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, May 12, 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. **RECOGNITION:**
   NANCY STEINMETZ DAY IN THE TOWN OF LINWOOD;

7. **CONSIDERATION AND APPROVAL OF CONSENT AGENDA**
   - **7.1** Approval of April 16, 2026 LBAE Meeting Minutes
   - **7.2** Approval of April 28, 2026 Town Board Workshop Meeting Minutes
   - **7.3** Approval of April 28, 2026 Town Board Meeting Minutes
   - **7.4** Approval of April 30. 2026 LBAE Meeting Minutes
   - **7.5** Approval of May 5, 2026 Town Board Workshop Meeting Minutes
   - **7.6** Approval of Application for Committees/Commissions Form
   - **7.7** Claims List for Approval: Claim 39444 to 39462 Total $28,978.30
   - **7.8** Payroll for Approval $11,159.14
   - **7.9** Proclamation of Nancy Steinmetz day

8. NEW BUSINESS

8.1 PARCS Committee – Dot Forbord

8.1.1 Resignation – Tony Raymond

8.1.2 Letters of Interest – Austin Sonterre & Brian McCullough

8.1.3 PARCS discussion

9. OLD BUSINESS

9.1 Update on School Forest – Lisa Henrickson/Alan Hurtley

9.2 Rum River Proposal – Board

9.3 Employee Handbook – Jonn Olson

10. UPCOMING MEETINGS

10.1 Town Board Workshop – May 26, 2026 at 5:30PM

10.2 PARCs – May 18, 2026 at 6:00PM

10.3 Planning & Zoning – May 19, 2026 at 6:00PM

10.4 Cemetery Committee – May 13, 2026 *CANCELLED*

The next Regular Town Board Meeting is scheduled for May 26, 2026 at 6:30PM

11. ADJOURNMENT

HONORING NANCY STEINMETZ'S 100TH BIRTHDAY

WHEREAS, Nancy Steinmetz will be honored by friends and relatives in celebration of her 100th birthday on Thursday May 14, 2026; and

WHEREAS, Nancy was born in Duluth, MN on May 14, 1926, raised there and graduated from Duluth Denfeld High School;

WHEREAS, Nancy married Thomas Steinmetz in 1951, and they remained happily married for 67 years until Tom's death in 2018;

WHEREAS, Nancy and Tom were blessed with a loving family; and enjoyed many wonderful experiences together making memories over the years and life they built together; and

WHEREAS, after living away from Minnesota for some time, they made the decision to move back in 2004 to be close to their family and grandchildren; and

WHEREAS, Nancy and Tom chose to make their home in Linwood and were fortunate to find a home directly across the street from their daughter and her family; and

WHEREAS, Once becoming a Linwood resident Nancy became very active in the community with the Stacy Lions and Linwood Senior and Community Center with countless volunteer hours serving her friends and neighbors; and

WHEREAS, Nancy through her volunteerism and friendships made in Linwood Township has been a model and inspiration to her family and to those who have known her;

NOW, THEREFORE, by virtue of the authority of the Linwood Town Board, we do hereby proclaim THURSDAY, MAY 14, 2026 AS NANCY STEINMETZ DAY IN THE TOWN OF LINWOOD; and on behalf of the Town Board and citizens of Linwood, we offer sincere congratulations and best wishes to Mrs. Steinmetz for many more happy days in the future to share with family and friends.

IN WITNESS WHEREOF, I do hereby set my hand and cause the great seal of the Town of Linwood, State of Minnesota to be affixed this 12th day of May 2026.

_____
Jonn Olson, Chair
Linwood Town Board

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Local Board of Appeal and Equalization
Thursday April 16, 2026 - 6:30pm
Meeting Minutes

Board Members Present:	Andy Luedtke, Lisa Henrickson, Jonn Olson, Dan Lametti
Board Members Absent:	Sam Cole
Others Present:	Representative from Anoka County Assessor's Office: Benjamin Hamill

Call to Order: Supervisor Olson called the Local Board of Appeals and Equalization meeting to order at 6:40pm. Interim Clerk, Julie Dahnke performed roll call. Supervisor Luedtke made a motion to recess the meeting to April 30, 2026, at 6:30pm at Linwood Township Town Hall Chambers, Supervisor Henrickson seconded, motion carried 4-0. Meeting was recessed at 6:42pm.

Approved on May 12, 2026

Chairperson:_____
Jonn Olson

Attested:_____
Julie Dahnke, Interim Clerk

DRAFT

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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.

DRAFT

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/Treasurer

Minutes Approved May 12, 2026

Chairperson: _____

Jonn Olson

Attested: _____

Julie Dahnke, Interim Clerk

DRAFT

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Town Board Meeting
Meeting Minutes
April 28, 2026

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

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

Staff present: Alicia Morris, Treasurer

Attorney present: Mark Allseits

Residents present: Mary Welty,

PUBLIC FORUM
Riley Vossan, Cambridge. No comment.

CONSIDERATION AND APPROVAL OF AGENDA
Add to New Business:

- Signs in the public right of way.
- Will move into a close meeting at the end of the agenda.
- Pledge Securities for First Resource Bank

Motion by Sam Cole to approve the Agenda as amended, seconded by Lisa Henrickson.
Samuel Cole, Lisa Henrickson, Jonn Olson, and Dan Lametti voted to approve. Motion carried. (5-0)

CONSIDERATION AND APPROVAL OF CONSENT AGENDA
Approval of February 10, 2026 Town Board Workshop Minutes
Approval of April 14, 2026 Town Board Meeting Minutes
Approval of May 27, 2025 Town Board Meeting Minutes
Approval of May 28, 2025 Town Board Special Meeting Minutes
Claims List for Approval - $115,961.77
Payroll for Approval - $11,809.93

Anoka County Hazard Mitigation Plan – RFA for Resolution 2026-03
Motion by Jonn Olson to approve the Consent Agenda, seconded by Sam Cole.
Samuel Cole, Lisa Henrickson, Jonn Olson, and Dan Lametti voted to approve. Andy Luedtke abstained.
Motion carried. (4-1-0)

NEW BUSINESS

Fawn Lake Market and Paradise Point Property Owners Association, Mary Welty

Request approval from the Town Board for the Fawn Lake Market to hang a sign on the fence of the park advertising the Fawn Lake Market. The sign would be in place from May to the end of September.
Motion by Lisa Henrickson to allow the Fawn Lake Market to hang the sign on the Alquist Park fence.
Second by Sam Cole. All ayes, motion carried. (5-0)

Request for Quotes, Jonn Olson

- Grading: two quotes were received. The low bid was from a familiar vendor at $158/hour and the other bid was $185/hour.

Motion by Jonn Olson to contract with DW Companies, at $158/hour for 2026 grading. Second by Dan Lametti. All ayes, motion carried. (5-0)

- Street Sweeping: one quote received from DW Companies for $9,560 for four street sweepings throughout the year. Completing the street sweeping will enable the township to receive $1,600 for fulfilling enhancement grant requirements.

Motion by Jonn Olson to contract with DW Companies for street sweeping in 2026 in the amount of $9,560. Seconded by Sam Cole. All ayes, motion carried. (5-0)

- Lawn Mowing: The RFP was issued for lawn mowing of all the township parks, excluding Broadbent, Four Seasons, and the cemetery. The RFP stated that as an alternate bid, the vendor could quote to do all parks, including Broadbent, Four Seasons, and the cemetery.
    - The Township received two quotes, one excluding the three parks listed above, and one that included the three parks listed above.
    - The first quote of $34,800 was for mowing of all township parks, minus Broadbent, Four Seasons, and the cemetery. The alternate quote of $53,600 was for all township parks.
    - The second quote of $22,500 was for all parks, excluding the three listed above. The alternate bid for mowing all parks, including the three large ones, was $39,700.

Motion by Jonn Olson to contract with RB Lawn Care in the amount of $39,700 to mow <u>all</u> township parks in 2026. Seconded by Sam Cole.
Discussion: It was noted that the contract allows for modifications such as in the case of weather, so if circumstances change for the parks, the township can consider amending the contract.
All ayes, motion carried. (5-0)

- Weed Control: the township received one bid for weed control from Shermik Farms for $6,600.

Motion by Jonn Olson to contract with Shermik Farms for 2026 weed control in the amount of $6,600. Second by Dan Lametti.
Discussion: Weed control will be completed in certain areas of parks that have high usage, typically around playground equipment.
All ayes, motion carried. (5-0)

DRAFT

RFA – Selection for Maturing Certificate of Deposit, Alicia Morris
Treasurer, Alicia Morris, advised the board a Certificate of Deposit is coming due for renewal and requests board action. 19232
Motion by Jonn Olson to renew Certificate of Deposit, ending in 19232, for six months at 3.7%. Second by Sam Cole.
Sam Cole, Lisa Henrickson, Jonn Olson, and Dan Lametti voted to approve. Andy Luedtke voted nay. Motion carried. (4-1)

Pledge Securities, Alicia Morris
The Wyoming State Bank merged with First Resource Bank on April 10, 2026. They are reviewing Pledge Securities with municipalities and would like to discuss opportunities with the township. In the meantime, they requested a signature on the document to combine all into one.
The board decided to table the item and tasked Alicia Morris to gather more information.
The bank will schedule a meeting within the next two weeks; Jonn Olson and Dan Lametti will attend the meeting.

Signs in the Public Right of Way
Jonn Olson stated that there are a number of companies that are placing their company signs next to numerous stop signs in the township.
Motion by Jonn Olson to authorize the town's attorney to work with the Board Chairperson to draft letters to the companies to provide information on the township's sign ordinance. Second by Sam Cole.
Discussion: The attorney and the board discussed current sign ordinances regarding permits and election signs.
All ayes, motion carried. (5-0)

OLD BUSINESS
Cemetery Road Project, Craig Rylander
Dunaway Construction quoted $8,050 to put in the cemetery driveway. The cemetery has a budget allocation of $6,000. There was discussion about where the remaining balance of $2,050 could be reallocated from.
Motion by Jonn Olson to approve Dunaway Construction in the amount of $8,050 to install the driveway in the south section of the Linwood Cemetery. Second by Sam Cole.
Sam Cole, Lisa Henrickson, and Jonn Olson voted to approve. Dan Lametti and Andy Luedtke voted nay. Motion carried. (3-2)

Poll Pad Agreement Termination, Mark Allseits
Attorney Allseits stated he sent an updated email to each board member stating that his opinion hasn't changed in that the contract states the township must continue to use the poll pads once the agreement was signed with the county and the poll pads were used. He cited Minnesota statute 20658, Subdivision 1 and Minnesota Statute 201.225, Subdivision 6.
Motion by Jonn Olson to table the poll pad discussion. Second by Dan Lametti.
Sam Cole, Lisa Henrickson, Dan Lametti, and Jonn Olson voted to approve. Andy Luedtke voted nay. Motion carried. (4-1)

Employee Wage Increase, Dan Lametti, Sam Cole
The board and the township attorney discussed the drawbacks of paying employees back pay because their cost-of-living annual increase wasn't implemented at the first of the year. Attorney Allseits

recommended providing the specific employees a retention bonus if they continue their employment with the township.
Motion by Sam Cole to table the issue until the May 12, 2026 meeting. Second by Dan Lametti. All ayes, motion carried. (5-0)

Motion by Lisa Henrickson, second by Sam Cole to go into closed session at 7:43pm. All ayes, motion carried. (5-0)
Motion by Lisa Henrickson, second by Dan Lametti to open the public meeting from the closed session. All ayes, motion carried. Meeting resumed at 7:51pm.
Closed session summary:
Resolution 26-04 stating that Attorney Mark Allseits to execute stipulate in Kirchner v Unknown Heirs of Wetteland, et al., Anoka County District Court File No 02-CV-26-1741.
Motion by Andy Luedtke to approve Resolution 26-04, second by Dan Lametti. All ayes, motion carried. (5-0)

UPCOMING MEETINGS
Town Board Monthly Workshop – May 5, 2026 at 5:30PM
PARCs – May 18, 2026 at 6:00PM
Planning & Zoning – May 19, 2026 at 6:00PM
Cemetery Committee – May 13, 2026 at 10:00AM
School Forest – May 4, 2026 at 5:00PM
Town Board Workshop – May 12, 2026 at 5:30PM
LBAE Meeting Reconvene – May 1, 2026 at 6:30PM

The next Regular Town Board Meeting is scheduled for May 12, 2026 at 6:30PM

Motion by Andy Luedtke, seconded by Lisa Henrickson to adjourn the meeting. All ayes, motion carried. (5-0). Meeting adjourned at 7:52pm.

Respectfully submitted by Linda Hurtley, Contract Office Assistant

Minutes Approved: May 12, 2026

Chairperson: _____
Jonn Olson

DRAFT

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Local Board of Appeal and Equalization
Thursday April 30, 2026 - 6:30pm
Meeting Minutes

Board Members Present:	Andy Luedtke, Lisa Henrickson, Jonn Olson, Sam Cole
Board Members Absent:	Dan Lametti
Others Present:	Representative from Anoka County Assessor's Office: Ben Hamill, Landon Bresnahan

Call to Order: Supervisor Olson called the Local Board of Appeals and Equalization meeting to reconvene at 6:30pm. Interim Clerk, Julie Dahnke performed roll call. Supervisor Olson read the legal notice of the Board of Review and outlined the rules for the meeting.

Property Tax overview: Anoka County Assessment Compliance Manager, Ben Hamill presented an overview of market assessments. He noted that there were 42 sales in Linwood Township in 2025 with a median sale price of $420,000.

Residents Thomas and Corliss Betz, 6847 Fawn Lake Drive NE, PIN 28-34-22-24-0002. Residents are concerned that the property is not buildable, but they are being taxed on the property as if it were buildable. Residents have been working with Anoka County on this issue. Residents have also talked with the Townships Zoning Contractor for clarity. Anoka County requested the Contractors contact information which the Clerk has provided to Ben Hamill. Supervisor Olson made a motion for Betz's to continue to work with Anoka County to determine the classification of their property, Supervisor Henrickson seconded, motion passed 4-0.

Resident Stephen Gross, 7955 217th Avenue NE, PIN 10-33-22-41-0005. Resident states the appraised amount of his property is not accurate. He argues that the Carlos Avery wildfire destroyed 66% of his land, changing the wooded area to wetland area, and that the appraised amount does not reflect this. The resident has been working with Anoka County on this issue. Supervisor Luedtke made a motion for Mr. Gross to continue working with Anoka County, Supervisor Henrickson seconded, motion passed 4-0.

Ben Hamill states a change was made within 10 days of current meeting for resident Rachel Rose, PIN 25-34-22-42-0004. Current tax assessed amount was $756,400 which was adjusted to $715,000. Supervisor Olson made a motion to accept the adjusted amount of $715,000, Supervisor Cole seconded, motion passed 4-0.

PARCEL NUMBER	TAXPAYER NAME
28-34-22-24-0002	Thomas and Corliss Betz
10-33-22-41-0005	Stephen Gross
25-34-22-42-0004	Rachel Rose * Resident not in attendance

Adjournment: Supervisor Henrickson made a motion to adjourn, Supervisor Cole seconded, motion passed 4-0. Meeting adjourned at 7:59 pm.

Approved on May 12, 2026

Chairperson:_____
Jonn Olson

Attested:_____
Julie Dahnke, Interim Clerk

DRAFT

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Town Board Workshop Minutes
May 5, 2026

CALL TO ORDER: The Meeting was called to order at 5:30pm by Supervisor Olson

ROLL CALL:

Members present: Jonn Olson, Dan Lametti, Lisa Henrickson, Andy Luedtke

Staff present: Julie Dahnke, Interim Clerk

Others present: Carri Levitski, Andy Schreder

RUM RIVER DISCUSSION
Carrie Levitski and Andy Schreder were available to answer questions that the Board had about the SSTS program, the license agreement, and fee schedule changes proposed by Rum River Consultants

ACCESSORY STRUCTURE DISCUSSION
The Board discussed the previous P&Z meeting and their continued discussion on the accessory building size versus land size.

RECYCLING
Skating rink area to be graded and the dirt pile to be moved closer to the BMX track.

HANDBOOK
The Board spent time reviewing the working version of the employee handbook.

ADJOURNMENT
Motion to adjourn made by Supervisor Luedtke, seconded by Supervisor Henderson, motion carried 4-0.

Meeting adjourned at 9:50pm

Respectfully submitted by Julie Dahnke, Interim Clerk

Chairperson:_____
Jonn Olson

Attested:_____
Julie Dahnke, Interim Clerk

DRAFT

DRAFT

Date Range : **5/12/2026 To 5/12/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
05/12/2026	ABDO LLP	Inv.#523123-FS Acct Srvcs, April 2026	39444	$6,083.33			
					100-41430-301-	Office Staff	$6,083.33
05/12/2026	Accurate Information systems, LLC.	Inv. #43026-1 - Applicant Proflies 4/1/2026-4/30/2026	39445	$61.00			
					100-43211-304-	43211 Recycling Administration	$61.00
05/12/2026	Ace Solid Waste, Inc.	Inv. #13152421T067 - May 2026	39446	$190.43			
					245-43245-384-	43245 Organics/Composting	$190.43
05/12/2026	Anoka County Property Records & Tax	Inv. #26-15493 Assessment Seach	39447	$46.00			
					100-41950-310-	Assessing	$46.00
05/12/2026	AT&T Mobility	Inv. #287315380214X050320 26 - FD Phone	39448	$434.46			
					225-42250-321-	Fire Communication	$434.46
05/12/2026	Bound Tree Medical, LLC	Inv. #86182127	39449	$190.94			
					225-42270-217-	Medical Services	$190.94
05/12/2026	Collaborative Planning, LLC	Inv. #2026-119, 2026-120, 2026-121	39450	$3,146.00			
					100-41110-307-	Council/Town Board	$1,966.25
					100-41110-307-	Council/Town Board	$1,072.50
					100-41110-307-	Council/Town Board	$107.25
05/12/2026	Connexus Energy	Electric service - April 2026	39451	$1,414.30			
					100-41940-381-	General Government Buildings and Plant	$150.55
					215-42401-381-	Building Inspections Administration	$16.20
					201-43160-381-	Street Lighting	$99.37
					245-43231-381-	43231 Recycling Collection	$86.44
					100-49010-381-	Cemetery	$16.50
					201-41940-381-	General Government Buildings and Plant	$160.08

Date Range : **5/12/2026 To 5/12/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					215-42401-381-	Building Inspections Administration	$80.43
					225-42280-381-	Fire Stations and Buildings	$395.43
					235-45186-381-	Senior Citizens Recreation	$134.05
					235-49041-381-	Transportation - Equipt, Maintenance & Garage	$13.40
					100-42222-381-	Firefighter Equipt & Expenses	$13.40
					240-41940-381-	General Government Buildings and Plant	$106.46
					240-45202-381-	Park Areas	$61.57
					232-42123-383-	Patrol	$80.42
05/12/2026	Couri & Ruppe, P.L.L.P.	Personnel - April 2026	39452	$5,928.75			
					100-41610-304-	City/Town Attorney	$5,928.75
05/12/2026	Dust Busters and More	Fire station cleaning - April 2026	39453	$360.00			
					225-42280-401-	Fire Stations and Buildings	$360.00
05/12/2026	Erik Ullery	Batteries	39454	$36.73			
					225-42280-223-	Fire Stations and Buildings	$36.73
05/12/2026	Kirvida Fire	Inv. #14125 - 2013 Pierse Pumper	39455	$189.00			
					225-42260-407-	Fire Repair Services	$189.00
05/12/2026	LePage & Sons	Inv. #318745	39456	$707.62			
					245-43240-384-	Waste (Refuse) Disposal	$707.62
05/12/2026	Linwood Group Meetings	Inv. # Linwood Township043026 - April 2026	39457	$2,212.50			
					100-41430-313-	Office Staff	$2,212.50
05/12/2026	Marco Technologies, Inc	Inv. #580587632 - Contract Payment 04/16/2026-05/16/2026	39458	$435.49			
					100-41425-406-	Clerk	$96.67
					100-41510-406-	Treasurer	$62.69
					245-43211-406-	43211 Recycling Administration	$42.33
					100-41911-406-	Planning	$21.94

Date Range : **5/12/2026 To 5/12/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					215-42401-406-	Building Inspections Administration	$54.34
					225-42210-406-	Fire Administration	$58.21
					235-45186-406-	Senior Citizens Recreation	$81.00
					100-41912-406-	Zoning	$18.31
05/12/2026	MN Benefit Association	Inv. #2026-0371236 - Group Term Life Ins premium 04/01/2026-03/31/2027	39459	$805.00			
					100-41110-133-	Council/Town Board	$805.00
05/12/2026	T.R. Computer Sales, LLC	Inv. #38476-MS - MS Business 365, Inv. #TRCS38778 - IT Support	39460	$1,356.60			
					100-41425-406-	Clerk	$664.35
					100-41425-406-	Clerk	$692.25
05/12/2026	WH Security - Attn AR	Inv. #35033001889	39461	$213.90			
					100-41940-312-	General Government Buildings and Plant	$53.48
					201-41940-312-	General Government Buildings and Plant	$53.48
					235-45186-312-	Senior Citizens Recreation	$53.47
					215-42401-312-	Building Inspections Administration	$53.47
05/12/2026	Hakanson Anderson	Inv. #56942, Inv. #56943	39462	$5,166.25			
					406-43121-303-	Paved Streets	$4,361.25
					100-43127-303-	Road & Bridge	$805.00
Total For Selected Claims				**$28,978.30**			**$28,978.30**

Date Range : **5/12/2026 To 5/12/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail

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**

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APPLICATION FOR COMMISSIONS AND COMMITTEES

Please list Commission or Committee you are interested in_____

Personal Information

Name_____ Phone_____

Address_____City_____

State_____Zip_____Email_____

How long have you been a Linwood Township resident?

Why are you interested in being on the Commission/Committee?

Briefly describe your background experience/education relative to the Commission/Committee?

What do you see as the primary function of the Commission/Committee?

What do you see in the future for Linwood Township?

Please describe any additional experience/skills relevant to the Commission/Committee:

Have you attended or viewed any Township meetings?

Is there any reason you would not be able to attend regular scheduled meetings for the Commission/Committee?

Thank you for your interest in Linwood Township!

Please return this form/email to Linwood Town Hall by April 30

22817 Typo Creek Drive

Stacy, MN 55079

info@linwoodtownship.org

Dear Linwood Supervisors and Members of the Linwood Park Committee,

I am writing to formally resign from my position on the Linwood Park Committee, effective immediately.

This was not an easy decision, as it has been a privilege to be part of a group so dedicated to maintaining and improving our community space. I am truly grateful for the opportunity to contribute and to work alongside a few committed and passionate individuals.

Thank you again for the opportunity to serve.

Tony Raymond

To: Linwood Township
Attn: Parks and Recreation
Address: 22817 Typo Creek Drive NE – Stacy, MN 55079

My name is Austin Sonterre. I live at 7940 245th Ave NE in Linwood and I am excited to submit my letter of interest in serving on the Linwood Township Parks and Recreation Committee.

A little bit about me: My wife and I moved into our first home together here in 2019. I have a background in business management, owning and operating a small landscaping company for about 10 years before changing careers to law enforcement where I now work as a Police Officer for the City of New Brighton.

One position I have held within New Brighton PD is community engagement and crime prevention Officer, which (in part) entailed locating and submitting grant applications for various city projects. Although I am not a professional grant writer, I have had success in funding numerous city projects through grant funding.

I hold a strong belief that everyone should have a vested interest in the wellbeing of their community and neighbors. I hope that my personal and professional experiences may aid me in contributing to the future of our township in a positive way through this committee.

Thank you for considering my application

Sincerely,



Austin Sonterre
763-291-8082
asterre@protonmail.com
7940 245th Ave NE

To the Linwood Town Board and whom it may concern,

I am writing to express my interest in being considered for membership on the Linwood PARC Recommendation Board.

I previously served on this board, approximately ten years ago and would welcome the opportunity to contribute again.

My wife, Jennifer, and I have been lifelong residents of Anoka County and have lived in Linwood Township since January, 1996. We purchased our first residence on 225th Avenue and built our current home on the Cul-de-Sac of the same road in 2002, where we raised our four children, who are now young adults.

I am self-employed. The business we established in Linwood in May 2000 was relocated to Isanti just over ten years ago to accommodate growth and increased capacity.

My residence is located at 6810 225th Ave NE, near the town hall. I can be reached by phone or text at 612.978.4608, or by email at brian@bmcautos.com.

Please feel free to contact me at any time. I would be happy to provide any additional information or materials you may need.

Thank you for your consideration.

Respectfully,

Thank You,

-Brian.

REQUEST FOR ACTION

Date: May 1, 2026

To: Linwood Town Board

From: Carri Levitski, Senior Advisor | Government Relations, Rum River Consultants

CC: Andy Schreder, Chief Building Official and Co-owner, Rum River Consultants
Julie Dahnke, Interim Clerk

Re: Proposed Ordinance, Fee Schedule Amendment

Background

Over the past year, Rum River Consultants (RRC) staff have met with both past and current Linwood Township staff to review the Township's existing fee schedule. This review identified the need to update language for clarity and administration, align fees with recent statutory changes from the 2025 Minnesota Legislative Session, and ensure the Township's fee structure remains legally defensible by reflecting the actual cost of administering required services.

Mr. Schreder and I presented RRC's recommended fee schedule changes to the Town Board at its December 9, 2025 meeting, which we attended virtually due to inclement weather. Following that meeting, we were asked to attend the January 13, 2026 meeting in person to provide additional detail. During that meeting, we had a productive discussion with the Town Board and were able to answer several questions regarding the proposed amendments.

Since the January meeting, additional staff changes have delayed this process. Following the prior Board discussions, RRC further reviewed the proposed fee schedule to ensure the recommended amendments remain clear, consistent, and aligned with state requirements.

During those presentations, we explained that many of the proposed revisions are related to formatting, organization, and language clarification intended to improve readability, consistency, and administration. The intent is not to create across-the-board fee increases, but to provide a fee schedule that is easier for Township staff, permit applicants, contractors, residents, and the Town Board to understand.

RRC recognizes the Town Board's concern that permit applicants and residents should not be subjected to fees that are not directly tied to the actual cost of administering required services. Where fees or fee calculation methods are established by state law, Linwood Township and RRC are required to administer those programs accordingly.

As a local professional consulting firm specializing in code administration, RRC's objective is to recommend fees that remain conservative, understandable, and commensurate with the cost of providing these required services. Administration of the Minnesota State Building Code (MSBC) and related regulatory programs carries legal and operational responsibilities that must be supported by qualified staff and sustainable fee structures.

Fee recommendations that significantly exceed the area market would not be reasonable or sustainable, and for that reason, RRC approaches fee recommendations with the goal of covering the **minimum cost of service**.

To further support fee stability and long-range planning, RRC is committing to not recommend fee increases for a three-year period, covering FY2026 through FY2028, except under the following circumstances:

- Changes required by statute or state mandate;
- Corrections necessary to address clerical or administrative errors; or
- A recommendation based on an annual Consumer Price Index increase exceeding 4.5%.

RRC may still recommend non-pricing administrative revisions during that time if those revisions are cost-neutral or result in a reduction, such as reformatting, clarification, or alignment with state-administered programs.

Through this approach, RRC seeks to support transparency, predictability, and continued trust the Town Board, Township staff, permit applicants, contractors, residents, and other community stakeholders.

Discussion / Impact

Adoption of the proposed fee schedule amendment would:

- Improve clarity and usability for permit applicants, contractors, residents, and Township staff;
- Align Township practices with current state requirements;
- Provide a more defensible cost-of-service fee structure;
- Support consistent administration of the Minnesota State Building Code and other related regulatory programs; and
- Provide greater predictability by limiting future recommended fee increases for a three-year period identified above.

Requested Action

RRC recommends scheduling a public hearing for the June 9, 2026 Town Board meeting to review the proposed ordinance and provide an opportunity for public input prior to formal Board action. Following the public hearing, the Town Board may consider whether to approve or deny the proposed ordinance amendment.

Since this proposed ordinance falls under Chapter 2 of the Linwood Town Code, this agenda item is not required to go before the Planning Commission for their recommendation. However, because a few of the fee changes affects regulations identified in the Linwood Town Zoning Code, a public hearing is required.

Attachments

- "A": Draft Ordinance Fee Schedule Public Hearing Posting Notice
- "B": Draft Ordinance
- "C": Resolution Approving Summary of Publication
- "D": Current Fee Schedule Showing a Summary of Changes
- "E": Reference Document

REQUEST FOR ACTION

Date: May 1, 2026

To: Linwood Town Board

From: Carri Levitski, Senior Advisor | Government Relations, Rum River Consultants

CC: Andy Schreder, Chief Building Official and Co-owner, Rum River Consultants
Julie Dahnke, Interim Clerk

Re: Additional Rum River Consultants Service Offerings
New Professional Services Agreement

Background

With staffing changes in Linwood Township dating back to last fall, the Township has an opportunity to evaluate how certain regulatory programs are currently administered and whether expanded support from Rum River Consultants (RRC) would provide greater consistency, efficiency, and service continuity for the Township, permit applicants, property owners, contractors, and residents.

RRC was previously asked by the former Township Clerk to provide proposals for administration of the Township's Subsurface Sewage Treatment System (SSTS) Program and Rental Licensing Program. Mr. Schreder and I presented these proposals to the Town Board at its December 9, 2025 meeting, which we attended virtually due to inclement weather, and again at the January 13, 2026 meeting in person.

Since the January meeting, additional staff changes have occurred, and RRC was asked to provide updated materials for the Town Board's review and discussion. The attached proposals are intended to provide the Board with a detailed overview of the services RRC can provide, the steps needed to administer each program effectively, and the benefits of a contracted service model.

As Linwood Township's current Designated Building Official, RRC already understands the Township's operational needs, service expectations, permitting process, staff coordination needs, and community service standards. This existing working relationship provides a strong foundation if the Township wishes to expand RRC's role to include SSTS and Rental Licensing Program administration.

RRC has the staffing, technical knowledge, required and recommended certifications, technology, continuing education, administrative support, and field experience needed to administer these programs on behalf of Linwood Township. Our team currently includes licensed and certified code officials, inspectors, certified permit technicians, administrative staff, and program support personnel who work together to provide consistent and dependable service.

RRC is a locally accessible professional consulting firm with more than 30 employees and a demonstrated record of providing services to the Linwood community. Our firm's purpose is centered on fostering relationships, and our work is guided by integrity, collaboration, and innovation. Whether administering building, plumbing, mechanical, fire, SSTS, rental housing, or property maintenance regulations, our goal remains the same: to provide knowledgeable, timely, respectful, and consistent service.

The attached proposals also allow the Township to compare the operational impact of expanding RRC's services with the alternative of hiring part-time or full-time staff to administer these programs internally. An in-house position involves costs beyond salary alone, including employee benefits, payroll burden, office space, vehicle expenses, equipment, software, permitting technology, continuing education, certification maintenance, and the administrative support needed to operate the programs effectively.

RRC already provides these components as part of our full-service model in other jurisdictions. The Township would also have access to a broader range of specialized expertise than is typically practical to secure through a single hire. This depth of support provides stronger continuity, clearer communication, broader accountability, and reduced service disruption when an individual staff member is unavailable.

Finding one individual with the necessary credentials, field experience, administrative capability, program knowledge, communication skills, and reliability to administer multiple regulatory programs can be challenging. This can be especially difficult if the Township is seeking a part-time position, as part-time roles may limit the applicant pool and create challenges with availability, response times, and continuity of service.

RRC's contracted service model is designed to provide flexibility, long-term sustainability, and dependable program administration without requiring the Township to absorb the full operational burden of creating and supporting additional in-house positions.

Customer service remains one of RRC's highest priorities. We understand that SSTS and Rental Licensing Program administration require technical expertise, sound judgment, strong communication, and steady coordination with Township staff, contractors, property owners, landlords, tenants, and residents.

RRC values the opportunity to provide these proposals to Linwood Township and appreciates the working relationship that has been established. We are grateful for the opportunity to continue supporting the Township's efforts to protect public health, safety, and welfare through consistent and professional program administration.

Discussion / Impact

The attached proposals are intended to give the Town Board an opportunity to review whether expanding RRC's contracted services would provide value to the Township in the areas of SSTS Program Administration and Rental Licensing Program Administration.

RRC is also requesting that the Town Board review the newly proposed Professional Services Agreement attached to this report. The proposed agreement is intended to replace the current contract and provide a more comprehensive structure for RRC's continued services to Linwood Township. If the Town Board wishes to expand RRC's services, the applicable service exhibit would be included with the new agreement based on the specific programs the Board chooses to add.

If the Town Board does not wish to expand RRC's services at this time, RRC is still requesting consideration of the proposed Professional Services Agreement for the services currently provided. This would allow the Township and RRC to continue operating under an updated agreement that more clearly reflects current service expectations, administrative procedures, billing structure, and contract terms.

Expanding RRC's services may provide the Township with the following benefits:

- Greater continuity in program administration despite staffing changes;
- Access to a full team of licensed, certified, and experienced professionals;
- Consistent customer service for residents, contractors, property owners, landlords, tenants, and permit applicants;
- Reduced operational burden on Township staff;

- Broader technical and customer service support than is typically available through a single in-house position;
- Improved coordination between all related regulatory programs;
- Access to technology through Baseline and administrative support;
- Reduced risk of service gaps caused by staff absences, turnover, or limited part-time availability;
- A more sustainable long-term service model; and
- Continued support from a local professional consulting firm already familiar with Linwood Township's needs and expectations.

Requested Action

The work session provides an opportunity for the Town Board to ask questions, review the proposed contract structure, discuss whether additional services should be added, and provide direction regarding which exhibits of the Professional Services Agreement should be brought forward for formal consideration at the June 9, 2026 Town Board meeting.

Based on the Board's direction, RRC would prepare the appropriate final agreement and exhibits for consideration at the June 9, 2026 Town Board meeting.

Attachments

- Attachment "A": Subsurface Sewage Treatment System (SSTS) Program Administration Proposal
- Attachment "B": Rental Licensing Program Administration Proposal
- Attachment "C": Current Contract
- Attachment "D": Proposed Professional Service Agreement

RUM RIVER
CONSULTANTS

May 1, 2026

Linwood Town Board
Julie Dahnke, Interim Clerk
Linwood Township
22817 Typo Creek Drive
Stacy, MN 55079

RE: Subsurface Sewage Treatment System (SSTS) Program Administration Proposal

Dear Town Board Members and Ms. Dahnke,

Rum River Consultants (RRC) appreciates the opportunity to provide Linwood Township with this proposal for full administration of the Township's Subsurface Sewage Treatment System (SSTS) Program.

RRC currently administers a portion of Linwood Township's SSTS program, including construction permit intake, plan review, inspection services, and related compliance documentation. Certain SSTS-related services have also historically been provided by RRC without direct billing to the Township. As Linwood Township evaluates staffing needs, program administration, and long-term service delivery, RRC is proposing to administer the Township's SSTS program in its entirety.

As Linwood Township's current Designated Building Official, RRC is already familiar with the Township's processes, property records, customer service expectations, contractor communication, and related regulatory responsibilities. Expanding RRC's role to include full SSTS Program Administration would allow the Township to consolidate program oversight with a professional consulting firm already supporting the Township in related code administration services.

RRC has the technical knowledge, licensing, certifications, administrative support, permitting technology, field experience, and program management capacity needed to administer the Township's SSTS program in a consistent, organized, and responsive manner. Our goal is to provide a service model that supports public health, protects groundwater resources, maintains compliance with state requirements, and provides clear communication to property owners, contractors, Township staff, and the Town Board.

Proposed Scope of Services

Ordinance Revision
RRC would provide a full repeal and replace of Linwood Town Code, Chapter 28, Article II, Sanitary Sewage Disposal Systems. The purpose of this ordinance update would be to align the Township's SSTS regulations with current Minnesota Pollution Control Agency (MPCA) requirements, state regulations, and best administrative practices.

This one-time project would include drafting the updated ordinance language, coordinating review with the Township, and submitting the proposed ordinance to the MPCA for required state review and approval.

Construction Permits
SSTS construction permits are currently submitted electronically through RRC's proprietary software, Baseline Technologies. RRC presently administers construction permit intake, plan review, field inspections, and compliance documentation for these permits.

Under this proposal, RRC would continue administering SSTS construction permits. This includes reviewing permit applications, confirming required submittals, completing plan review, performing field inspections, documenting compliance, communicating with contractors and property owners, and maintaining permit records.

This service would continue to operate through a permit-fee model rather than hourly billing to the Township.

Compliance Report Tracking and Enforcement
SSTS professionals submit compliance reports following system evaluations. These reports must be tracked and documented to ensure accurate program records and compliance with MPCA reporting requirements. If compliance is not achieved within the required timeframe, additional enforcement coordination may be necessary.

RRC has historically administered a portion of the Township's SSTS compliance tracking and enforcement process. Since staffing changes occurred last fall, RRC has assisted the Township with the full compliance tracking process for the SSTS program. Compliant reports would continue to be recorded for tracking purposes at no charge. Non-compliant reports require additional administrative follow-up, including written notification to the property owner, citation of applicable requirements, corrective action timelines, deadline tracking, communication with SSTS professionals, contractors, or property owners, and follow-up documentation.

RRC can continue to administer this process on behalf of the Township to ensure deadlines are tracked, required notices are issued, records are maintained, and annual MPCA reporting remains accurate.

Maintenance and Operating Permit Administration
Maintenance permits and operating permits are part of the broader SSTS program administration process. These permits require documentation, tracking, communication, and ongoing record management.

RRC can administer maintenance and operating permits on behalf of the Township, including permit issuance, receipt and filing of required documentation, communication with contractors and property owners, renewal tracking, and related recordkeeping.

This program would operate similarly to SSTS construction permitting. Once the SSTS module is ready to launch in Baseline, permit fees may be collected directly through the permitting platform, creating a more streamlined process for contractors, property owners, Township staff, and RRC.

Annual Minnesota Pollution Control Agency (MPCA) Reporting
Each year, the MPCA requires local governmental units administering SSTS programs to submit annual reporting related to program activity. This reporting may include new construction, repairs, maintenance activity, operating permits, compliance tracking, enforcement actions, installer information, and other required program data.

RRC can compile the necessary program records and prepare the annual MPCA report on behalf of Linwood Township. This would provide consistency between daily program administration, recordkeeping, compliance tracking, and annual state reporting requirements.

Because SSTS program oversight is connected to the Township's designated code administration structure, Andy Schreder would remain responsible for reviewing and signing the annual MPCA report. If any portion of compliance tracking or program recordkeeping remains with Township staff, RRC would need electronic access to the Township's records to maintain the workflow and documentation needed for accurate state reporting.

RUM RIVER CONSULTANTS

Proposal Overview

Program Area	Scope	Proposed Fee Structure
Ordinance Revision – SSTS Code Update	Repeal and replace Linwood Town Code, Chapter 28, Article II, and submit the proposed ordinance to MPCA for review and approval.	$900.00: **NEW one-time** project fee
SSTS Construction Permits	Permit intake, plan review, field inspections, compliance documentation, contractor communication, and permit recordkeeping.	Fee schedule: ***proposed alignment in current fee schedule***
Compliance Report Tracking – Compliant Reports	Record and track compliant reports for program documentation and annual reporting.	No charge: ***currently implemented***
Compliance Report Tracking – Non-Compliant Reports	Property owner notification, corrective action tracking, follow-up communication, documentation, and enforcement coordination as needed.	$95.00/hour: ***currently implemented***
Maintenance Permit Administration	Permit issuance, receipt of documentation, recordkeeping, and communication with property owners or contractors as needed.	$20.00 per permit: ***proposed increase in current fee schedule***
Operating Permit Administration	Permit issuance, renewal tracking, documentation, communication, and ongoing recordkeeping.	$200.00 per permit: ***currently implemented***
Annual MPCA Reporting	Compile records, review program data, prepare annual reporting, and coordinate final review and signature	$95.00/hour: ***currently implemented***

RRC values the opportunity to continue supporting Linwood Township. Full SSTS Program Administration would allow RRC to provide a more complete, consistent, and coordinated service model for the Township, while continuing to support the protection of public health, safety, welfare, and groundwater resources.

Thank you for considering this proposal. We appreciate the working relationship that has been established with Linwood Township and look forward to discussing this proposal with the Town Board.

Respectfully,

Carri Levitski
Senior Advisor | Government Relations
Rum River Consultants
carri@rumrivercc.com
763-464-8798

RUM RIVER
CONSULTANTS

May 1, 2026

Linwood Town Board
Julie Dahnke, Interim Clerk
Linwood Township
22817 Typo Creek Drive
Stacy, MN 55079

RE: Rental Licensing Program Proposal

Dear Town Board Members and Ms. Dahnke,

Rum River Consultants (RRC) appreciates the opportunity to provide Linwood Township with this proposal for administration of the Township's Rental Licensing Program.

RRC understands that Linwood Township is not currently actively administering the rental licensing program authorized under Linwood Town Code, Chapter 8, Article V. As Linwood Township evaluates staffing needs, program administration, and long-term service delivery, RRC is proposing to administer the Township's Rental Licensing Program on behalf of the Township.

As Linwood Township's current Designated Building Official, RRC is already familiar with the Township's permitting process, property records, customer service expectations, contractor communication, code administration needs, and related regulatory responsibilities. Expanding RRC's role to include Rental Licensing Program Administration would allow the Township to consolidate related code and property maintenance functions with a professional consulting firm already supporting the Township in other regulatory service areas.

RRC has the staffing, technical knowledge, certifications, administrative support, permitting technology, inspection experience, and program management capacity needed to administer the Township's Rental Licensing Program in a consistent, organized, and responsive manner. Our goal is to provide a service model that supports public health, safety, welfare, property maintenance, and clear communication with owners, tenants, Township staff, and the Town Board.

Program Approach

RRC's rental licensing model provides complete administrative management without requiring additional Township staffing. The program is intended to operate as a self-supporting service model through rental license fees, while reducing the operational burden on Township staff.

Education and transparency are central to RRC's program structure. Our approach is to explain both the requirement and the reason behind it, so property owners understand expectations clearly. This education-based process encourages voluntary compliance, supports consistent administration, and helps build public trust in how the program is operated.

Rental licensing programs are most effective when they are administered consistently, documented clearly, and supported by reliable communication. RRC's team would manage the program from initial outreach through licensing, inspections, follow-up communication, recordkeeping, and renewal administration.

Program Team

The Rental Licensing Program would be administered through RRC's Community Development Division under the oversight of Team Lead Carissa Kranz, and me and Andy Schreder's additional division oversight.

Field inspections would be completed by Brad Prior, RRC's ICC-certified housing inspector. Rental licensing administration would be supported by Kylee Gordon, RRC's administrative specialist, along with additional Community Development Division support staff as needed.

Members of RRC's Community Development Division participate in the Minnesota Association of Housing Code Officials (MAHCO), attend ongoing professional trainings, and complete continuing education through the annual Code Official Institutes. This ongoing education helps ensure RRC staff remain current on rental housing, property maintenance, inspection, and code administration practices.

Program Administration and Technology

RRC proposes administering Linwood Township's Rental Licensing Program on a biennial inspection and licensing cycle. This structure would divide rental properties into two licensing groups, commonly referred to as Cycle A and Cycle B. A biennial cycle provides a manageable and predictable inspection schedule while supporting consistent program administration.

RRC would manage the full rental licensing process, including owner notifications, application processing, license renewals, inspection scheduling, field inspections, correction notices, follow-up communication, license issuance, recordkeeping, and program reporting.

The program would be administered through Baseline Technologies' Rental Licensing Module. Linwood Township staff would have real-time access to property information, inspection results, program status, and related records. This would provide transparency for Township staff while allowing RRC to manage the day-to-day program administration.

Online license fees would be directed to Linwood Township through a secure payment processor recommended by Baseline Technologies. Property owners who prefer to pay by check may continue to submit payment directly to Linwood Township, consistent with Township procedures.

Similar to permit administration, the Township would retain a portion of each rental license fee, while RRC would administer the program through a license-fee model rather than hourly billing for routine program administration.

Proposed Scope of Services

Ordinance Revision – Chapter 8, Article V, Rental Housing
RRC would provide a full repeal and replace of Linwood Town Code, Chapter 8, Article V, Rental Housing. The purpose of this ordinance update would be to support a modern rental licensing program, clarify administrative procedures, identify owner responsibilities, establish inspection and licensing requirements, and provide a clear framework for program administration.

This one-time project would include drafting the updated ordinance language, coordinating review with Township staff, and preparing the ordinance for Town Board consideration.

Ordinance Revision – Chapter 17, Property Maintenance Code
RRC would provide a full repeal and replace of Linwood Town Code, Chapter 17, Property Maintenance Code. The purpose of this ordinance update would be to align property maintenance standards with the proposed Rental Licensing Program and current code administration practices.

Updating Chapter 17 would provide a clearer and more consistent enforcement framework for rental housing inspections, property maintenance concerns, and related code compliance matters.

This one-time project would include drafting the updated ordinance language, coordinating review with Township staff, and preparing the ordinance for Town Board consideration.

Initial Rental Licensing Program Implementation
RRC would lead the initial program implementation, including outreach to rental property owners identified through Anoka County property classification records, including non-homesteaded property classifications.

Initial implementation would include preparing owner notification materials, coordinating the initial licensing process, establishing program records, supporting Baseline setup, and beginning the process of organizing rental properties into the appropriate inspection and licensing cycle.

Proposal Overview

Program Area	Scope	Proposed Fee Structure
Ordinance Revision – Chapter 8, Article V, Rental Housing	Repeal and replace ordinance language to support a modern Rental Licensing Program, clarify requirements, and establish administrative procedures	$900.00: ***one-time project fee***
Ordinance Revision – Chapter 17, Property Maintenance Code	Repeal and replace ordinance language to align property maintenance standards with the Rental Licensing Program and current code administration practices.	$900.00: ***one-time project fee***
Initial Rental Licensing Program Implementation	Initial outreach mailing to rental property owners identified through GIS and Anoka County property classification reocrds, program setup, owner communication, and initial licensing coordination.	$1,000: ***one-time project fee***
Ongoing Rental Licensing Program Administration	Application processing, renewal administration, inspection scheduling, field inspections, correction notices, follow-up communication, license issuance, recordkeeping, and program coordination.	***Included in the proposed fee schedule***

RRC values the opportunity to continue supporting Linwood Township. Rental Licensing Program Administration would allow RRC to provide a consistent, professional, and coordinated service model that supports property maintenance standards, responsible rental housing, and clear communication with rental property owners, tenants, Township staff, and the Town Board.

Thank you for considering this proposal. We appreciate the working relationship that has been established with Linwood Township and look forward to discussing this proposal with the Town Board.

Respectfully,

Carri Levitski
Senior Advisor | Government Relations
Rum River Consultants
carri@rumrivercc.com
763-464-8798

LINWOOD TOWNSHIP
ANOKA COUNTY
STATE OF MINNESOTA

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is entered into on this **9th day of June 2026**, by and between Linwood Township, a Minnesota municipality, 22817 Typo Creek Drive, Linwood Township, Minnesota 55079 ("Jurisdiction") and Rum River Ventures, LLC DBA Rum River Consultants, a Minnesota limited liability company, 23340 Cree Street NW, St. Francis, Minnesota 55070 ("Contractor"). The Jurisdiction and the Contractor may hereinafter be referred to separately as a "party" or collectively as the "parties."

RECITALS

WHEREAS, the Jurisdiction desires to enter into this Agreement with the Contractor to continue to provide services for the Jurisdiction effective May 26, 2026; and

WHEREAS, the Jurisdiction needs to continue fulfilling the role of a Designated Building Official pursuant to Minn. Stat. § 326B.133; and

WHEREAS, the Contractor has substantial experience as a Minnesota State Designated Building Official administering the Minnesota State Building Code (MSBC) and all related provisions, and is otherwise qualified to assist the Jurisdiction for the same; and

WHEREAS, the Contractor is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits and licensing of any kind that may be required to carry out said business and the tasks as set forth in this Agreement; and

WHEREAS, the Contractor is an independent contractor and may be engaged to perform the same or similar activities for other municipalities during the term of this Agreement and the Contractor shall not work solely on behalf of the Jurisdiction.

NOW, THEREFORE, for the reasons set forth above, and in consideration of the mutual promises and covenants made herein, it is agreed as follows:

1. **Designated Building Official.** The Contractor shall be the Jurisdiction's Designated Building Official and responsible for the administration of the Minnesota State Building Code for the prices set forth on Exhibit A attached hereto (the "Designated Services"). The Contractor shall perform the Designated Services in the capacity of a Minnesota State certified Building Official, in accordance with applicable Jurisdiction Ordinances and Minnesota law. The primary Jurisdiction staff contact for this scope of service shall be the Town Clerk.

2. **Delegated Building Official.** The Contractor shall be the Jurisdiction's Delegated Building Official for public buildings and state-licensed facilities for the prices set forth on Exhibit B attached hereto (the "Delegated Services"). The Contractor shall perform the Delegated Services as approved by the Minnesota Department of Labor and Industry, at the direction of the Town Clerk, and in accordance with applicable Jurisdiction Ordinances, and Minnesota law.

3. **Delegated Plumbing Official.** The Contractor shall be the Jurisdiction's Administrative Authority for plumbing systems that affect the public health in any manner according to Minn. R. 1300.0215, Minn. R. 4714, Minn. Stat. § 326B.41 to § 326B.49, and the Minnesota State Plumbing Code for the prices set forth on Exhibit C attached hereto (the "Plumbing Services"). The Contractor shall perform the Plumbing Services in the capacity of the Authority Having Jurisdiction (the "AHJ"), as approved by the Minnesota Department of Labor and Industry, at the direction of the Town Clerk, and in accordance with applicable Jurisdiction Ordinances, and Minnesota law.

4. **Delegated Fire Construction and Operational Permit Administration.** The Contractor shall be the Jurisdiction's Delegated Fire Construction and Operational Permit Official for the prices set forth on Exhibit D attached hereto (the "Fire Services"). The Contractor shall perform the Fire Services in the capacity of the Authority Having Jurisdiction (the "AHJ"), as approved by the Minnesota Department of Labor and Industry and/or the Minnesota State Fire Marshal, at the direction of the Town Clerk, and in accordance with applicable Jurisdiction Ordinances, and Minnesota law.

5. **Subsurface Sewage Treatment Systems (SSTS) Program Administrator.** The Contractor shall be the Jurisdiction's SSTS Professional and shall administer the Jurisdiction's SSTS program for the prices set forth on Exhibit E attached hereto (the "SSTS Services"). The Contractor shall perform the SSTS Services in the capacity of a Minnesota Pollution Control Agency certified SSTS Inspector, at the direction of the Town Clerk, and in accordance with applicable Jurisdiction Ordinances, and Minnesota law.

6. **Rental Licensing Administration Services.** The Contractor shall be the Jurisdiction's Rental Licensing Program Official and shall administer the Jurisdiction's rental licensing program for the prices set forth on Exhibit F attached hereto (the "Rental Services"). The Contractor shall perform the Rental Services in the capacity of an International Code Council certified Property Maintenance and Housing Inspector, at the direction of the Town Clerk, and in accordance with applicable Jurisdiction Ordinances, and Minnesota law.

7. **Property Maintenance & Code Compliance.** The Contractor may be the Jurisdiction's Property Maintenance Code Compliance Official and shall administer the Jurisdiction's code compliance and enforcement program for the prices set forth on Exhibit G attached hereto (the "Compliance Services"). The Contractor shall perform the Compliance Services, at the direction of the Town Clerk, and in accordance with applicable Jurisdiction Ordinances, and Minnesota law.

8. **Zoning Services.** The Contractor may provide supplemental zoning services for the prices set forth on Exhibit H attached hereto (the "Zoning Services"). The Contractor shall perform the Zoning Services, at the direction of the Town Clerk, and in accordance with applicable Jurisdiction Ordinances, and Minnesota law.

9. **Technology Services.** The Contractor offers the use of Google Drive ("Google") and Baseline Technologies, Inc. ("Baseline") as a direct operational benefit to the Jurisdiction in the delivery of the Services identified in Exhibits A–H. Except as otherwise expressly provided in this Agreement or agreed upon in writing by the parties, the Contractor bears the primary cost of technology systems, software subscriptions, software-as-a-service platforms, and equipment necessary to perform the Services, including the applicable Google and Baseline modules used by the Contractor in providing services to the Jurisdiction.

   In connection with such use, the Jurisdiction and Baseline shall enter into a separate agreement, substantially in the form attached hereto as Exhibit I (the "Baseline Agreement"), which governs the Jurisdiction's direct access to and use of Baseline by Jurisdiction staff. The Baseline Agreement is intended to operate in coordination with this Agreement and does not require separate payment by the Jurisdiction unless and until expressly provided therein.

   Any technology fees associated with applicant use of the Baseline platform shall be collected by the Contractor and remitted to Baseline through the Contractor's monthly invoicing process, as further described in the Baseline Agreement.

10. **Reporting Services.** The Jurisdiction is responsible for all Minnesota State mandated reporting requirements. If the Jurisdiction requests the Contractor generate reports as requested by the general public or a government agency, the Contractor will bill the Jurisdiction as agreed upon as set forth in this Agreement.

11. **Transportation Expenses.** The Contractor shall provide transportation to meetings and site inspections within the Jurisdiction at no additional cost.

12. **Cost for Services.** The Contractor reserves the right to change the prices and services offered in the attached Exhibits A-H. The Contractor shall provide the Jurisdiction sixty (60) days written notice in advance of any such proposed changes. The Jurisdiction agrees that while performing services identified in the attached Exhibits A-H, the Contractor is acting as a "public official" on the Jurisdiction's behalf.

13. **Billing and Payment.** Invoices shall be submitted periodically (customarily monthly) and are due and payable within thirty-five (35) days of receipt by the Jurisdiction. Past due balances may accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

14. **Term.** This Agreement shall commence on the date written above and be renewed automatically each calendar year (referred to herein as the "Term"), unless terminated as provided herein. With the execution of this Agreement, it is the intention of the Contractor and the Jurisdiction to review this Agreement annually.

15. **Amendments.** If work is requested by the Jurisdiction outside of the Services set forth in the attached Exhibits, such work shall not commence until the parties agree to the terms, scope, price, and other details in writing (including via email). Such additional work shall be subject to the terms and conditions of this Agreement.

16. **Termination.** Either party may terminate this Agreement by providing sixty (60) days written notice to the other party. In the event of a material breach, the Agreement may be terminated with ten (10) days written notice to the other party. In the event the Jurisdiction elects to terminate based upon an alleged material breach, the Contractor shall have ten (10) days (or the least amount of time reasonably necessary if longer than ten (10) days) to cure the breach.

17. **Severability.** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

18. **Independent Contractor.** The Contractor shall perform the Services identified in the attached Exhibits as an independent contractor of the Jurisdiction, and not as an employee. No withholdings or deductions shall be made from payments due to the Contractor. The Contractor shall not be eligible for benefits, workers compensation, or unemployment benefits. To the extent allowable by law, the Contractor may subcontract the performance of certain administrative or other duties under the Agreement. The Contractor shall be responsible for the performance of all subcontractors.

19. **Performance.** The Contractor shall complete the performance of Services in the attached Exhibits in accordance with the conditions described in this Agreement. The Contractor shall maintain all certifications and/or licenses required by the State of Minnesota. The Contractor shall perform the Services in a manner consistent with that of a reasonable and prudent Code Official.

20. **Warranty of Workmanship and Timely Completion.** The Contractor warrants that all work completed for and within the Jurisdiction shall be done in a workmanlike and timely manner in accordance with applicable industry standards. If the Jurisdiction receives complaints or comments regarding inadequate performance, the Jurisdiction is to inform the Contractor in writing as soon as practical and allow the Contractor the ability to address and answer to said complaint or comment.

21. **Regulatory Compliance.** The Contractor shall abide by all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Contractor is responsible. The Contractor shall procure, at the Contractor's expense, all licenses, or other rights required for the provision of the Services. Any violation of federal, state, or local laws, statutes, ordinances, rules, or regulations, as well as loss of any applicable license, permit, or certification by the Contractor shall constitute a material breach of this Agreement, regardless of the reason and whether or not intentional, and shall entitle the Jurisdiction to terminate this Agreement effective as of the date of such violation, failure, or loss.

22. **Data Practices Compliance.** The Contractor will have access to data collected or maintained by the Jurisdiction to the extent necessary to perform the Contractor's obligations under this Agreement. The Contractor agrees to maintain all data obtained from the Jurisdiction in the same manner as the Jurisdiction is required under Minn. Stat. § Chapter 13 Government Data Practices. The Jurisdiction is responsible for all data requests for permits that are currently inactive. The Contractor is responsible for all data requests for permits that are currently active. For the purposes of this section, active means permits that have not been

closed out by the Contractor and inactive means permits that have been closed out by the Contractor. The Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Jurisdiction.

23. **Insurance.** During the entire term of this Agreement, the Contractor shall maintain the following and will provide the Jurisdiction with evidence of the same upon request: (1) Commercial general liability insurance coverage with a policy limit of at least $1,500,000 per occurrence; (2) Business automobile liability coverage with a total liability limit of at least $1,500,000; and (3) Workers' compensation insurance. If the Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation, the Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. §176.041 that exempts the Contractor from having to carry such coverage. If the Contractor is required by law to carry workers' compensation insurance, the Contractor shall, at the time of execution of this Agreement, furnish evidence satisfactory to the Jurisdiction that the Contractor maintains insurance coverage pursuant to the terms of this Agreement. Jurisdiction shall be named as an additional insured on the commercial general liability insurance policy, providing proof of the same to Jurisdiction upon request.

24. **Subject to Audit.** In accordance with Minnesota law, the Contractor agrees that all books, records, documents, and accounting practices directly related to the use of public funds under this Agreement are subject to examination by the Jurisdiction and either the Legislative Auditor or State Auditor, as applicable, for a period of at least six (6) years from the termination of this Agreement. If the Jurisdiction requests the State Auditor to perform the audit, the Jurisdiction shall bear the cost. If the Contractor requests the State Auditor to perform the audit, the Contractor shall bear the cost.

25. **Indemnification, Hold Harmless, and Defend.** Any claims that arise against the Contractor, its agents or employees as a consequence of any act of malice and without good faith on the part of the Contractor or its agents or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the Jurisdiction. The Contractor shall indemnify, hold harmless, and defend the Jurisdiction, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees which the Jurisdiction, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of services performed under this Agreement or by reason of any act of malice and without good faith of the Contractor, its agents, servants, or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

    This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Contractor has previously notified the Jurisdiction of a failure by an owner or permit applicant to comply with the appropriate Code and the Jurisdiction fails to enforce the Code.

26. **Choice of Law and Venue.** This Agreement is being executed in and is intended to be performed in the State of Minnesota and shall be construed and enforced in accordance with Minnesota law. The parties hereto consent and agree that any legal action arising from or related to the Agreement shall be in Anoka County District Court, State of Minnesota.

27. Merger. The parties acknowledge and represent that no promise or representation not contained in this Agreement has been made to them and acknowledge and represent that this Agreement contains the entire understanding between the Parties and contains all terms and conditions between them.

28. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, the use of email, or other electronic medium shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

JURISDICTION

_____
Jonn Olson, Chairman

ATTEST:

_____
Julie Dahnke, Interim Clerk

CONTRACTOR

_____
Andy Schreder, Owner

_____
Roxanne Schreder, Owner

ATTEST

_____
Carri Levitski, Senior Advisor | Government Relations

Exhibit A
Designated Services

These fees apply to state-designated building official services.

1. **Building Official Designation for Inspection Services and Additional Requested Work.**
   - **a.** Administration services required to conduct plan review, and all required inspections associated with a particular project will be charged 80% plan review fees and 80% permit fees due to the Contractor as calculated in accordance with the Jurisdiction's adopted fee schedule which shall be reviewed by the Contractor and adopted by the Jurisdiction annually, following the Contractor's recommended changes.
   - **b.** The Contractor has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation is determined using information published by the State of Minnesota, the International Code Council (ICC), and as outlined in the Building Valuation Data (BVD) table based on regional market conditions and adopted by the Jurisdiction.
   - **c.** The Contractor will submit invoices following the issuance of permits and/or fees charged.
   - **d.** All projects for which the Contractor has been paid will be the responsibility of the Contractor to administer until the closure of the permit.
   - **e.** The Contractor will receive 100% of the following fees collected by the Jurisdiction:
     - **i.** Investigation fees
     - **ii.** Reinspections
     - **iii.** Site inspections
     - **iv.** Reissued permits
     - **v.** Temporary Certificate of Occupancies
     - **vi.** Copying and postage
     - **vii.** Plan review: repetitive, administrative, or additional plan revisions
     - **viii.** Late fees
     - **ix.** Hourly rate costs
     - **x.** Technology service charge (includes license verification)
     - **xi.** License verification, if separate

2. **Pre-Application Consultation Meetings.** The Contractor will provide up to two (2) meetings with property owners or potential permit applicants, either in-person or virtually, at no additional charge to the Jurisdiction. These meetings are intended to address questions related to the building code requirements in preparation for an anticipated application for building inspection services. If additional meetings are requested beyond the initial two, the following terms shall apply:
   - **a.** The Contractor will bill the Jurisdiction at a rate of $95.00 per hour
   - **b.** A two-hour minimum will apply for in-person meetings
   - **c.** A one-hour minimum will apply for virtual meetings; and
   - **d.** Advance consent from the Town Clerk is required for any meetings beyond the two included at no cost.

3. **Minimum Fees.** The following minimum fees shall be payable to the Contractor:
   - **a.** Residential permits: $100.00 and will include at least one inspection.
   - **b.** Residential technical plan review: $65.00.

c. Residential administrative plan review: $25.00

d. Non-residential or Multi-family permits: $100.00 and will include at least one inspection.

e. Non-residential or Multi-family technical plan review: $65.00.

f. Non-residential or Multi-family administrative plan review: $25.00

4. **After Hours, Emergency Services, and Hazardous Buildings.** The Contractor may provide these services and bill the Jurisdiction at a rate of $125.00 per hour, per person with a two-hour minimum:

   a. Inspections or meetings requested outside of normal business hours (Monday through Friday, 8:00 am to 4:30 pm), or outside of an agreed-upon work schedule.

   b. Emergency disaster response.

   c. Evaluation of buildings following natural or manmade disasters.

   d. Properties identified as hazardous buildings, as defined under Minnesota Statutes §463.15.

5. **Jurisdiction Meeting Attendance Provisions.** The Contractor may attend the following meetings without charge to the Jurisdiction. Additional meetings beyond these provisions will be billed at a rate of $95.00 per hour. A two-hour minimum applies for in-person meetings, and a one-hour minimum applies for virtual meetings.

   a. Up to two Jurisdiction-requested (2) City Council meetings annually.

   b. Up to one (1) staff-requested or standing department meeting per month.

6. **Other Services Not Identified.** If the Contractor is requested to perform a service not specifically identified in this Exhibit A, the Contractor will bill the Jurisdiction at a rate of $95.00 per hour.

Exhibit B
Delegated Services

These fees apply to building administration services for public buildings and state-licensed facilities.

1. **State-Delegated Building Permit Administration, Plan Review, Inspection Services, and Additional Requested Work.**
   - **a.** Administration services required to conduct plan review, and all required inspections associated with a particular project will be charged 85% plan review fees and 85% permit fees due to the Contractor as calculated in accordance with the Jurisdiction's adopted fee schedule which shall be reviewed by the Contractor and adopted by the Jurisdiction annually, following the Contractor's recommended changes.
   - **b.** The Contractor has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation is determined using information published by the State of Minnesota and the International Code Council (ICC).
   - **c.** The Contractor will submit invoices following the issuance of permits and/or fees charged.
   - **d.** All projects for which the Contractor has been paid will be the responsibility of the Contractor to administer until the closure of the permit.
   - **e.** The Contractor will receive 100% of the following fees collected by the Jurisdiction:
     - **i.** Investigation fees
     - **ii.** Reinspections
     - **iii.** Site inspections
     - **iv.** Reissued permits
     - **v.** Temporary Certificate of Occupancies
     - **vi.** Copying and postage
     - **vii.** Plan review: repetitive, administrative, or additional plan revisions
     - **viii.** Late fees
     - **ix.** Hourly rate costs
     - **x.** Technology service charge (includes license verification)
     - **xi.** License verification, if separate

2. **Pre-Application Consultation Meetings.** The Contractor will provide up to two (2) meetings with property owners or potential permit applicants, either in-person or virtually, at no additional charge to the Jurisdiction. These meetings are intended to address questions related to the building code requirements in preparation for an anticipated application for state-delegated permit and inspection services. If additional meetings are requested beyond the initial two, the following terms shall apply:
   - **a.** The Contractor will bill the Jurisdiction at a rate of $110.00 per hour
   - **b.** A two-hour minimum will apply for in-person meetings
   - **c.** A one-hour minimum will apply for virtual meetings; and
   - **d.** Advance consent from the Town Clerk is required for any meetings beyond the two included at no cost.

3. **Minimum Fees.** The following minimum fees shall be payable to the Contractor:
   - **a.** Non-residential or Multi-family permits: $100.00 and will include at least one inspection.
     - **i.** Non-residential or Multi-family administrative plan review: $25.00
   - **b.** Non-residential or Multi-family technical plan review: $150.00.

4. **Other State-Delegated Services Not Identified.** If the Contractor is requested to perform a service not specifically identified in this Exhibit B, the Contractor will bill the Jurisdiction at a rate of $110.00 per hour.

Exhibit C
Plumbing Services

These fees apply to the administration of plumbing systems that affect the public health in any manner.

5. **Pre-Existing Permit Administration.** The Contractor recommends that the Jurisdiction's previous Plumbing Code Official or Service Provider complete and close out all permits issued before the effective date of this Agreement. If this is not feasible, the Contractor shall be compensated for work performed on such permits under one of the following fee structures, depending on the project scope left to be finished:

   a. *Hourly Rate Structure.* The Contractor may invoice the Jurisdiction at a rate of $110.00 per hour for all time spent administering permits issued prior to the effective date of this Agreement. Billable activities under this provision include, but are not limited to:

      i. Reviewing project history and documentation to establish familiarity with the scope and status;

      ii. Performing field inspections, including travel time within the Jurisdiction limits; and

      iii. Conducting administrative functions related to the completion or closure of the permits.

   b. *Percentage-Based Fee Structure.* If the Contractor determines that a comprehensive plan review is required for an existing permit, the Contractor shall be authorized to invoice the Jurisdiction 85% of the standard Plan Review Fee and 85% of the applicable Permit Fee, as identified in the Jurisdiction's adopted fee schedule.

6. **State-Delegated Plumbing Permit Administration, Plan Review, Inspection Services, and Additional Requested Work.**

   a. Administration services required to conduct plan review, and all required inspections associated with a particular project will be charged 85% plan review fees and 85% permit fees due to the Contractor as calculated in accordance with the Jurisdiction's adopted fee schedule which shall be reviewed by the Contractor and adopted by the Jurisdiction annually, following the Contractor's recommended changes.

   b. The Contractor has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation is determined using information published by the State of Minnesota.

   c. The Contractor will submit invoices following the issuance of permits and/or fees charged.

   d. All projects for which the Contractor has been paid will be the responsibility of the Contractor to administer until the closure of the permit.

   e. The Contractor will receive 100% of the following fees collected by the Jurisdiction:

      i. Investigation fees

      ii. Reinspections

      iii. Site inspections

      iv. Reissued permits

      v. Copying and postage

      vi. Plan review: repetitive, administrative, or additional plan revisions

      vii. Late fees

      viii. Hourly rate costs

      ix. Technology service charge (includes license verification)

      x. License verification, if separate

7. **Pre-Application Consultation Meetings.** The Contractor will provide up to two (2) meetings with property owners or potential permit applicants, either in-person or virtually, at no additional charge to the Jurisdiction. These meetings are intended to address questions related to plumbing code requirements in preparation for an anticipated application for state-delegated plumbing permit, plan review, and inspection services. If additional meetings are requested beyond the initial two, the following terms shall apply:

    a. The Contractor will bill the Jurisdiction at a rate of $110.00 per hour

    b. A two-hour minimum will apply for in-person meetings

    c. A one-hour minimum will apply for virtual meetings; and

    d. Advance consent from the Town Clerk is required for any meetings beyond the two included at no cost.

8. **Minimum Fees.** The following minimum fees shall be payable to the Contractor:

    a. Non-residential or Multi-family permits: $114.75 and will include at least one inspection.

        i. Non-residential or Multi-family administrative plan review: $25.00

    b. Non-residential or Multi-family technical plan review: $114.75.

9. **Other State Plumbing-Delegated Services Not Identified.** If the Contractor is requested to perform a service not specifically identified in this Exhibit C, the Contractor will bill the Jurisdiction at a rate of $110.00 per hour.

Exhibit D
Fire Protection System & Operating Permit Services

These fees apply to delegated fire construction and operational permit administration.

1. **State-Delegated Fire Protection Systems Administration, Plan Review, Inspection Services, and Additional Requested Work.**
   - **a.** Administration services required to conduct plan review and perform required inspections associated with fire construction permits will be charged 85% plan review fees and 85% permit fees due to the Contractor as calculated in accordance with the Jurisdiction's adopted fee schedule which shall be reviewed by the Contractor and adopted by the Jurisdiction annually, following the Contractor's recommended changes.
   - **b.** The Contractor has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees.
   - **c.** All fire construction permits for which the Contractor has been paid will be the responsibility of the Contractor to administer until the closure of the permit.
   - **d.** The Contractor will submit invoices following the issuance of permits and/or fees charged.
2. **Pre-Application Consultation Meetings.** The Contractor will provide up to two (2) meetings with property owners or potential permit applicants, either in-person or virtually, at no additional charge to the Jurisdiction. These meetings are intended to address questions related to the code requirements in preparation for an anticipated application for fire inspection services. If additional meetings are requested beyond the initial two, the following terms shall apply:
   - **a.** The Contractor will bill the Jurisdiction at a rate of $110.00 per hour
   - **b.** A two-hour minimum will apply for in-person meetings
   - **c.** A one-hour minimum will apply for virtual meetings; and
   - **d.** Advance consent from the Town Clerk is required for any meetings beyond the two included at no cost.
3. **Minimum Fees.** The following minimum fees shall be payable to the Contractor:
   - **a.** Non-residential or Multi-family permits: $114.75 and will include at least one inspection.
     - **i.** Non-residential or Multi-family administrative plan review: $25.00
   - **b.** Non-residential or Multi-family technical plan review: $114.75.
4. **Fire Operational Permits.**
   - **a.** Division into Cycles and Inspection Frequency: Fire operational permits will be divided into two administrative cycles. Property owners will be required to renew their permits biennially, and each building, or portion thereof, will be inspected within that two-year period. The start and end dates of each cycle will be mutually agreed upon by the Contractor and the Fire Chief.
   - **b.** Fee Structure: The Contractor will charge the Jurisdiction 85% of the fire operational permit fee as calculated in accordance with the adopted fee schedule, or $297.50 per property, whichever is greater.

c. Communication and Mailings: The Contractor encourages the use of electronic communication for renewal notices and related correspondence. If the Jurisdiction allows mail-in renewals, all actual costs associated with mailings – including postage, printing, and handling – will be billed to the Jurisdiction. These costs will be itemized and documented.

d. The Contractor will receive 100% of the following fees collected by the Jurisdiction:

i. Investigation fees

ii. Reinspections

iii. Site inspections outside the license cycle

iv. Reissued permits

v. Copying and postage

vi. Plan review: repetitive, administrative, or additional plan revisions

vii. Late fees

viii. Hourly rate costs

ix. Technology service charge (includes license verification)

x. License verification, if separate

5. Other Fire-Delegated Services Not Identified. If the Contractor is requested to perform a service not specifically identified in this Exhibit D, the Contractor will bill the Jurisdiction at a rate of $110.00 per hour.

Exhibit E
SSTS Services

These fees apply to administration of the subsurface sewage treatment system (SSTS) program.

1. **SSTS Construction Permit and Inspection Services.**
   a. SSTS Services required to conduct design plan review, and all required inspections associated with a particular SSTS project will be due to the Contractor as follows:

Description	Minimum Fee
SSTS: Type I, II, or III (new or replacement)	$450.00 (includes soil verification)
SSTS: Type IV or V (new or replacement for performance or engineered systems)	$375.00 (Jurisdiction pays additional actual cost of other licensed professionals as required for specialty systems. Permit applicant shall pay the Jurisdiction for services rendered)
Holding Tank (additional maintenance and operating permits required)	$350.00 (includes first years' operating permit)
Soil Site Review (charged in addition to the land use application)	$250.00 + $100.00 per lot
Alteration or Extension	$200.00
SSTS Abandonment/Removal	$125.00
SSTS Reinspection	$95.00 per hour, 1 hour minimum

   b. The Contractor will submit invoices following the issuance of permits and/or fees charged.

   c. All projects for which the Contractor has been paid will be the responsibility of the Contractor to administer until the closure of the permit.

   d. The Contractor will receive 100% of all SSTS related permits and the following fees collected by the Jurisdiction:

   i. Investigation Fees
   ii. Reinspections
   iii. Site inspections
   iv. Reissued permits
   v. Copying and postage
   vi. Late fees
   vii. Hourly rate costs
   viii. Technology service charge (includes license verification)

2. **Operating Permits.** Operating permits for all systems installed under Minn. R. § 7080.2290, § 7080.2350, 7080.2400, and § 7081 are required by the Jurisdiction's SSTS Ordinance. The Contractor shall administer operating permits, file all records, and communicate with property owners as needed regarding documentation or renewal. The Contractor's minimum charge for operating permits is $200.00, or the fee identified on the Jurisdiction's adopted fee schedule, whichever is greater.

3. **Assessment/Maintenance/Pumping Permits.** Minn. R. § 7080.2450 require all owners of individual sewage treatment systems to have their systems assessed at least every three (3) years. The Contractor shall

administer assessment/maintenance/pumping permits, file all records, and communicate with property owners as needed regarding documentation or renewal. The Contractor's minimum charge for assessment/maintenance/pumping permits is $200.00, or the fee identified on the Jurisdiction's adopted fee schedule, whichever is greater.

4. **Compliance Report Tracking and Enforcement.** Compliance report tracking and enforcement services include notification of non-compliance, tracking, and documentation of required corrective actions, follow-up communications, coordination with Jurisdiction staff and legal counsel as necessary, and maintenance of related records. These services shall be billed to the Jurisdiction at a rate of $95.00 per hour, with an anticipated average of two (2) hours per non-compliant report. Compliant reports are processed at no charge to the Jurisdiction.

5. **Annual Minnesota Pollution Control Agency (MPCA) Reporting.** Annual MPCA reporting services include compiling program data and records; documenting new SSTS construction, repairs, maintenance activities, compliance monitoring, enforcement actions, and installer information; and completing and submitting the required annual SSTS program report to the Minnesota Pollution Control Agency. These services are estimated at 10 – 16 hours annually and the Contractor will bill the Jurisdiction at a rate of $95.00 per hour for this service.

6. **Pre-Application Consultation Meetings.** The Contractor will provide up to two (2) meetings with property owners or potential permit applicants, either in-person or virtually, at no additional charge to the Jurisdiction. These meetings are intended to address questions related to code requirements in preparation for an anticipated SSTS application. If additional meetings are requested beyond the initial two, the following terms shall apply:

   a. The Contractor will bill the Jurisdiction at a rate of $95.00 per hour

   b. A two-hour minimum will apply for in-person meetings

   c. A one-hour minimum will apply for virtual meetings; and

   d. Advance consent from the Town Clerk is required for any meetings beyond the two included at no cost.

7. **Other Services Not Identified.** If the Contractor is requested to perform a service not specifically identified in this Exhibit E, the Contractor will bill the Jurisdiction at a rate of $95.00 per hour.

Exhibit F
Rental Services

These fees apply to rental licensing program administration.

1. Rental License Program Administration.

a. Adoption of the IPMC: If the Contractor administers the Jurisdiction's rental licensing program, the Contractor will work with the Jurisdiction to ensure the most recent version of the International Property Maintenance Code (IPMC) has been adopted, with the version year specified. The Jurisdiction may adopt the IPMC as written or with specific amendments.

b. Division into Cycles and Inspection Frequency: Rental units will be divided into two administrative cycles. Property owners will be required to renew their rental licenses biennially, and each unit will be inspected within that two-year period. The start and end dates of each cycle will be mutually agreed upon by the Contractor and Jurisdiction.

If the Jurisdiction has fifty (50) or fewer licensed rental units, the program will be administered on a single-cycle basis, with all units due for inspection and renewal within the same biennial period.

c. Fee Structure:

i. *Condo:* The Contractor will charge the Jurisdiction 85% of the rental license fee as calculated in accordance with the adopted fee schedule, or $127.50 per unit, whichever is greater.

ii. *Townhome (attached or detached):* The Contractor will charge the Jurisdiction 85% of the rental license fee as calculated in accordance with the adopted fee schedule, or $170.00 per unit, whichever is greater.

iii. *Single family:* The Contractor will charge the Jurisdiction 85% of the rental license fee as calculated in accordance with the adopted fee schedule, or $212.50 per unit, whichever is greater.

iv. *Duplex:* The Contractor will charge the Jurisdiction 85% of the rental license fee as calculated in accordance with the adopted fee schedule, or $255.00 per building, whichever is greater.

v. *Multi-family 3+ units:* The Contractor will charge the Jurisdiction 85% of the rental license fee as calculated in accordance with the adopted fee schedule, or a minimum of $340.00 per building plus $21.25 per unit, whichever is greater.

vi. *Annual Fee Schedule:* The Contractor will review the license fee schedule annually and provide recommended updates to the Jurisdiction to ensures fees remain aligned with the services provided.

vii. *Reinspections:* The initial inspection and one reinspection are included in the rental license fee. Additional inspections following the first reinspection shall be as follows:

i. Condos, Townhomes, Single Family, or Duplexes: $95.00

ii. Multi-family 3+ units: $95.00 per hour, one (1) hour minimum

viii. Inspections outside of the licensing cycle (e.g. tenant concerns): $95.00 per hour, with a one-hour minimum.

ix. The Contractor will receive 100% of the following fees collected by the Jurisdiction:

i. Reinspections

ii. Site inspections (outside of the licensing cycle)

iii. Copying and postage

iv. Late fees

v. Hourly rate costs

vi. Baseline Technology fee

d. Communication and Mailings: The Contractor encourages the use of electronic communication for renewal notices and related correspondence. If the Jurisdiction allows mail-in renewals, all actual costs associated with mailings – including postage, printing, and handling – will be billed to the Jurisdiction. These costs will be itemized and documented.

2. Other Rental Licensing Program Services Not Identified. If the Contractor is requested to perform a service not specifically identified in this Exhibit F, the Contractor will bill the Jurisdiction at a rate of $95.00 per hour.

Exhibit G
Compliance Services

These fees apply to Property Maintenance and Code Compliance Enforcement.

1. **Property Maintenance & Code Compliance.** If the Contractor is requested by the Jurisdiction to perform code compliance administration and nuisance abatement services, including but not limited to, issuing stop work orders, addressing work conducted without permits, enforcement of erosion control measures, conducting site completion agreement or escrow inspections, or performing investigation inspections, the following terms shall apply:

   a. Hourly Rate: All code compliance and nuisance abatement services will be billed at a rate of $95.00 per hour. This includes inspections, verbal and written correspondence, reporting, and preparation for and participation in meetings, hearings, and court proceedings.

   b. Inclusions: The hourly rate covers all standard activities related to code enforcement. If extraordinary services are required – such as expert witness testimony or involvement in extended legal proceedings – additional charges may apply. Any such charges will be communicated to the Jurisdiction and agreed upon in advance.

   c. Billing and Documentation: The Contractor will invoice the Jurisdiction regularly, providing detailed time logs and descriptions of services performed to ensure transparency and accountability.

   d. General Provisions: The Contractor will maintain confidentiality and comply with all applicable laws and regulations. Both parties agree to cooperate and communicate promptly to support the effective administration and resolution of code compliance matters.

2. **Other Property Maintenance and Code Compliance Services Not Identified.** If the Contractor is requested to perform a service not specifically identified in this Exhibit G, the Contractor will bill the Jurisdiction at a rate of $95.00 per hour.

Exhibit H
Zoning Services

These fees apply to supplemental planning and zoning services.

1. **Zoning Supplemental Services.**

   a. If the Jurisdiction requests the Contractor provide zoning supplemental services on an as-needed basis, the Contractor will agree to the request and bill at a rate of $95.00 per hour. Available services may include:

      i. Responding to zoning district inquiries (e.g. setbacks and allowable uses).

      ii. Reviewing preliminary site plans.

      iii. Reviewing and completing zoning letter requests.

      iv. Reviewing and administering variances, interim use permits, and conditional use permits.

      v. Reviewing and administering site completion agreements or building permit escrow agreements.

      vi. Inspection-only services for zoning permits (e.g. driveways, fences, accessory structures 200 square feet and under, agricultural zoning permits).

      vii. Topsoil verification inspections.

   b. If the Contractor is requested to perform a zoning review in conjunction with a building permit, the plan review fee will be billed at 90% of the standard plan review rate.

2. **Other Services Not Identified.** If the Contractor is requested to perform a service not specifically identified in this Exhibit H, the Contractor will bill the Jurisdiction at a rate of $95.00 per hour.

Exhibit I
Baseline Agreement

BASELINE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "**Agreement**"), effective as of the 26th day of May 2026 (the "**Effective Date**"), is by and between Baseline Technologies, Inc., a Minnesota corporation ("**Provider**"), and Linwood Township ("**Customer**"). Provider and Customer may be referred to herein collectively as the "**Parties**" or individually as a "**Party**."

WHEREAS, Provider provides access to the Services to its customers; and

WHEREAS, Customer desires to access the Services, and Provider desires to provide Customer access to the Services, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Definitions**.

   (a) ***"Activation Event"*** means the termination or expiration of Customer's contractual relationship with Rum River Consultants for building inspection services.

   (b) ***"Aggregated Statistics"*** means data and information related to Customer's use of the Services that is used by Provider in an aggregate and anonymized manner, including to compile statistical and performance information related to the provision and operation of the Services.

   (c) ***"Authorized User"*** means Customer's employees, consultants, contractors, and agents (i) who are authorized by Customer to access and use the Services under the rights granted to Customer pursuant to this Agreement and (ii) for whom access to the Services has been purchased hereunder.

   (d) ***"Customer Data"*** means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Services.

   (e) ***"Documentation"*** means Provider's end user documentation relating to the Services available at https://baselinetech.co/.

   (f) ***"Provider IP***" means the Services, the Documentation, and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, Provider IP includes Aggregated Statistics and any information, data, or other content derived from Provider's monitoring of Customer's access to or use of the Services, but does not include Customer Data.

(g) ***"Services"*** means the software-as-a-service offering described in Exhibit I-1.

2. **Access and Use**.

(a) **Provision of Access.** Subject to and conditioned on Customer's compliance with all other terms and conditions of this Agreement and following an Activation Event, Customer's payment of applicable Fees, Provider hereby grants Customer a non-exclusive, non-transferable (except in compliance with Section 12(g)) right to access and use the Services during the Term, solely for use by Authorized Users in accordance with the terms and conditions herein. Such use is limited to Customer's internal use. Provider shall provide to Customer the necessary passwords and network links or connections to allow Customer to access the Services.

(b) **Documentation License.** Subject to the terms and conditions contained in this Agreement, Provider hereby grants to Customer a non-exclusive, non-sublicensable, non-transferable (except in compliance with Section 12(g)) license to use the Documentation during the Term solely for Customer's internal business purposes in connection with its use of the Services.

(c) **Use Restrictions.** Customer shall not use the Services for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of the Services or Documentation, in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Services or Documentation; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part; (iv) remove any proprietary notices from the Services or Documentation; or (v) use the Services or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law.

(d) **Reservation of Rights.** Provider reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the Provider IP.

(e) **Suspension.** Notwithstanding anything to the contrary in this Agreement, Provider may temporarily suspend Customer's and any Authorized User's access to any portion or all of the Services if: (i) Provider reasonably determines that (A) there is a threat or attack on any of the Provider IP; (B) Customer's or any Authorized User's use of the Provider IP disrupts or poses a security risk to the Provider IP or to any other customer or vendor of Provider; (C) Customer, or any Authorized User, is using the Provider IP for fraudulent or illegal activities; (D) subject to applicable law, Customer has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; (E) Customer's breach or non-compliance with any term or condition of this Agreement. or (F) Provider's

provision of the Services to Customer or any Authorized User is prohibited by applicable law; (ii) any vendor of Provider has suspended or terminated Provider's access to or use of any third-party services or products required to enable Customer to access the Services; or (iii) in accordance with Section 5(a)(iii) (any such suspension described in subclause (i), (ii), or (iii), a "Service Suspension"). Provider shall use commercially reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Services following any Service Suspension. Provider shall use commercially reasonable efforts to resume providing access to the Services as soon as reasonably possible after the event giving rise to the Service Suspension is cured. Provider will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension. Provider will not credit, refund, or suspend any obligation of Customer to make timely payment of Fees following an Activation Event during any Service Suspension, except as set forth in Exhibit I-2.

(f) **Aggregated Statistics.** Notwithstanding anything to the contrary in this Agreement, Provider may monitor Customer's use of the Services and collect and compile Aggregated Statistics. As between Provider and Customer, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by Provider. Customer acknowledges that Provider may compile Aggregated Statistics based on Customer Data input into the Services. Customer agrees that Provider may (i) make Aggregated Statistics publicly available in compliance with applicable law, (ii) use Aggregated Statistics to the extent and in the manner permitted under applicable law, and (iii) use Aggregated Statistics for any Provider business purpose, including product improvement, marketing, and analytics.

3. **Customer Responsibilities**. Customer is responsible and liable for all uses of the Services and Documentation resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Services, and shall cause Authorized Users to comply with such provisions.

4. **Service Levels and Support**.

(a) Service Levels. Subject to the terms and conditions of this Agreement, Provider shall use commercially reasonable efforts to make the Services available in accordance with the service levels set out in Exhibit I-2.

(b) Support. The access rights granted hereunder entitle Customer to the support services described on Exhibit I-2 for the Term.

5. **Fees and Payment**.

(a) **Fees**. Except as otherwise provided in this Section, no fees are due under this Agreement unless and until an Activation Event occurs.

(i) Prior to an Activation Event, any technology fees associated with applicant use of the Services shall be collected by Rum River Consultants and remitted to Provider in accordance with Rum River Consultants' agreement with Customer, and Customer shall have no obligation to remit such fees directly to Provider.

(ii) Following an Activation Event, Customer shall be responsible for paying all fees under this Agreement directly to Provider, in accordance with the fees mutually agreed upon in writing by the Parties and set forth in Exhibit I-1 with a written amendment to this Agreement.

(b) **Taxes**. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on Provider's income.

(c) **Auditing Rights and Required Records**. Customer agrees to maintain complete and accurate records following an Activation Event in accordance with generally accepted accounting principles during the Term and for a period of two years after the termination or expiration of this Agreement with respect to matters necessary for accurately determining amounts due hereunder.

6. **Confidential Information**. From time to time during the Term, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as "confidential" (collectively, "**Confidential Information**"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such

Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

7. **Intellectual Property Ownership; Feedback**.

(a) **Provider IP**. Customer acknowledges that, as between Customer and Provider, Provider owns all right, title, and interest, including all intellectual property rights, in and to the Provider IP.

(b) **Customer Data**. Provider acknowledges that, as between Provider and Customer, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data. Customer hereby grants to Provider a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use the Customer Data and perform all acts with respect to the Customer Data as may be necessary for Provider to provide the Services to Customer, including the right to process, store, and transmit the data, as well as create backups. Additionally, Customer grants Provider a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to reproduce, distribute, modify, and otherwise use and display Customer Data incorporated within the Aggregated Statistics. For the avoidance of doubt, Provider shall not publicly display Customer Data.

(c) **Feedback**. If Customer or any of its employees or contractors sends or transmits any communications or materials to Provider by mail, email, telephone, or otherwise, suggesting or recommending changes to the Provider IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("Feedback"), Provider is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback. Customer hereby assigns to Provider on Customer's behalf, and on behalf of its employees, contractors and/or agents, all right, title, and interest in, and Provider is free to use, without any attribution or compensation to any party, any ideas, know-how, concepts, techniques, or other intellectual property rights contained in the Feedback, for any purpose whatsoever, although Provider is not required to use any Feedback.

8. **Limited Warranty and Warranty Disclaimer**.

(a) Provider warrants that the Services will conform in all material respects to the service levels set forth in Exhibit I-2 when accessed and used in accordance with the Documentation. Provider does not make any representations or guarantees regarding uptime or availability of the Services unless specifically identified in Exhibit I-2. The remedies set forth in Exhibit I-2 are Customer's sole remedies and Provider's sole liability under the limited warranty set forth in this Section 8(a).

(b) Except for the limited warranty set forth in Section 8(a), the Provider IP is provided “as is,” and Provider hereby disclaims all warranties, whether express, implied, statutory, or otherwise. Provider specifically

disclaims all implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement, and all warranties arising from course of dealing, usage, or trade practice. Except for the limited warranty set forth in Section 8(a), Provider makes no warranty of any kind that the Provider IP, or any products or results of the use thereof, will meet Customer's or any other person's requirements, operate without interruption, achieve any intended result, be compatible or work with any software, system, or other services, or be secure, accurate, complete, free of harmful code, or error-free.

9. **Indemnification**.

(a) **Provider Indemnification**.

(i) Provider shall indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) ("Losses") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("Third-Party Claim") that the Services, or any use of the Services in accordance with this Agreement, infringes or misappropriates such third party's US patents, copyrights, or trade secrets, provided that Customer promptly notifies Provider in writing of the claim, cooperates with Provider, and allows Provider sole authority to control the defense and settlement of such claim.

(ii) If such a claim is made or appears possible, Customer agrees to permit Provider, at Provider's sole discretion, to (A) modify or replace the Services, or component or part thereof, to make it non-infringing, or (B) obtain the right for Customer to continue use. If Provider determines that neither alternative is reasonably available, Provider may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer. Customer shall have the remedy of termination in Section 11(b)(ii) below if the modified or replacement Services are materially deficient to the existing Services.

(iii)This Section 9(a) will not apply to the extent that the alleged infringement arises from: (A) use of the Services in combination with data, software, hardware, equipment, or technology not provided by Provider or authorized by Provider in writing; (B) modifications to the Services not made by Provider; or (C) Customer Data.

(b) **Customer Indemnification**. Customer shall indemnify, hold harmless, and, at Provider's option, defend Provider from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's US intellectual property rights and any Third-Party Claims based on Customer's or any Authorized User's (i) negligence or willful misconduct; (ii) use of the Services in a manner not authorized by this Agreement; (iii) use of the Services in combination with data, software, hardware, equipment, or technology not provided by Provider or authorized by Provider in writing; or (iv) modifications to the Services not made by Provider, provided that Customer may not settle any Third-Party Claim against Provider unless Provider consents to such settlement, and further provided that Provider will have the

right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

(c) **Sole Remedy**. This Section 9 sets forth Customer's sole remedies and Provider's sole liability and obligation for any actual, threatened, or alleged claims that the Services infringe, misappropriate, or otherwise violate any intellectual property rights of any third party. In no event will Provider's liability under this Section 9 exceed $5,000.

10. **Limitations of Liability**. In no event will Provider be liable under or in connection with this Agreement under any legal or equitable theory, including breach of contract, tort (including negligence), strict liability, and otherwise, for any: (a) consequential, incidental, indirect, exemplary, special, enhanced, or punitive damages; (b) increased costs, diminution in value, or lost business, production, revenues, or profits; (c) loss of goodwill or reputation; (d) use, inability to use, loss, interruption, delay, or recovery of any data, or breach of data or system security; or (e) cost of replacement goods or services, in each case regardless of whether Provider was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable. In no event will Provider's aggregate liability arising out of or related to this Agreement under any legal or equitable theory, including breach of contract, tort (including negligence), strict liability, and otherwise exceed twelve months' fees paid to Provider under this Agreement in the twelve-month period preceding the event giving rise to the claim.

11. **Term and Termination**.

(a) **Term**. The term of this Agreement begins on the Effective Date and continues until terminated in accordance with this Agreement (the "Term").

(b) **Termination**. In addition to any other express termination right set forth in this Agreement:

(i) Provider may terminate this Agreement, effective on written notice to Customer, if Customer, following an Activation Event, (A) fails to pay any amount when due hereunder, and such failure continues more than 60 days after Provider's delivery of written notice thereof; or (B) breaches any of its obligations under Section 2(c) or Section 6.

(ii) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (A) is incapable of cure; or (B) being capable of cure, remains uncured 90 days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(iii) either Party may terminate this Agreement, effective immediately upon written notice to the other Party, if the other Party: (A) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (B) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (C) makes or seeks to make a general assignment for the benefit

of its creditors; or (D) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

(c) **Effect of Expiration or Termination**. Upon earlier termination of this Agreement, Customer shall immediately discontinue use of the Provider IP and, without limiting Customer's obligations under Section 6, Customer shall delete, destroy, or return all copies of the Provider IP and certify in writing to the Provider that the Provider IP has been deleted or destroyed. No expiration or termination will affect Customer's obligation to pay all Fees that may have become due before such expiration or termination or entitle Customer to any refund. For clarity, no Fees shall be deemed to have accrued or become payable under. This Agreement unless an Activation Event has occurred and fees have been mutually agreed upon in writing pursuant to this Agreement.

(d) **Survival**. This Section 11(d) and Sections 1, 5, 6, 7, 8(b), 9, 10, and 12 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

12. **Miscellaneous**.

(a) **Entire Agreement**. This Agreement, together with any other documents incorporated herein by reference and all related Exhibits, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement, excluding its Exhibits; (ii) second, the Exhibits to this Agreement as of the Effective Date; and (iii) third, any other documents incorporated herein by reference.

(b) **Notices**. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

(c) **Force Majeure**. In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or

slowdowns or other industrial disturbances, passage of law or any action taken by a governmental or public authority, including imposing an embargo, pandemics, epidemics, public health emergencies, cyber-attacks, and telecommunications failures.

(d) **Amendment and Modification; Waiver**. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party. No waiver by any Party of any of the provisions hereof will be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, (i) no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement will operate or be construed as a waiver thereof, and (ii) no single or partial exercise of any right, remedy, power, or privilege hereunder will preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

(e) **Severability**. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

(f) **Governing Law; Submission to Jurisdiction**. This Agreement is governed by and construed in accordance with the internal laws of the State of Minnesota without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Minnesota. Any legal suit, action, or proceeding arising out of or related to this Agreement or the licenses granted hereunder will be instituted exclusively in the federal courts of the United States or the courts of the State of Minnesota in each case located in the County of Anoka, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

(g) **Assignment**. Customer may not assign any of its rights or delegate any of its obligations hereunder, in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of Provider. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns.

(h) **Export Regulation**. Customer shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), that prohibit or restrict the export or re-export of the Services or any Customer

Data outside the US. Customer represents and warrants that it is not located in, under the control of, or a national or resident of any country to which export is prohibited under US laws and regulations.

(i) **Equitable Relief**. Each Party acknowledges and agrees that a breach or threatened breach by such Party of any of its obligations under Section 6 or, in the case of Customer, Section 2(c), would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party will be entitled to equitable relief, including a restraining order, an injunction, specific performance, and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity, or otherwise.

(j) **Counterparts**. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

LINWOOD TOWNSHIP

_____

Jonn Olson, Chairman

ATTEST:

_____

Julie Dahnke, Interim Clerk

BASELINE TEHNOLOGIES

_____

Adam Schreder, Chief Operations Officer

ATTEST:

_____

Carri Levitski, Witness

EXHIBIT I-1

Capitalized terms used but not defined in this Exhibit I-1 have the meaning given to those terms in the Agreement.

A. **DESCRIPTION OF SERVICES**: Baseline software relating to the application for, and administration of, permits for building, plumbing, electrical, septic, mechanical, fire systems, and rental/business/animal licenses.

B. **FEES**: Unless and until an Activation Event occurs and such fees are mutually agreed upon in writing, Customer shall have no payment obligations under this Agreement. Following an Activation Event, Customer shall make all payments hereunder in US dollars in accordance with the fees mutually agreed upon in writing by the Parties. The Parties acknowledge that, prior to an Activation Event, the Services are provided to Customer through Provider's separate contractual relationship with Rum River Consultants, and that no separate fees are due under this Agreement for such Services during that period.

   (a) Prior to an Activation Event, any technology surcharge described herein shall be collected by Rum River Consultants and remitted to Provider. Following an Activation Event, such fees shall be paid directly by Customer to Provider.

C. **TECHNOLOGY SERVICE CHARGE**: Following an Activation Event and subject to mutual written agreement of the Parties, permit applicants may be required to pay a technology service charge, currently anticipated to be $10 per application, which amount may be adjusted from time to time by mutual agreement. Any such technology service charge shall be paid to Provider.

D. **DATA IMPORT FEE**: Following an Activation Event and if Customer elects to have data imported from its prior permit application system, Customer shall pay Provider professional fees at a rate to be mutually agreed upon at that time for such data import services.

Provider and Customer may mutually agree in writing to add additional services or modules not otherwise provided through Customer's relationship with Rum River Consultants, which shall be subject to a separate written agreement or amendment.

EXHIBIT I-2
SERVICE LEVELS AND SUPPORT

Customer agrees to provide the necessary time, resources, and personnel to support the implementation of Provider's services and applications. Provider reserves the right to modify, enhance, or update the Services at its sole discretion.

Customer will be entitled to unlimited technical support during Provider’s business hours (8:00 AM to 5:00 PM Central, Monday through Friday) at no additional cost. A contact number will be provided for critical issues outside business hours. Support is provided via email or phone. Phone support includes screen sharing when required. Additional expenses may apply for support services on holidays or weekends.

Provider reserves the right to limit or decline support requests that it deems excessive or abusive, examples include, but are not limited to, continuous emails on the same support ticket after a question has already been answered, not using the designated support channels, and abuse to support staff.

For Demonstration Purposes Only

DIVISION 2. ADMINISTRATIVE FEES AND CHARGES

Sec. 2-249. Schedules of fees and charges adopted.

The following schedule of license and permit fees, and planning and zoning related fees, charges for services and resales and other charges is hereby adopted by the town board, to be in effect in the town from the date of publication of the ordinance from which this section is derived and thereafter until adoption and publication of another ordinance resetting the fees and charges in the town:

Linwood Town Fee Schedule

License Fees		
Annual fees expire on December 31		
Adult use establishment license	$10,000.00	
Dog license annual fee	$2.00	
Dog kennel annual fee	$25.00	Requires interim use permit
Large assembly license	$100.00	$300,000.00 bond, minimum
Rental housing license - biennial renewal	See Land Use Fees	
Sign permit - biennial fee	$50.00/2yr	
Temporary habitation annual fee	$60.00	
Service Fees		
ACH payment	0.8% of transaction — $5.00 maximum	
Assessment search	$10.00	
Copies - paper or electronic	$0.25 per side	
Credit card convenience fee	2.9% + $0.30 of transaction	
Data request response staff time	$40.00 hour after first ½ hour	
Fax (send or receive)	$2.00 per 10 pages	
Notary fee (no charge for residents)	$2.00	
Filing fee for elected office	$2.00	
Recording fee	$75.00	
Returned check fee - NSF	$35.00	
Senior center hall rental	$200.00 hall	$250.00 hall w/kitchen
Senior center hall damage deposit	$200.00 hall	$250.00 hall w/kitchen
Senior center hall rental application fee	$50.00	
Senior center chair rental	$1.00 each (minimum fee $10.00)	
Senior center table rental	$5.00 each	
Senior traveler	$0.75 per mile (nonmedical)	
Swing away mailbox post	$125.00 plus sales tax	
Swing away mailbox post with installation	$175.00 plus sales tax	
Town code book	$75.00	
Township maps	$1.00 to $10.00	
Building Permit Fees		

For Demonstration Purposes Only

This language has been revised to offer clarity and reference Minnesota Statutes and Administrative Rules instead of specific sections.

Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is $125.00. Language was also added to this to define this type of table and when it applies to permits to offer clarity.

Total Valuation	Permit Fee
$1.00 to $4,000	$125.00 Minimum
$4,001 to $25,000.00	$125.00 for the first $2,000.00 plus $16.55 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$464.15 for the first $25,000.00 plus $12.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$764.15 for the first $50,000.00 plus $8.45 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$1,186.65 for the first $100,000.00 plus $6.75 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,886.65 for the first $500,000.00 plus $5.50 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00; and
$1,000,001.00 and up	$6,636.65 for the first $1,000,000.00 plus $4.50 for each additional $1,000.00 or fraction thereof

Subd. 2. Project Valuation Determination. This is the new Subd. 8 which clarifies this language along with identifies the value per square foot for certain residential projects not included in the other cited published BVDs which provides an additional layer of transparency when calculated valuations.

Subd. 3. Plan Review Fees. Where a plan review fee is performed and charged, the minimum plan review fee for residential permits is $50.00 and $150.00 for non-residential and multi-family permits. Plan review fees for building, fire suppression, and fire alarm permits shall be 65 percent of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160. Additional language was also added to clarify the processes.

Mechanical permit plan reviews are calculated the same as building permit plan reviews.

This language has been clarified to match Minnesota Statutes and Administrative Rules.

Subd. 4. State Surcharge on Building, Mechanical, and Plumbing Permits. In addition to the permit fees established in this fee schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with M.S.A. § 326B.148.

Subd. 5. Refunds. This is the new Subd. 11 which clarifies when and how refunds are processed.

Subd. 6. Work Without a Permit. This is the new Subd. 12 which additional language was added for clarity.

Subd. 7. Validity, Expiration and Suspension or Revocation of Permits. This is the new Subd. 13 which includes abandonment and additional language for clarity.

Subd. 8. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code. This is the new Subd. 4 and includes a description to assist in the understanding what is regulated under the Minnesota Residential Code. We've also simplified this table.

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	$125.00
Basement finish mechanical	$125.00
Basement finish – Owner occupied, non-rental (owner performed work)	Included with the building permit provided inspections are performed together

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	which now provides a cost savings to residents.
Fireplace	$125.00
Garage heater	$125.00
Gas lines	$125.00
Miscellaneous mechanical appliance	$125.00
All other minor mechanical work	$125.00
This has been changed to include any two or more improvements as described in the new table instead of limiting it to only furnace and air conditioners which provides additional cost savings to residents.	$185.00
Subd. 9. Plumbing Permit Fees for Structures Regulated Under the Minnesota Residential Code. This is the new Subd. 2 and models after the new mechanical permit fee structure to offer additional savings	
New construction plumbing	$150.00 per unit
Addition, alteration, remodel, or replacement	$125.00
Basement finish	$125.00
Basement finish – Owner occupied, non-rental (owner performed work)	Included with the building permit provided inspections are performed together which now provides a cost savings to residents.
Water heater	$125.00
Water conditioning system	$125.00
Language added to further define what type of work falls under this category.	$125.00
Added additional category to provide a cost savings when two or more improvements are performed together, similar to mechanical permits: Two or more improvements installed and inspected at the same time: Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention, other miscellaneous plumbing improvements	$185.00
Subd. 10. Other Permits and Fees. The new fee schedule references the FMT.	
Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply. A maximum fee has been added for $850 which will result in cost savings for residents on large projects.
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply A maximum fee has been added for $500 which will result in cost savings for residents on large projects.
Deck	Refer to Subd. 1 table. A 65% plan review may apply A maximum fee has been added for $675 which will result in cost savings for residents on large projects.
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (exceeding 60 miles from the jurisdiction)	$250.00 Additional language has been added to clarify when this fee is charged and the addition of mileage which has been past practice.
Residential roofing	$125.00

Residential siding	$125.00
Residential window replacement (same size)	$125.00
Commercial demolition	$300.00 – basing the permit fee on the FMT was creating permit fees that were too high.
Residential demolition	$300.00 – similarly, this fee was too low. We've provided balance between residential and non-residential demolitions and defined what is included in the permit.
Manufactured home set-up (foundation and connections only)	$375.00 and includes mechanical and plumbing inspections and plan review. These costs were priced out separately and the new structure is more straight forward and provides a cost savings to the permit applicant of $150.00. **Previous Costs:** Building: $375 Plumbing: $150 Mechanical: $150 Plan Review: $50 Total - $525.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	$125.00
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	$210.00 which matches the single fixture costs for non-residential and multi-family.
Inspections which no fee is specifically indicated	$95.00 per hour – which results in a cost savings of $30 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	Better defined with new language that is included in the new Subd. 6.
Re-inspection fees	$95.00 per hour/inspection—whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of $300.00)
Plumbing permit fees for non-residential or multi-family structures	See new Subd. 2
Fire protection system permits	See new Subd. 5
Plumbing and fire construction permit plan review for non-residential and multi-family structures	See new Subd. 6 (d)

Industrialized Modular or Prefabricated Buildings (new Minnesota Statute)	See new Subd. 7	
Agriculture permit exemption administrative application	See new Subd. 9 - $250, includes preliminary site plan review	
Consultants, cost for service	See new Subd. 9 - If the actual cost to the Township for services provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid by the applicant. This adds clarification that costs exceeding escrows, etc. is born by the permit applicant.	
Investigation (must be identified according to MSBC)	See new Subd. 9 – In addition to, but not to exceed, the original permit fee.	
Mechanical single appliance permit, non-residential or multi-family	See new Subd. 9 – $210.00	
Reissuance or renewal of a permit	See new Subd. Refer to the FMT in Subd. 1 and determined based on the remaining work to be completed. Minimum fee: $50.00	
Entirely new SSTS cost schedule can be found in the new Subd. 14		
This should be renamed Zoning if not part of the new RRC recommended Fee Schedule		
Accessory building 120 sq. ft. to 200 sq. ft.	$250.00 if RRC is requested to administer zoning permits and shall include plan review and one final inspection.	
Adult use establishment application	$3,000.00	Escrow may apply
Driveway permit	$250.00 if RRC is requested to administer zoning permits and shall include plan review and one final inspection.	$800.00 Escrow
	This was follow the same reinspection fees as recommended in the new Subd. 9	
		If RRC administers Linwood's Rental Licensing Program, we are recommended the fees identified in the new Subd. 15

Right-of-way utility permit	$200.00	
Maintenance Permit	$20.00	If RRC administers Linwood's SSTS Program, all permit, services, and inspections are identified in the new Subd. 14
Sign permit application	$50.00	Does the Township issue zoning permits for signs? A building permit is also required and would be based on Subd. 1 of the existing and potential new fee schedule.
		Chapter 17, Article III, Part 1, Division 3 regulates Swimming Pools in the Town Code – no permits are required for pools if they do not meet the threshold of needing a building permit. If a building permit is needed, the cost would be based on Subd. 1 of the existing and potential new fee schedule.
Wetland issues/wetland mitigation	$200.00 minimum	Escrow may apply
This should be renamed to Land Use Fees		
Administrative subdivision	$350.00	$1,000.00 Escrow
Amendment application for conditional or interim use permit	$350.00, requires public hearing	$1,000.00 Escrow
Amendment to comp plan	$350.00, requires public hearing	Escrow may apply
Amendment to zoning plan/map (Rezoning)	$350.00, requires public hearing	$1,000.00 Escrow
Text amendment to Town Code	$1,000.00, requires public hearing	$1,000.00 Escrow
Conditional use permit	$350.00, requires public hearing	$1,000.00 Escrow
Final plat	$200.00	$2,500.00 Escrow
Preliminary plat	$350.00 plus $100.00/lot, requires public hearing	$5,000.00 Escrow
Easement vacation	$350.00, requires public hearing	$1,000.00 Escrow may apply
Interim use permit	$350.00, requires public hearing	$1,000.00 Escrow
Interim use permit: solar garden or solar farm	$1,500.00, requires public hearing	Escrow shall apply
Other land use application	$200.00	Escrow may apply
Parkland dedication fee	$2,000.00 minimum per lot	

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Public hearing	$200.00	Escrow may apply
Site plan review	$50.00	
Sketch plan review	$200.00	$500.00 Escrow
Solar zoning application	$100.00	Escrow may apply
Variance	$350.00, requires public hearing	$1,000.00 Escrow

LEGEND

- **YELLOW** = Budget neutral/undetermined impact
- **PURPLE** = Anticipated increase
- **GREEN** = Anticipated decrease

REFERENCE DOCUMENT
SUMMARY UPDATES FOR THE 2026 FEE SCHEDULE

Subd.1 Fee Multiplier (Residential / Non-Residential Building / Mechanical Permits):

- Minimum valuation fee listed at $125. This is clarified for projects calculated valuation between $2,001 and $4,000. *Two projects were processed at a slightly reduced rate in 2025 per this inconsistency in the fee schedule.*
- Impact for Applicant:
  - Increase of up to $8.40 on permits between $4,001 and 25,000.
  - In 2025, 179 permits were based on valuation. Of those, 83 permits were in this category.

Subd. 2 - Non-Residential & Multi-Family Plumbing Permit Fees:

- Rum River provides services related to code administration for certain plumbing installations. These are historically governed by state agencies. This partnership with Rum River allows for greater local control and sharing of resources. Internal review is typically days versus months with contractors and building owners benefiting from improved services.
- Fees now based on construction value (per 2025 legislative session) instead of fixtures, matching state fees for Rum River's delegated services. Single fixture permit incorporated. Impact undetermined.

Subd. 3 - Residential Plumbing and Subd. 4 - Residential Mechanical:

Owner-occupied, non-rental properties are eligible for fees to be waived when the homeowner completes the basement finish work. This results in a fee reduction of $125 for individual fees, or up to $250 when combined.

Subd. 5 Fire Protection System Permits:

Added operational permits (MN State Fire Code) and mirrored approach listed in Subd. 2 **(New)**: Single fixture permit incorporated. Impact undetermined.

Subd. 6 Plan Review Fees: Minimums are based on time and certification required.

- Residential plan review minimum adjusted to $81.25 (65% of $125 permit minimum).
  - This is an increase of $18.75. Note: The 2025 fee schedule minimum states $62.50.
  - Non-Residential plan review minimum set at $150 **(New)**.
- Hourly rates have been clarified to include $95.00 per hour for residential and $125.00 per hour for non-residential and multi-family services. Additionally, billing methods are recorded per quarter hour, with a minimum of ½ hour.
- Non-Residential/Multi-Family Plumbing Plan Review **(New)**: Matched updated state fees based on construction value for delegated services. Impact undetermined.
- Non-Residential/Multi-Family Fire Construction Plan Review **(New)**: Fees based on construction value for delegated services. Impact undetermined.

Subd. 7 Industrialized Modular/Prefabricated Buildings (New): The inclusion of this subdivision is a result of new statutory language passed during the 2025 legislative session.

LEGEND

- **YELLOW** = Budget neutral/undetermined impact
- **PURPLE** = Anticipated increase
- **GREEN** = Anticipated decrease

Subd. 9 Other Permits and Fees:

- Maximum fees set for basement finishes ($500), Accessory Structures ($850), and Decks ($675) **(New)** (Decrease for high-valuation projects - includes plan review).
- Agriculture permit exemption administrative application **(New)**: $250 (includes preliminary site plan review).
- Consultants, cost for service when external professional services exceed standard fees (such as for special inspectors with SSTS advanced systems) **(New).** (Budget-neutral).
- Demolition Permit: Residential increase of $100 (includes two site inspections and administrative plan review; Non-Residential now a set fee rather than by valuation expected decrease in fees.
- Inspections with no fee indicated: Decrease by $30.
- Inspection, reinspection fees - Clarified language - cost neutral.
- Manufactured home set-up permit decreased by $163.75 (includes mechanical/plumbing permits and plan review).
- Mechanical Single Appliance permit for non-residential or multi-family: Set fee of $210.00.
- Mechanical Non-Residential temporary heating equipment: Increase of $60.
- Moved-In Structure (Residential): Clarifies $95/hour plus mileage outside the Township.
- Reissuance/Renewal of (Expired) Permit **(New)**: Minimum $50 (Up to $75 decrease for maintenance permits and varies for value-based permits due to remaining work.)
- Technology Service Charge **(New)**:
    - A Technology Service Charge is a small, application specific cost charged at the time of permit issuance which is paid specifically by the applicants who utilize and benefit from the digital permitting infrastructure.
        i. These funds support the ongoing resources needed to maintain a secure and modern permitting environment including portal access, live updates, contractor licensing verification, support, data security, and system updates for the users.
    - Development and annual licensing costs are incorporated into Rum River Consultants' services and would otherwise be the responsibility of the jurisdiction.
    - This is a budget-neutral item as applicants are charged $10.00 per permit which is provided to Baseline for services outlined above.

Subd. 14 - Subsurface Sewage Treatment System (SSTS) Fees: Fees categorized by system type.

- SSTS Type I, II, or III residential system: Increase of $100 (includes soil verification) and therefore is cost neutral.
- SSTS Type IV or V: Set fee of $375 plus actual cost (due to special inspector fees incurred) versus value based method.
- Alteration or Extension (omitted accidentally from original proposed draft). Added back in - no fee change.
- Holding Tank: Decrease for first year (operating permit included).
- Soil Site Review **(New)**: $250 + $100 per lot if requested for plat approval.
- SSTS Abandonment/Removal (unless in conjunction with new septic permit) **(New)**: $125.
- Maintenance Permit: Increase of $10 per permit (covers a three year period).

LINWOOD TOWNSHIP

PUBLIC NOTICE OF PUBLIC HEARING AND PROPOSED ORDINANCE AMENDMENT

The Linwood Town Board will consider a proposed ordinance to amend Linwood Town Code Chapter 2, Article VI, Division 2, Section 2-249. The purpose of the proposed ordinance is to amend fees for services administered by Linwood Township's Designated Building Official.

Pursuant to Minnesota Statute 462.357, Subd. 3, a Public Hearing is required for the adoption of this proposed ordinance amendment as there are fees that are regulated by the Linwood Township Zoning Code.

TIME OF TOWN BOARD MEETING AND PUBLIC HEARING: Tuesday, June 9, 2026 at approximately 6:30 p.m. at Linwood Town Hall located at 22817 Typo Creek Drive, Linwood Township, Minnesota, 55079.

Dated this 14th day of May, 2026

Julie Dahnke, Interim Clerk
Linwood Township
Anoka County, Minnesota

RESOLUTION NO. 2026-5

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 2026-5

WHEREAS, Linwood Township has adopted the above-referenced ordinance; and

WHEREAS, Minn. Stat. § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the verbatim text of the ordinance is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW THEREFORE, BE IT RESOLVED by the Town Board of Linwood Township, Anoka County, Minnesota, that the following summary is hereby approved for official publication:

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2, SECTION 2-249, OF THE LINWOOD TOWN CODE RELATED TO THE ADMINISTRATIVE FEES AND CHARGES

On June 9, 2026, the Linwood Town Board adopted an ordinance designated as Ordinance No. 2026-5, the title of which is stated above. The purpose of the ordinance is to amend the Township's fee schedule as it relates to the schedule of license and permit fees, and other services administered by Linwood Township's Designated Building Official. A full copy of the ordinance is available for public inspection during normal business hours at Linwood Town Hall, 22871 Typo Creek Drive, Linwood Township, Minnesota in the office of the Town Clerk.

BE IT FURTHER RESOLVED that the Town Clerk is directed to keep a copy of the ordinance in the Clerk's office at Linwood Town Hall for public inspection and to post a full copy of the ordinance in a public place in the Township for a period of two weeks.

Adopted by the Linwood Town Board of Linwood Township, Anoka County, Minnesota this 9th day of June 2026.

_____ _____

Julie Dahnke, Interim Clerk Jonn Olson, Chairman