LINWOOD TOWNSHIP

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Town Board Workshop Minutes

April 28, 2026

CALL TO ORDER: *Meeting called to order at 5:33 pm by Supervisor Olson*

ROLL CALL:

Members present:	*Dan Lametti, Samuel Cole, Jonn Olson, Lisa Henrickson, Andy Luedtke*
Staff present:	*Alicia Morris, Coordinator/Treasurer*
Residents present:	*None*

APPLICATION FOR COMMITTEES – FIRST DRAFT

Staff presented the first draft committee application form, developed using examples from other townships. Discussion occurred regarding adding language or an acknowledgment regarding attendance at committee meetings or review of committee policies. The Board agreed two modifications should be incorporated:

- Add electronic submission/email return option.
- Add acknowledgment regarding review/understanding of committee policies and expectations.

Matter to return to the regular Board meeting for formal approval.

CLERK/TREASURER ATTENDANCE REQUIREMENTS

Discussion was held regarding attendance expectations for Interim Clerk and Coordinator staff at workshops and regular Board meetings. Consensus of the Board:

- One staff member attending regular meetings is sufficient to represent the office.
- Attendance at first Tuesday workshops may be left to staff discretion depending on agenda needs.
- Staff are encouraged to attend workshops when topics warrant participation.
- Both staff members should attend election-related training scheduled for May 13, 2026.

CONSULTANT SERVICES DISCUSSION

Staff presented information from two consultant discussions regarding interim clerk/administrative support. Board consensus requested additional pricing information, including time-and-materials proposals from both consultants. Matter to return at next meeting for possible approval.

PLANNING & ZONING ORDINANCE CHANGES

Discussion held regarding proposed ordinance revisions including:

- Removal of Planning & Zoning alternate member position.
- Removal of outdated "program of public works" language.
- Review and update of township fee schedule, including recycling fees.
- Discussion of outdated or unnecessary fees, including dog licensing.
- Review of sign permit provisions and enforcement questions.

Supervisor Luedtke indicated redline versions would be circulated for additional Board review.

Motion to adjourn by Supervisor Henrickson, second by Supervisor Luedtke. Motion carried (5-0). Meeting adjourned at 6:24pm.

Respectfully submitted by Alicia Morris, Coordinator/Treasure

Minutes Approved May 12, 2026

Chairperson: 

Jonn Olson

Attested: 

Julie Dahnke, Interim Clerk