LINWOOD TOWNSHIP

ANOKA COUNTY
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Town Board Meeting
Meeting Minutes
March 24, 2026

Meeting called to order at 6:30 pm by Jonn Olson, Chair
Pledge to the Flag
Roll Call

Commission members present:	Lisa Henrickson, Andy Luedtke, Jonn Olson, Dan Lametti
Commission members absent:	Samuel Cole
Staff present:	Alicia Morris, Treasurer
Staff absent:	
Attorney present:	Bob Ruppe
Residents present:	Tony Dushane, Craig Rylander, Ed Kramer, Steve Kramer, Dot Forbord, Bri Seekon, Joe Dolphy

PUBLIC FORUM

Ed Kramer, Fawn Lake Drive, stated that when Fawn Lake Drive was constructed, it cut through his brother's property and separated approximately 1.5 acres from the original 40 acre lot. He said the preferred solution is to remove that separated parcel from the original property and attach it to the property located on the other side of the road. Ed stated he had submitted a request for an Administrative Split, but with the township staff changes, it has been delayed. Dan Lametti will follow up with the office staff and Ed Kramer.

Steve Kramer, Fawn Lake Drive, has a five acre lot he would like to split into two, 2.5 acre lots. Jonn Olson will follow up with Steve to determine next steps.

CONSIDERATION AND APPROVAL OF AGENDA

Add:

- New hire for recycling
- Clerk's resignation

Motion by Jonn Olson, seconded by Dan Lametti to approve the agenda with the additions listed above. All ayes, motion carried. (4-0)

CONSIDERATION AND APPROVAL OF CONSENT AGENDA

Approval of March 10, 2026, Meeting Minutes
Approval of March16, 2026, Special Meeting Minutes
Claims List for Approval #39387 - #39403 = $102,240.96
Payroll for Approval (02/22-03/07, 2026) = $23,976.01
Motion by Jonn Olson, seconded by Dan Lametti to approve the consent agenda. Lisa Henrickson, Jonn Olson, Dan Lametti voted aye, Andy Luedtke abstained. Motion carried. (3-0-1)

NEW BUSINESS

Clerk's resignation

Motion by Jonn Olson to immediately accept the resignation of the town clerk, Billi Larson. Seconded by Dan Lametti. All ayes, motion carried. (4-0)

Volunteer Waivers

Attorney Mark Allseits provided a memo to the board regarding the possibility of having volunteers do tree trimming, brush clearing, etc. In Mark's absence the discussion was led by attorney Bob Ruppe. He stated that the volunteer waiver could be modified to outline specific tasks and ensure resident volunteers know what rights they are giving up by agreeing to do those potentially dangerous tasks. However, a higher concern is that the township's insurance does not cover volunteers.
Joe Dolphy, Fawn Lake Drive, pointed out that Attorney Allseits' memo also stated that the township could be held liable if a volunteer damaged a resident's property while conducting tasks on behalf of the township.

PARCS

Dot Forbord, 237th Ave NE, stated the PARCS Committee is requesting authorization to seek quotes to repair the tennis courts and the possibility of renting goats to graze in the parks to eliminate some of the invasive vegetation.
Motion by Jonn Olson to allow PARCS to get the necessary quotes for the work they would like to have completed within 2026. Attorney Ruppe stated that two quotes are required by the Municipal Contracting Law, or a document stating why the committee was unable to get two quotes. Seconded by Lisa Henrickson. All ayes, motion carried. (4-0)

Cemetery

Craig Rylander, West Birchwood Circle, stated he was asked to get quotes on placing fabric underneath the gravel of the proposal cemetery driveway. Both contractors felt fabric was unnecessary and it would add additional cost because they would have to add an additional 4" of gravel above the original quote to hold the fabric in place.
Jonn Olson and Craig Rylander will discuss the situation with the town engineer, Craig Yoakum, to get another opinion on whether the fabric is necessary given the added expense.
Motion by Jonn Olson to table the discussion until after discussion with the town engineer. Seconded by

Andy Luedtke. All ayes, motion carried. (4-0)

Approval of Transitioning Alicia Morris to Full-Time Position
The job description, which was amended by the township attorney, must be approved by the town board before an individual can be hired for the position. The three edits are:

- Section 3, number 7, the treasurer oversees the onboarding of new employees and supervisors.
- Section D, number 8, always select and maintain a deputy treasurer.
- Starting compensation range: hourly rate of $25 to $35

Motion by Jonn Olson to accept the Accountant/Treasurer/Coordinator job description as presented. Lisa Henrickson seconded. All ayes, motion carried. (4-0)

Action item: Appoint Alicia Morris to the newly created position of Accountant/Treasurer/Coordinator. The financial impact is that there will be an increase over the existing treasurer's position because it was only part-time, but most or all of the added expense is covered in our budget plan.

Motion by Jonn Olson to offer the position 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. Seconded by Dan Lametti. All ayes, motion carried. (4-0)

Pollbook Termination Agreement
Lisa Henrickson stated that on March 12, 2018, Linwood Township approved and signed an agreement with Anoka County to use electronic poll pads over sign in sheets for each precinct. There is no change in operating expenses because it takes the same amount of election judges to operate the electronic poll pads or the paper poll books.

Motion by Lisa Henrickson to adopt the resolution to terminate the agreement with Anoka County for use of the electronic poll pads. Seconded by Dan Lametti.
Discussion: Attorney Ruppe requested the board table this discussion so it can be reviewed by the attorney to ensure the township is not violating any of the terms and to review the election laws.
Supervisor Olson stated there may be a financial impact if we don't use electronic poll pads, because using them is expensive, and Supervisor Henrickson noted they need to be replaced after they've been used approximately three times.
Lisa Henrickson voted aye. Dan Lametti, Jonn Olson, and Andy Luedtke vote nay. Motion failed. (1-3)
Motion by Andy Luedtke to table the issue until a future meeting. Seconded by Dan Lametti. All ayes, motion carried. (4-0)

Joe Dolphy
Communication Issues Joe Dolphy Jr, Fawn Lake Drive, noted a lack of communication between the Planning & Zoning Committee and the contractor hired by the township to temporarily replace the Zoning Administrator. Andy Luedtke will work on the communication issues between the contract planner and the Planning Commission.
Joe further stated that any capital assets bought or disposed of have to go through the Planning & Zoning Committee, and that hasn't been happening for many years.

Cannabis Ordinance
The township can approve the growing of cannabis in different zones if the township chooses to make ordinances for those zones. If a resident wanted to establish a cannabis operation, it may require an interim use permit and public hearing. Attorney Ruppe stated that each zoning district has certain allowances. He further stated that if the Planning Commission would draft specific questions addressed to the Town Board Chair, they can be forwarded to the township attorney for review and recommendation.

Township Website
Contact information for the Linwood Fire Wardens should be added to the new website.
Agendas and minutes are not posted up to date on the new website.
Requested additions or updates to the website should be directed to info@linwoodtownship.org

Recycling new hire, Andy Luedtke
Lisa Henrickson and Andy Luedtke conducted interviews a couple weeks ago. There were a couple individuals who participated in working at the recycling center and would be complementary to working with Steve.
Motion by Andy Luedtke to hire Mitchell Miller for the part time position of Recycling Attendant 1, subject to background check, at the pay rate of $17/hour, with a start date on or after March 28, 2026. Seconded by Lisa Henrickson. All ayes, motion carried. (4-0)

OLD BUSINESS
Deputy Clerk and Deputy Treasurer Compensation - Jonn Olson
If the individual(s) are not employees, the roles of Deputy Clerk and Deputy Treasurer are compensated at the current rate of pay for an employee. The Board will consider whether a Deputy serving in an interim capacity and performing the duties of the Clerk or Treasurer during that person's absence should be compensated at the same rate as the position being filled.
This item will be tabled until the time is necessary to establish Deputy Clerk and/or Treasurer.

UPCOMING MEETINGS
Monthly Town Board Workshop -April 7, 2026 -5:30PM
Town Board Workshop - April 14, 2026 - 5:30PM
Town Board Meeting - April 14, 2026 - 6:30PM
Parks & Rec Meeting -April 20, 2026 - 6:00PM
Planning & Zoning - April 21, 2026 - 6:00PM
Board of Appeal and Equalization -Thursday April 16, 2026 – 6:30PM

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

Information regarding the Martin Lake Road construction. Starting tomorrow, they will clear trees from the right of way, followed by a preconstruction meeting which will include all utility companies, contractors, sub-contractors, the town engineer and town staff.

Tony D, Typo Creek Blvd., stated there are plastic fuel cans in the township garage which pose a safety hazard. Andy Luedtke advised that it has been addressed.
Tony questioned the purchase of a new torch set he saw in the township garage; he stated the township has one that was purchased prior to 2015 and is still in the silver building.

Jonn Olson noted that this spring, items in the silver building will be reviewed to potentially put up for recycling or thrown away. This information will be publicized so those interested can be made aware. Board members are not allowed to buy or bid on any item being sold or auctioned by the township.

Andy Luedtke announced the Bunny Hop Extravaganza is Saturday, April 4 at 11:00am.

Motion by Lisa Henrickson, second by Dan Lametti to recess the meeting at 7:53pm to discuss an interim clerk who can sign documents and checks. All ayes, motion carried. (4-0)

Meeting resumed at 8:11pm.

Motion by Dan Lametti to approve Julie Dahnke as interim clerk, to authorize the board to hire a Consultation Contract Clerk to advise the interim Clerk as needed, and to allow the township attorney to draft the consultant contract for consideration by the Town Board.
Motion was amended by Dan Lametti to include all of the above and to specify an immediate start date and a rate of pay at $35/hour. Seconded by Lisa Henrickson. The oath for the interim clerk may be performed by Alicia Morris, Township Treasurer and Notary. All ayes, motion carried. (4-0)

Jonn Olson stated the position was previously advertised on Indeed and through word of mouth. Attorney Ruppe suggested contacting Steve Finsky at the Township Association. He is their general counsel. Ask him if he knows of anyone who may be able to step in to answer questions on elections. Also reach out to Anoka County to request the township is updated on any election information to help ensure the township meets all expectations and timelines.

Motion by Andy Luedtke, seconded by Lisa Henrickson to adjourn the meeting. All ayes, motion carried. (4-0). Meeting adjourned at 8:18pm

Respectfully submitted by Linda Hurtley, Contract Office Assistant

Minutes Approved: April 14, 2026

Chairperson: _____
Jonn Olson

ATTEST: _____
Julie Dahnke, Interim Clerk