LINWOOD TOWNSHIP

ANOKA COUNTY
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Town Board Meeting
Meeting Minutes
June 23, 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:	Joe Dolphy, Craig Waltjer, KaNoug Xiong, Musjtjim Vang, Jay Metter, Tony D., Carissa Kranz (Rum River), Andy Schradar (Rum River), Lloyd Horton, Sharon Mojsiej

PUBLIC FORUM
Carrisa, Rum River Consultants. She provided a review of their process when they receive a notice of septic non-compliance.

CONSIDERATION AND APPROVAL OF AGENDA
Remove 8.1 proposed resolution for electronic poll pads, postpone to the July 14 Town Board meeting.
Motion by Lisa Henrickson to approve the agenda with the change noted above. Second by Sam Cole. Motion carried. (5-0)

CONSIDERATION AND APPROVAL OF CONSENT AGENDA
6.1 Approval of June 9, 2026 Meeting Minutes
6.2 Approval of June 9, 2026 Workshop Meeting Minutes
6.3 Resolution 2026-09: Liquor and Gambling (bingo) for Fun Fest
6.4 Claims List for Approval #39500 - #39512 Total $89,491.22
6.5 Payroll for Approval $24,672.01
Motion by Jonn Olson to approve the Consent Agenda with the amendments to the June 2 Workshop Minutes as noted above, seconded by Dan Lametti. Andy Luedtke abstained. Motion carried. (4-0-1)

NEW BUSINESS

7.1 PUBLIC HEARING: Chapter 2, Article I, III and VI for proposed ordinance amendments

Chair Jonn Olson called the Public Hearing to order at 6:42pm.

- Resident Joe Dolphy, Fawn Lake Drive, inquired as to the purpose of the Public Hearing; Attorney Allseits read the following from the Public Notice:
  - "On June 23, 2036, the Linwood Town Board held a public hearing to consider a proposed ordinance to amend Linwood Town Code as follows: Chapter 2, Article I, Chapter 2, Article III, Chapter 2, Article VI. After receiving public comments, the Town Board adopted Ordinance No. 223 on the same date. Due to the length of this ordinance, this notice constitutes a summary for publication consistent with state law. Ordinance 223 amends the administrative language and fees for services contained in Chapter 2, Article I, Chapter 2, Article III, Chapter 2, Article VI. A full copy of the ordinance is available for inspection upon request by contacting the Town Clerk or Town Coordinator. This amendment goes into effect upon publication on July 2, 2026."

Chair Jonn Olson closed the Public Hearing.

- Supervisor Luedtke had several clarifications about the fees:
  - The service fee for credit card purchases is covered by the proposed fee.
  - Discussion about fees for tires; it was noted that the township has been losing money on tires and the rate will be $6.00 per tire now. The township will no longer take tractor and semi tires.
  - All Committees will have 5 members and no alternate.

Motion by Andy Luedtke to accept the changes to the ordinances as discussed.

Discussion: Attorney Allseits will draft the ordinance and a summary for publication for the board to approve. The ordinance will reflect the changes that are in the red lines regarding tire fees and number of committee members.

Motion failed for lack of an official ordinance to approve.

Attorney Allseits drafted an ordinance, titled 2026-11, and summary for publication outlining the changes to the ordinances for the purpose of updating the code. He handed a hard copy of the documents to Supervisor Olson.

Motion by Andy Luedtke approving Ordinance Number 2026-11, Town of Linwood, an ordinance amending Chapter two of the Linwood Town Code regarding administration, boards, committees, and fees. Second by Sam Cole. All ayes, motion carried. (5-0)

Motion by Andy Luedtke approving summary of Ordinance 2026-11, Town of Linwood ordinance amending Chapter two of the Linwood Town Code regarding administration, boards, committees, and fees. Second by Dan Lametti. All ayes, motion carried. (5-0)

7.2 Resolution 2026-08: Variance for 8560 North Fawn Lake Road NE – Cindy Nash

- A variance to allow an existing 259 square foot structure located near the lake to be considered their permitted 200 square foot structure.
- The second variance is to allow the accessory structure they would like to build to be harmonious with but not exactly matching the façade of the home.
- Both variances would be subject to the conditions in the packet from the Planning Committee.

Motion by Andy Luedtke to approve Resolution 2026-08, approving a variance related to accessory

structures at 8560 North Fawn Lake Road NE. Second by Lisa Henrickson. All ayes, motion carried (5-0)

7.3 Resolution 2026-011: Variance for Pajtsheng and Ntxhi Estates for shared driveway – Cindy Nash
Motion by Andy Luedtke to approve Resolution 2026-011 approving a variance related to a shared driveway access for the development known as the Pajtsheng and Ntxhi Estates. Second by Dan Lametti. All ayes, motion carried. (5-0)

7.4 Resolution 2026-012: Final Plat for Pajtsheng and Ntxhi Estates – Cindy Nash

- Resolution to approve the final plat for the development.

Motion by Andy Luedtke to approve Resolution 2026-012 approving the final plat for the development known as Pajtsheng and Ntxhi Estates. Second by Sam Cole. All ayes, motion carried. (5-0)

7.5 Resolution 2026-010: Chapter 6 ordinance amendment – Cindy Nash
Cindy Nash clarified that the item should be presented as an ordinance rather than a resolution. She explained that Ordinance 2026-010 amends Chapter VI of the Linwood Code relating to surveys and building permit issuance. The amendment removes the requirements for a Certificate of Survey with all building permit applications and for Planning Commission and Town Board review of new homes on unplatted lots prior to building permit approval, as these are not standard procedures. Cindy presented a summary version of the ordinance for the Board's review and requested a motion to adopt Ordinance 2026-010 approving the summary publication.
Motion by Andy Luedtke amending Chapter VI of the Linwood Town ordinances related to surveys and building permits issuance, along with the summary language for publication. Second by Dan Lametti. All ayes, motion carried. (5-0)

7.6 P&Z Action Item List: Direction for Cindy Nash to assist P&Z process – Supervisor Luedtke
Supervisor Luedtke requested board approval for Cindy Nash to help the Planning Commission to clean up the language regarding accessory buildings.
Motion by Andy Luedtke to direct Planner Nash to work with the Planning Commission on drafting an accessory structure and ordinance clean-up. Second by Jonn Olson. All ayes, motion carried. (5-0)

7.7 Resolution 2026-06: Appointing Election Judges for 2026 Primary – Alicia Morris
Motion by Jonn Olson to adopt Resolution 2026-06 which appoints the election judges for the 2026 primary.
Discussion: Lisa Henrickson pointed out that typically more election judges are needed than are on the list. Alicia noted that the Resolution includes that the Town Clerk or Treasurer/Coordinator can appoint additional judges as needed.
Second by Lisa Henrickson. All ayes, motion carried. (5-0)

7.8 Request for Action: Pay for Election Judges – Alicia Morris
Requesting that the pay rates for the election judges move from $11.00 to $14.00 per hour, the technology judges be raised from $12.50 to $15.00, and the head judge be increased from $15 to $16. These rates reflect what is currently being paid by other jurisdictions in the county.
Motion by Andy Luedtke to accept the hour pay rate of $14 for election judges, $15 for technology judges, and $16 for the head judge for the 2026 election. Second by Lisa Henrickson.
Discussion: Lisa reminded staff to draft a document for the judges to sign stating if they want to be paid or not.

All ayes, motion carried. (5-0)

7.9 Request for Action: Date change for AB voting – Alicia Morris
Alicia Morris explained that the county is providing the option for residents to choose whether they wish to enable voting 46 days prior or 18 days in advance. Staff are requesting a vote to approve the 18 day AB election time frame.
Motion by Jonn Olson to implement the 18 day absentee voting for the Township. Second by Dan Lametti. All ayes, motion carried. (5-0)

7.10 Request for Action: Re-Appointment of Joe Dolphy to the P&Z Commission – Supervisor Cole

- Supervisor Cole explained that the Town Board is the only committee within the township that is an elected body, all other committees are appointed by the board.
- Supervisor Cole reviewed an email he sent to Mr. Dolphy and outlined his concerns for the reappointment of Mr. Dolphy to he Planning & Zoning Committee.
- Mr. Dolphy addressed the board in response to the issues on the table.
- Supervisor Lametti stated he watched a P&Z meeting in which Mr. Dolphy recused himself during discussion regarding having a park dedication fee, and that it didn't appear he abstained from voting.
    - Mr. Dolphy agreed he refrained from discussion and while the minutes do not reflect so, he did abstain from voting.
    - Supervisor Cole stated he wants these meeting minutes to reflect that Mr. Dolphy did abstain from discussion and voting on the park dedication fee for his lot split.
- Jonn Olson stated that he appreciated Mr. Dolphy's service to the township and knows that it has been beneficial. He also stated a number of concerns of which he was aware.
- This topic was information only and required no action.

OLD BUSINESS
8.2 Planning and Zoning Committee Seat Terms – Supervisors
8.2.1 Application for Joe Dolphy
8.2.2 Application for James Garrison
8.2.3 Application for Rory Paggen
8.2.4 Letter of Interest from Robert Kreft
The Board discussed:

- Two of the seven committee members have resigned.
- Postpone voting to give the current Alternate member time to submit his application if interested.
- There was an inquiry about attending the meetings remotely and the ramifications.

Motion by Andy Luedtke to table the discussion until the July 14 meeting. Second by Lisa Henrickson. All ayes, motion carried. (5-0)
Attorney Allseits notified the Board that if the Planning Commission will be using interactive technology, they are still subject to open meeting law. One member of the public must be present and provide a standing notice that commission members may be appearing remotely. If a member is attending remotely, all votes must be recorded by roll call.

8.4 Request for Action: Employee Handbook – Jonn Olson
The Board discussed changes to the Handbook.
Motion by Jonn Olson to adopt the Employee Handbook, version 1.01, effective immediately. Second

by Lisa Henrickson.
Discussion: flowchart is confusing because of the dotted lines which don't provide enough clarity between roles, and it may be amended before the end of the year.
Supervisors Cole, Lametti, Henrickson, and Olson voted aye, Supervisor Luedtke abstained. Motion carried. (4-0-1)

UPCOMING MEETINGS
10.1 Town Board Monthly Workshop – July 7, 2026 at 5:30PM
10.2 Town Board Workshop – July 14, 2026 at 5:30PM
10.3 PARCs – July 20, 2026 at 6:00PM
10.4 Planning & Zoning – July 21, 2026 at 6:00PM

The next regular board meeting is scheduled for July 14, 2026 at 6:30pm.

9. CLOSED SESSION 9.1 Performance Review – Coordinator, Alicia Morris
The performance review portion will be a closed session pursuant to Minnesota Statutes, section 13D.05, subd. 3(b) to discuss the performance review of Coordinator Morris

Motion by Supervisor Henrickson to close the Town Board Meeting and open the Closed Session at 8:06pm. Second by Supervisor Cole. All ayes, motion carried. (5-0)
Supervisor Olson read Minnesota Statute, section 13D.05, subd. 3(b).

Motion by Supervisor Henrickson to close the Closed Session and reopen the Town Board Meeting at 9:10pm. Second by Supervisor Cole. All ayes, motion carried. (5-0)

Attorney Allseits stated with the Performance Review of Coordinator Alicia Morris there is no corrective action imposed. There is no ordered corrective action resulting from the performance evaluation. Strengths highlighted include effective ability to communicate particularly when absent coordinating day to day. Level of knowledge of policy and procedure of the township. The *Friday Updates* were reflected as a great way of creating communication amongst the supervisors. An area to work on is delegation, as it's an essential component of the coordinator. Moving forward, the Board would like the coordinator to present the Board with options and propose a recommendation based on those options, based upon the coordinator's obvious expertise and ability to oversee all positions. The coordinator has observed an era of happiness in the Recycling Center; a goal of the coordinator and objective of the Board to emulate the moral of the Recycling Center and bring that into the township within departments and committees and create an environment where people are happy to work with each other and communication is good and running in all directions.

Motion by Sam Cole to adjourn, seconded by Lisa Henrickson. Motion carried. (5-0)
Meeting adjourned at 9:14.

Respectfully submitted by Linda Hurtley, Contract Office Assistant

Minutes Approved: July 14, 2026

Chairperson: _____
Jonn Olson

Attested: _____
Julie Dahnke, Interim Clerk