LINWOOD TOWNSHIP

ANOKA COUNTY
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Town Board Meeting
Meeting Minutes
June 9, 2026

Meeting called to order at 6:33 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, Coordinator/Treasurer
Attorney present:	Mark Allseits
Residents present:	Jay Melton, Joe Dolphy, Al Hurtley, Ed Kramer, Hank Senger

PUBLIC FORUM
Jay Melton, 234th Lane. Reported that his neighbor has horses on the property which is 5.2 acres. Linwood code states the minimum lot size is 9 acres to have horses. Mr. Melton and Supervisor Olson will meet on June 10, 2026 to work toward resolving this issue.
Joe Dolphy, Fawn Lake Drive NE, stated that the office should send a letter for compliance to the homeowner and if they don't comply, then they would get a citation. Attorney Mark Allseits suggested specific items that would strengthen the township's position and support a favorable court ruling if litigation became necessary.

Al Hurtley, 229th Ave NE. Inquired if discussion of the easement between the School Forest and the homeowners land will be added to the agenda tonight. He was assured it will be added to the agenda.

CONSIDERATION AND APPROVAL OF AGENDA
Removal:
- 7.2 P&Z Committee Terms

Add:
- 7.4 Request for Garnishment

- 7.5 School Forest Access

Motion by Dan Lametti to approve the agenda as presented. Second by Sam Cole.
Motion carried. (5-0)

CONSIDERATION AND APPROVAL OF CONSENT AGENDA
Approval of May 26, 2026 Meeting Minutes
Approval of May 26, 2026 Workshop Minutes
Approval of June 2, 2026 Workshop Minutes
Claims List for Approval: 39482-39499; Total: $58,877.69
Payroll for Approval: $10,242.17

Recommended Changes to the June 2, 2026 Workshop Minutes:
The Workshop Minutes should have included information that residents, Joshua Phelps and Mike Frost, attended the workshop to recommend that they would like to see new members on the P&Z Committee.

Motion by Jonn Olson to approve the Consent Agenda with the amendments to the June 2 Workshop Minutes as noted above, seconded by Lisa Henrickson. Andy Luedtke abstained.
Motion carried. (4-0-1)

NEW BUSINESS
7070 Fawn Lake Dr NE – Non-Compliant Septic – Mark Allseits
Zierke Soil Testing Documentation
Rum River Consultants Communication
Attorney Mark Allseits outlined actions the Town Board could take to ensure compliance.

Joe Dolphy stated he took advantage of the two-year time frame to save money to pay for a new septic system. He contracted with Zierke Soil testing to come out and do soil borings and with Hassel Free to install the new system. He expressed frustration with the course of action taken by Rum River.

Motion by Andy Luedtke to table the issue of ensuring compliance to have time to formalize language of an abatement agreement with the property owner until the June 23 Meeting. Second by Dan Lametti. Motion carried. (5-0)

MnDOT Agreement No. 1062604 – Supervisor Olson
Resolution 2026-05
This is regarding the project on 205th completed in 2023 using LRUP grants; the township needs the paperwork outlining the scope and the cost of the project. Craig Yoakum generated a document the township needs to sign in order to receive disbursements from the grant.

Motion by Jonn Olson to grant the Town Board Chair to sign the MnDOT Agreement No. 1062604. Second by Andy Luedtke.
Discussion: Grant funds will be received in phases, and an escrow account will be established to manage the payments. All ayes, motion carried. (5-0)
Motion by Jonn Olson to approve Resolution 2026-05 which is a local road improvement program

grant agreement, grant terms and conditions, SAP number 002-592-001. Second by Dan Lametti. Motion carried. (5-0)

Request for Garnishment, Mark Allseits

The township received a Request for Garnishment notice from a law firm to collect an unpaid debt from a Linwood Township employee or volunteer. There is a Minnesota Statute that states if the individual earns $455.20 or less in weekly gross earnings, the percent of disposable earnings to be withheld are 0%. Attorney Allseits confirmed that the individual earns less than this amount, thus he is seeking authorization from the board to draft a response to the law firm seeking garnishment that there is no withholding to be had because of the low wages earned on a gross weekly basis. Once that is complete, he will send a confidential memo to the board so they have the complete information. The information should remain confidential due to personnel data that prohibits the board from disclosing information of any employees or bona fide volunteers.

Motion by Jonn Olson to authorize Attorney Allseits to draft a document indicating the wage threshold of the employee. Second by Supervisor Henrickson, Motion carried. (5-0)

School Forest Access

Discussion was held regarding access to the School Forest. Attorney Allseits reported that a recorded perpetual easement exists between the State of Minnesota and the adjoining property owner. He recommended having a surveyor review the easement document and property to determine whether the existing easement covers the route currently used by students to access the School Forest. The easement references three pathways that require clarification. If the existing easement covers the route, no additional agreement is needed; if not, a new easement should be pursued before the property's sale closes.

Ed Kramer noted the access route is used annually for a Halloween event involving approximately 500 participants. Supervisor Olson suggested that, if necessary, an alternative trail could be explored through adjacent State-owned land west of the school. Attorney Allseits recommended that the School District engage a surveyor to determine whether the current easement provides the needed access.

Supervisor Cole agreed to research the easement records and contact the prospective property owner regarding continued access. He will report his findings at a future Town Board meeting.

Motion by Jonn Olson to authorize Supervisor Cole to research the easements and property use and to contact the prospective landowner regarding continued access. Second by Lisa Henrickson.

Discussion: Sam will go to the Recorders Office to learn about the easements and anything else attached to that property.

All ayes, motion carried. (5-0)

OLD BUSINESS

PARC'S To Do List – Sam Cole

Supervisor Cole reported that the Linwood Parks and Recreation Committee toured all active township parks this spring to assess their condition. Following the tour, the committee submitted a four-page list of recommended maintenance and improvement projects. The Board will review the list to determine which items can be completed by Public Works.

Supervisor Olson will coordinate with Public Works regarding the projects they will undertake and will attend the Parks and Recreation Committee meeting next Monday.

PARC Survey to Residents, Sam Cole
The Committee would like to post a survey for Linwood residents to learn how the community uses the parks, what they like/dislike, etc. They would like to host small (no cost activities) in the parks such as flying kites, a community kickball game, etc. to encourage residents to use the parks and foster a sense of community.

Supervisor Olson stated if a survey is made available to township residents, it should be established and maintained by the office to ensure document and data retention. His preference is that the survey be hosted on the website. A link to the survey on the township's website could be posted on a member of the PARCs Committee social media.

Motion by Sam Cole to direct staff and PARCs Committee to collaborate on creating a survey on the township's website.
Amended Motion by Sam Cole to direct the PARCs Committee to collaborate with the Township Coordinator to create the survey for PARCs usage. Second by Andy Luedtke. Motion carried unanimously. (5-0)

PARCs Committee – Scheduling Park Activities, Sam Cole
The committee seeks the board's approval to plan park activities that do not cost any money freely without board approval each time. The consensus was that the issue will be discussed at the upcoming workshop.

Clerk Position – Alicia Morris
Request for Action – Post for Clerk Position
Clerk Job Description
Clerk Position Posting

Motion by Jonn Olson to approve the Clerk Job Description as written, additionally approve the coordinator to post and advertise to seek applicants for the town clerk position. Second by Sam Cole. Motion carried unanimously. (5-0)

UPCOMING MEETINGS
Town Board Workshop – June 23, 2026 at 5:30PM
Public Hearing Meeting re: revised fee schedule – June 23, 2026 at 6:30PM
PARCs – June 15, 2026 at 6:00PM
Planning & Zoning – June 16, 2026 at 6:00PM

The next Regular Town Board Meeting is scheduled for June 23, 2026 at 6:30PM
Attorney Allseits stated:

- Has stopped work on the employee personnel document. Jonn noted he has almost completed his editing.

- Attorney Allseits has stopped all work until he receives further direction from the Board.
- Signs in the Right of Way. He offered to draft a template the office can use to plug in the names and send out as needed, or he can draft letters and send according to board approval.

Jonn Olson stated that he and the office staff will locate the documents outlining the township's code enforcement procedures and process so that enforcements can proceed accordingly.

***Motion* by Sam Cole to adjourn, seconded by Lisa Henrickson. Motion carried. (5-0)**

Meeting adjourned at 8:03PM.

Respectfully submitted by Linda Hurtley, Contract Office Assistant

Minutes Approved: June 23, 2026

Chairperson: _____
Jonn Olson

Attested: _____
Julie Dahnke, Interim Clerk