: None

Staff present: Alicia Morris, Treasurer; Julie Dahnke, Office Assistant

Staff absent: Billi Larson, Clerk

Attorney present: Mark Allseits

Residents present: Tony Dushane, Craig Rylander,

PUBLIC FORUM
Tony D expressed thanks to the Town Board for keeping the original Minnesota State flag.

CONSIDERATION AND APPROVAL OF AGENDA
Add:

- Volunteer Waiver Update
- Review schedule of meetings

Motion by Lisa Henrickson to approve the agenda with the additional discussion items listed above, seconded by Dan Lametti. All ayes, motion carried. (5-0)

CONSIDERATION AND APPROVAL OF CONSENT AGENDA

- Approval of February 24, 2026, Meeting Minutes

- Approval of February 24, 2026, Workshop Minutes
- Approval of March 3, 2026, Special Meeting Minutes
- Approval of March 3, 2026, Workshop Minutes
- Claims List for Approval #39370- #39386 = $21,394.41
- Payroll for Approval (02/27/2026) = $12,628.63

Motion by Sam Cole to approve the Consent Agenda, seconded by Lisa Henrickson. Samuel Cole, Lisa Henrickson, Jonn Olson, and Dan Lametti voted to approve. Andy Luedtke abstained. Motion carried. (4-1-0)

NEW BUSINESS

School Forest Committee Appointment – Hurtley (Cole)

- On February 2, 2026, committee member Diane Selz submitted a letter of resignation.
- A Letter of Interest has been received by Al Hurtley to fill the open seat.

Motion by Sam Cole to appoint Al Hurtley as one of the four township members of the School Forest Committee, seconded by Jonn Olson. All ayes, motion carried. (5-0)

OLD BUSINESS

- At the previous week's Board of Audit meeting, the board choose four receipts from 2025 for review.
- Volunteer waiver. Attorney Mark A offered his recommendation that the township refrain from using volunteer labor for potentially dangerous activities.
    - The township's insurance policy does not cover volunteers.
    - The volunteer waivers will be tailored for the specific activity being done.
    - If a volunteer is using township equipment, that poses higher risk to the township, thus the township will not use volunteers for potentially dangerous activities.

UPCOMING MEETINGS

Township Annual Meeting – March 10, 2026 – 7:00PM
Cemetery Committee – March 11, 2026 – 10:00AM
PARCs – March 16, 2026 – 6:00PM
Planning & Zoning Commission – March 17, 2026 – 6:00PM
Town Board Workshop – March 24, 2026 – 5:30PM
ADD: Special Town Board Meeting – March 16, 2026 – 5:30PM

Motion by Jonn Olson to establish a special Town Board Meeting on Monday, March 16, 2026 for the purpose of reviewing and potentially making modifications to office staffing. Second by Sam Cole. All ayes, motion carried. (5-0)

NOTE: the following is paraphrased from MN Statute 331a.08 subd. 1 and 2: when calculating the required publication period for a public notice, the first day of publication is not counted, and the day of the event or deadline is counted.

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

Motion by Andy Luedtke to adjourn the meeting, seconded by Sam Cole. All ayes, motion carried. (5-0)

Meeting adjourned at 5:56 pm

Respectfully submitted by Linda Hurtley, Contract Office Assistant

Minutes Approved: March 24, 2026

Chairperson: _____
Jonn Olson

DRAFT

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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 Lathrop, Joe Dolphy

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

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    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.

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    - 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

DRAFT

Date Range : **3/24/2026 To 3/24/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
03/24/2026	Anoka County Property Records & Tax	Property Taxes: 04-33-22-22-0001, 04-33-22-22-0002, 05-33-22-11-0002	39387	$332.38			
					100-41950-310-	Assessing	$155.54
					100-41950-310-	Assessing	$21.30
					100-41950-310-	Assessing	$155.54
03/24/2026	Anoka County Treasury Office	Inv.# CINV26-008705 - 2026 Q1 LE Services	39388	$79,135.00			
					232-42123-312-	Patrol	$79,135.00
03/24/2026	Aspen Mills	Inv. #371960	39389	$67.70			
					225-42222-443-	Firefighter Equipt & Expenses	$67.70
03/24/2026	AT&T Mobility	Inv. #287315380214X030320 26 - FD Phone	39390	$217.25			
					225-42250-321-	Fire Communication	$217.25
03/24/2026	Couri & Ruppe, P.L.L.P.	Personnel from February 2026	39391	$9,690.00			
					100-41610-304-	City/Town Attorney	$9,690.00
03/24/2026	ECM Publishers	Inv. #1090128	39392	$36.50			
					100-41912-351-	Zoning	$36.50
03/24/2026	Equipment Management Company	Inv. #66624 - Hose Decon Systam	39393	$6,075.00			
					225-42222-404-	Firefighter Equipt & Expenses	$6,075.00
03/24/2026	Evergreen Recycling	Inv. #3968	39394	$792.50			
					245-43231-384-	43231 Recycling Collection	$792.50
03/24/2026	LRS Portables of Minnesota	Inv. #MP294218, MP2494219, MP294220	39395	$210.00			
					240-45202-418-	Park Areas	$210.00
03/24/2026	MidCo	Inv. #13376650115268, 13375590115268	39396	$493.89			
					100-41940-321-	General Government Buildings and Plant	$82.06

Date Range : 3/24/2026 To 3/24/2026

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					201-41940-321-	General Government Buildings and Plant	$10.26
					215-42401-321-	Building Inspections Administration	$82.06
					225-42250-321-	Fire Communication	$288.74
					235-45186-321-	Senior Citizens Recreation	$20.52
					240-41940-321-	General Government Buildings and Plant	$10.25
03/24/2026	MN State Fire Chiefs Assn	Inv. #10730, 2026 Duluth Attendee	39397	$285.00			
					225-42210-433-	Fire Administration	$285.00
03/24/2026	Near-Me Auto Service	Inv. #8172 - 1997 Ford Brake/Belt Repairs	39398	$707.99			
					225-42260-407-	Fire Repair Services	$707.99
03/24/2026	Sarah Raymond	Bingo Basket	39399	$22.09			
					235-45186-331-	Senior Citizens Recreation	$22.09
03/24/2026	VISA 2352	02.18.25#2352 - Sr. Center Items	39400	$171.27			
					235-45128-437-	Community Celebrations	$171.27
03/24/2026	Waste Management	Inv.#013214-4812-6	39401	$628.46			
					100-41940-384-	General Government Buildings and Plant	$25.41
					245-43231-386-	43231 Recycling Collection	$374.36
					201-41940-384-	General Government Buildings and Plant	$25.41
					225-42280-384-	Fire Stations and Buildings	$50.82
					235-45186-384-	Senior Citizens Recreation	$50.82
					240-45202-384-	Park Areas	$50.82
					215-42401-384-	Building Inspections Administration	$50.82
03/24/2026	Xcel Energy	Inv.#968216720 - Fire 3.9.26, 51-4294294-9, Inv.#968237967 - Township 3.9.26, 51-4470489-8	39402	$2,375.93			
					100-41940-383-	General Government Buildings and Plant	$237.64

Date Range : **3/24/2026 To 3/24/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					245-43231-383-	43231 Recycling Collection	$178.23
					201-41940-383-	General Government Buildings and Plant	$148.52
					215-42401-383-	Building Inspections Administration	$237.64
					225-42280-383-	Fire Stations and Buildings	$1,187.73
					235-45186-383-	Senior Citizens Recreation	$166.35
					235-49041-383-	Transportation - Equipt, Maintenance & Garage	$35.65
					240-41940-383-	General Government Buildings and Plant	$148.52
					100-42222-383-	Firefighter Equipt & Expenses	$35.65
03/24/2026	Rescue Pax	Inv. #327 - Ice Rescue Training	39403	$1,000.00			
					225-42220-308-	Fire Fighting	$1,000.00
Total For Selected Claims				**$102,240.96**			**$102,240.96**

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**

COURI & RUPPE, P.L.L.P

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

**Also Licensed in Illinois*

***Also Licensed in California*

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(763) 497-2599 (FAX)
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March 10, 2026

Linwood Town Board of Supervisors
22817 Typo Creek Drive
Stacy, MN 55079

Sent to all present Town Board Supervisors and Treasurer via e-mail. To be included in the next Town Board meeting packet for public inspection.

RE: VOLUNTEER WAIVERS AND INSURANCE COVERAGE

I. Introduction

The Township has expressed interest in using volunteers for brush removal, cutting and clearing downed trees, and similar maintenance activities on Township-owned property or using Township-owned equipment. I have reviewed the Township's current Volunteer Waiver and Service Agreement and evaluated it in light of recent Minnesota Supreme Court authority and the Township's insurance coverage.

II. Minnesota Supreme Court Guidance on Waivers

The Minnesota Supreme Court recently clarified the enforceability of exculpatory clauses in *Lund v. Calhoun Orange, Inc.* (Minn. 2025). The Court held that a waiver may release a party from liability for its own <u>*ordinary*</u> negligence, but only if the waiver language clearly and unequivocally expresses that intent. General language releasing "all claims" is insufficient. In *Lund*, the Court upheld a waiver because it expressly stated that the signer released the fitness center even for injuries arising from the center's own negligence. The Court also emphasized that multiple clauses must be read together, and that a general assumption-of-risk clause can be supplemented by a second clause that specifically references negligence.

III. Assessment of the Township's Current Waiver

Applying this standard to Linwood Township's current volunteer waiver, the document contains a clause stating that the volunteer agrees to hold harmless and indemnify the Township

for injuries "whether caused by the negligence of the Township or otherwise." Although this language attempts to release the Township from liability for its own negligence, it is written as an indemnification clause (requiring the volunteer to assume liability for losses and third-party claims against the Township), which Minnesota courts scrutinize even more strictly than exculpatory clauses (prevents volunteer from claiming damages from Township's negligence). It also requires the volunteer to indemnify the Township for claims brought by others, a provision courts often strike down when applied to public entities. The clause is embedded in a general waiver document without activity-specific risk disclosures. For these reasons, the clause is unlikely to be enforced as written, and even if enforceable, it would only protect the Township from ordinary negligence, not gross negligence or willful or wanton conduct.

IV. Insurance Gap and Resulting Liability Exposure

A critical factor in evaluating the Township's exposure is that MATIT does not insure volunteers. After reviewing the Township's policy and confirming with MATIT directly, volunteers are not insured persons under the Township's liability coverage, and injuries to volunteers are not covered. Claims caused by volunteers may or may not be covered depending on the circumstances, but the volunteer themselves has no coverage. This means that even a well-drafted waiver does not eliminate the Township's financial exposure. If a volunteer is injured while using Township equipment, or even their own equipment while acting under Township direction, the Township may still face claims of negligent supervision, negligent training, negligent provision or maintenance of equipment, or unsafe premises conditions. Because volunteers are uninsured, any gap in the waiver becomes a direct Township liability.

V. Risks Associated with Township Equipment and Volunteer-Owned Equipment

The Township faces distinct risks depending on whether volunteers use Township-owned equipment or their own equipment. When the Township provides equipment such as trailers, chainsaws, or brush cutters, the Township may be liable for negligent maintenance, failure to warn of known hazards, improper training or supervision, or defective equipment claims. Waivers can reduce but not eliminate these risks. When volunteers bring their own equipment, the Township still faces exposure because the volunteer is acting under Township direction, and the Township may be alleged to have failed to supervise, allowed unsafe practices, or created hazardous conditions. The Township's liability does not disappear simply because the chainsaw belongs to the volunteer.

VI. Need for Activity-Specific Risk Disclosures

The Supreme Court's decision in Lund underscores the importance of activity-specific risk disclosures. Waivers must clearly apprise the signer of the rights they are giving up. For volunteer work involving chainsaws, brush clearing, and tree cutting, the waiver should specifically reference risks such as chainsaw kickback, falling limbs, flying debris, uneven terrain, equipment malfunction, and lifting hazards. A generic assumption-of-risk clause is not sufficient. The waiver should also state that the volunteer understands they are not insured by the Township and that they are responsible for their own medical costs and insurance. It is advisable to remove indemnification language entirely, as Minnesota courts disfavor such provisions in volunteer contexts, especially

for public entities. The waiver should require volunteers to list the exact activities they will perform, which strengthens the clarity of the agreement, and volunteers using their own equipment should certify that it is safe and properly maintained. The Township may also wish to consider limiting volunteer activities to lower-risk tasks unless it is prepared to accept the liability exposure inherent in chainsaw and tree-clearing work.

VII. Conclusion

In summary, waivers are useful and, when drafted correctly, enforceable under Minnesota law, but they do not eliminate Township liability, do not provide insurance coverage, and do not protect against claims of gross negligence or willful or wanton conduct. Given MATIT's exclusion of volunteers, the Township must understand that any volunteer injury could result in an uninsured claim against the Township even with a strong waiver. As a result, I would refrain from relying on volunteer activity, especially for inherently dangerous activity and even in the event a well drafted waiver is signed, given the potential exposure.

Best,



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

Request for Action

Date: March 18, 2026
To: Linwood Town Board
From: Dot Forbord/Parks Committee Chair
Re: Request to Obtain Bids for Tennis Court Repair and Goat Grazing for Invasive Species Remediation

Background: Tennis court: Everyone knows our tennis court is in disrepair. Town Board Supervisor Lisa Henrickson received a bid last year from Czars of Tar, Inc. last year for $29,000 that included 1)pre-patch severely damaged areas, sweep and clean surface area and remove dirt and debris, pave a 2" compacted mat overlay using MNDOT spec MV4R hot mix asphalt. This bid was not acted upon in 2025.

Goats: Several of our parks have invasive species, including buckthorn, poison ivy and poison oak. Left untreated, these invasive species are becoming more of a nuisance inside the parks as well as finding their way into neighboring properties. Managing the removal of these species is difficult and time-consuming.

Recommendation : The PARCS committee would like to obtain a current bid for the tennis court repair project from this contractor to see if we can somehow work this into our 2026 plan before more damage is done to the tennis court.

The PARCS committee would also like to obtain several bids to rent goats to inhabit our parks this summer to work on the invasive species remediation so that we can determine if this is a fiscally responsible solution to this problem.

Financial Impact Currently, these requests would have no financial impact. We are only seeking to obtain bids to determine the current cost for these potential solutions that we can create an action plan moving forward. If we feel we can go forward with either of these solutions, we would then file a new RFA that outlines any financial impact.

DUNAWAY CONSTRUCTION
Kevin, Kyle, and Neil Dunaway
17149 Notre Dame Street NE
Forest Lake, Minnesota 55025
Phone/Fax: 651-464-1985

SUBSURFACE SEWAGE TREATMENT SYSTEMS
MPCA LICENSE NO. L960
DESIGNER, INSTALLER, and PUMPER
EXCAVATING - LANDSCAPING - CERAMIC TILE

March 4, 2026

Linwood Cemetery
23207 Typo Creek Dr. NE
Stacy, MN 55079

Att: Craig Rylander
612-282-7014
Craig.rylander@Linwoodtownship.org

Re: Cemetery Site Improvements

-615 foot x 12 foot wide x 6 inch thick limestone class 5 driveway. Strip vegetation, rough grade, place and compact class 5 limestone to follow existing site contours.

230 ton limestone class 5 delivered and placed @ $35.00 per ton	$8,050.00

-Remove and dispose of approximately 1,550 lineal feet of chain link fence, posts and gates.

1,550 lineal feet fence removal and disposal @ $3.50 per foot	$5,425.00

-Tree removal, logs, stumps and brush will be removed from the site.

Clear and grub 2-large trees @ $1,400.00 each	$2,800.00
Clear and grub 6-6" to 12" trees @ $1,000.00 each	$6,000.00
Clear approximately 1/10th acre small trees and brush	$1,250.00

Total proposed amount	$23,525.00

Optional

-Non woven 4 oz fabric 12.5' x 216' = 300 square yards @ $2.00 per SY	$600.00

Estimate does not include

- Removal of dirt from the site. Excess material will be used to fill stump holes and any large hole left by fence posts anchored in concrete. Excess material can be hauled off site for $175.00 per 12 cubic yard load.
-Import of sand to raise the grade of proposed driveway.
-Permit fees
-Erosion control, seed or mulch

Respectfully,

Neil Dunaway
Dunaway Construction

DW COMPANIES LLC

DW Emergency Line: 612-685-5498
Office: 763-691-1897
Email: nate@dwcompanies.com
Website: www.dwcompanies.com
Mailing Address: PO BOX 129 | Isanti, MN 55040
Physical Address: 3024 HWY 95 | Cambridge, MN 55008

Name	Linwood Township	**Phone**	612-282-7014	**Email**	Craig Rylander craig.rylander@linwoodtownship.org
Billing Address	22817 Typo Creek Dr Stacy, MN 55079		**Project Address**	23207 Typo Creek Dr NE Stacy, MN 55079	
Date of Issue	2/26/2026		**Expiry Date**	3/28/2026	

Project	Cemetery	**Bid Amount**	**Accept or Decline**
OPTION A • Supply & place 12' x 615' fabric. • Supply, place, & compact 4" of Class 5 Limestone so we have 10" of Class 5 Limestone on top of fabric.		**$7,200.00**	Select...
OPTION B • Supply & place 12' x 200' fabric. • Supply, place & compact 4" of Class 5 Limestone so we have 10" of Class 5 Limestone on top of fabric.		**$2,400.00**	Select...
** Work listed above is per discussion during onsite project meeting.*			

I agree to the above - quoted services & receiving of quoted services - and terms and conditions below.

Authorized Signature	**Name**	**Date**

TERMS & CONDITIONS

Prior to Projects

- Any phone, fiber, gas, or electrical lines found that need to be moved/lowered for construction to take place efficiently must be moved/lowered prior to starting construction or extra charges may be incurred.
- We encourage communication prior to projects to try and make every project as efficient as possible.

Charges & Payments

- Customers and/or the organization to which they are employed accept responsibility for all charges that they incur.
- Winter Conditions (i.e. snow, frost, & ground freeze) can cause delays and additional costs.
- Emergency or after-hours work may incur additional charges.
- Customers will be billed at the completion of the project and payment is due in 30 days.
- Customers will be charged an additional 8% of all outstanding balances over 30 days.
- All credit card payments will incur an additional 3.5% transaction fee.

DW COMPANIES LLC

- DW COMPANIES LLC is not responsible for unmarked private utilities nor irrigation lines unmarked.
- DW COMPANIES LLC is a fully insured contractor.
- DW COMPANIES LLC guarantees this quote is valid for a 30-day period from the Date of Issue.

LINWOOD TOWNSHIP

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

Position Title: Accountant/Treasurer & Coordinator

Department: Town Hall Office

Supervisor: Township Board of Supervisors

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. Supports grant applications by preparing financial components and documentation.
7. Attend required treasurer and finance-related training.
8. Select and maintain a qualified Deputy Treasurer at all times.
9. 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 oversees all onboarding of new employees and supervisors.
8. The treasurer attends all meetings of the Town Board and recommends measures for adoption when advisable or necessary for efficient Township operations.
9. 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 managing employees and administering employee programs.

STARTING COMPENSATION RANGE

Hourly rate of $25 to $35

REQUEST FOR ACTION

Date: 3/24/26
To: Linwood Town Board
From: Jonn Olson
Re: Approve Accountant/Treasurer & Coordinator Job Description

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Background

All feedback for the job description of “Accountant/Treasurer & Coordinator” has been updated in the attached document. This job description will need to be approved by the board prior to filling the position.

Changes included:

Section E #7: The treasurer oversees all onboarding of new employees and supervisors.
Section D #8: Select and maintain a qualified deputy treasurer at all times.
New Section “Starting Compensation Range” – Hourly rate of $25 to $35.

A starting pay range should be defined by the board.

Financial Impact

Refer to the appointment RFA

Recommended Motion

Motion to adopt the job description for Accountant/Treasurer & Coordinator as presented with a starting pay range of $25 to $35 per hour.

REQUEST FOR ACTION

Date: 3/24/26
To: Linwood Town Board
From: Jonn Olson
Re: Appointment of Alicia Morris to Accountant/Treasurer & Coordinator

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

Financial Impact

There already is a full-time position budgeted for 2026. This appointment serves to be approximately an additional $21,000 over the current part-time position for this year. However, the additional coordinator duties of this position warrant the additional compensation.

Recommended Motion

Motion to offer the appointment of Accountant/Treasurer & Coordinator to Alicia Morris with the effective date of Monday, March 30, 2026, at the rate of $35/hour, subject to compensation and benefits consistent with Township policy. Coordinator duties will be implemented incrementally over time.

Date: March 24, 2026
To: Linwood Town Board
From: Lisa Henrickson
Re: Termination of Pollbook Election Equipment Use Agreement with Anoka County

Background

On March 12, 2018 Linwood Township approved and signed an agreement with Anoka County for use of electronic pollbooks ("Election Equipment") to sign in voters at each voting precinct. In all elections up until 2018, paper poll books were used and are still required even now to be available as a backup system to the electronic pollbooks. The specific equipment now being used is known as the KNOWiNK Poll Pad.

Paragraph 7 of this agreement states: "This Agreement may be terminated by either party upon seven (7) day written notice to the other." Two cities (Oak Grove and Ramsey) in Anoka County have terminated their agreements with Anoka County.

The reasons for terminating use of this electronic election equipment are as follows:

1) Maintain local autonomy and control, as prescribed by statutory authority, over voting precincts by municipalities.
2) Avoid current and future costs of purchase/repurchase, licensing, maintenance, security and storage of such electronic equipment.
3) Avoid dependence upon electronic devices subject to internal failure, errors or malicious programming that is difficult to detect or repair.
4) Increase security of our voting system by not using this electronic equipment which is vulnerable to external surveillance, manipulation or hacking because they are real time election day internet connected.

Finally, at the national level there is growing evidence of both domestic and foreign intrusions into our voter databases. Also, there is currently a pending lawsuit in Texas regarding such risks based upon alleged violations of the Help America Vote Act (HAVA) using KNOWiNK pollbooks.

Financial Impact

No significant change in operating expenses is expected since the same number of election judges may operate either the electronic pollbooks or paper poll books and the fact that the paper pollbooks must be produced by the County and available for use as a backup system to the electronic pollbooks. Overall, an actual cost reduction may be realized County-wide.

Recommended Motion

Motion to adopt attached resolution to terminate agreement with Anoka County for use of electronic pollbook election equipment.

RESOLUTION #_____

RESOLUTION TERMINATING AGREEMENT WITH ANOKA COUNTY FOR USE OF ELECTRONIC POLLBOOK ELECTION EQUIPMENT

WHEREAS, Lindwood Township entered into an Election Equipment Agreement with Anoka County on June 12, 2018; and

WHEREAS, Linwood Township desires to terminate that agreement; and

WHEREAS, per paragraph 7 of the agreement this resolution shall serve as notice of the Township's intent to terminate;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LINWOOD TOWNSHIP, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

1) That Linwood Township hereby terminates the Agreement with Anoka County effective seven (7) days following written notice to the county.
2) That Linwood Township directs its Township Clerk to execute such termination.

Adopted by the Board of Supervisors of Linwood Township on March 24, 2026.

_____
Chairman, Board of Supervisors
Linwood Township

ATTEST:

_____
Township Clerk

REQUEST FOR ACTION

Date: 3/24/26
To: Linwood Town Board
From: Jonn Olson
Re: Deputy Clerk Compensation

Background
During the board meeting of January 13th, 2026 the board approved the clerk to offer the appointment of Deputy Clerk to office assistant Julie Dahnke at her current Office Assistant rate of pay. That compensation was not discussed with Ms. Dahnke prior to the meeting. It is advisable to the board to compensate the Deputy Clerk at the same rate of pay as the clerk while performing clerk functions. All normal office assistant work will be at the current rate of pay.

A question for the board to consider prior to approval would be, who does the deputy clerk take work direction from in the clerk's absence?

To be consistent, the board should consider the same rate of pay and reporting structure for the deputy treasurer as well.

Recommendation
1. Discuss 'deputy' compensation and oversight.
2. A motion to approve compensation equal to that of the clerk's rate of pay.

Financial Impact
Moderate increase in labor cost.

Recommended Motion
Motion to approve the compensation for the deputy clerk to be consistent with the current rate of pay for the clerk during such times as the deputy clerk is performing a clerk duty and effective beginning March 25, 2026. Direction to perform those clerk duties will be assigned by _____.

Possible: Motion to approve the compensation of the deputy treasurer to be consistent with the current rate of pay for the treasurer during such times as the deputy treasurer is performing a treasurer duty and effective March 25, 2026. Direction to perform those treasurer duties will be assigned by _____.