LINWOOD TOWNSHIP

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Town Board Workshop Minutes

August 25, 2026

CALL TO ORDER: *Meeting called to order at 5:31 pm by Supervisor Olson*

ROLL CALL:

Members present:	*Samuel Cole, Lisa Henrickson, Andy Luedtke, Jonn Olson*
Staff present:	*Alicia Morris, Coordinator/Treasurer* *Kyle Salage, Town Clerk* *Darryl Ballman, Fire Chief* *Mike Raml, Assistant Fire Chief* *Jim Stockinger, Assistant Fire Chief* *Mark Allseits, Town Attorney*
Residents present:	Lloyd Horton, Hank Senger, Sharon Mojsieg, Tony Dechaine, Brian Langlois, Steve Kramer, Larry Vathroder

APPROVAL OF AGENDA

Supervisor Olson requested to add an item regarding discussion of the Town Line Road maintenance agreement with Oxford Township. Olson also requested to add an item to discuss the Recycling Center intake process and general flow.

Morris requested to add an item regarding a memo from the Department of Natural Resources regarding Permit No. 2026-0994.

Supervisor Luedtke requested to an add an item to provide a brief update on the budget process.

Motion by Olson to approve the agenda as amended. Second by Cole.
Motion carried (3-0)

Supervisor Henrickson arrived at 5:33 pm, after the vote to approve the agenda.

NEW BUSINESS

4.1 PERA Contribution – Darryl Ballman

At 5:34 p.m., Luedtke recused himself from discussion of this item.

Chief Darryl Ballman and Assistant Chief Jim Stockinger gave a presentation on the Minnesota Public Employees Retirement Association (PERA) fund as it relates to the Linwood Township Fire Department, highlighting the current state of the fund, the payout structure, and the contribution requirements. It was noted the fund is currently solvent, so therefore no additional contributions are needed at this time.

Stockinger stated that the goal return on investment for PERA is 6%. He indicated that the department is planning on making a request to the board to increase the payout structure to $3,800 per year of service. He noted the last increase was in 2024. This increase would not have an immediate impact because the department can have up to 35 firefighters and will take five years for any new hires to become invested.

Olson thanked department staff for being transparent about risks for adjusting the fund structure.

Supervisor Luedtke returned at 5:51 pm.

4.2 Fire Engine Update – Mike Raml

Assistant Fire Chief Mike Raml summarized where the department is at in terms of getting the new fire engine fully equipped and put into service. It was noted that some parts, including the 4-gas monitor can and will be used on more engines than just the new one. The RFA for purchase will be presented at the subsequent Town Board meeting so that orders can be put in.

Olson noted that the estimated costs are lower than originally projected, sitting at $58,600. He then asked which items/parts will take the longest to get after ordered. Raml indicated that hoses will take the longest, given it will take 3-4 weeks to receive them after ordering.

Resident Tony Dechaine, 22000 Typo Creek Drive, asked whether the old radio will be installed in the new engine. Fire Department representatives indicated that a radio from a dump truck will be outfitted on the new engine.

Olson asked if it would be possible to approve the purchase of hoses at the Town Board meeting and then address the rest of the items/parts at a future meeting. Chief Ballman indicated that the department would support that course of action.

Olson thanked the department for their work and efforts in cutting costs.

4.3 Letter of Credit No. 23-06 – Alicia Morris

Morris stated that she was contacted by First Bank regarding a credit dated September 7, 2023 for the Dellwood project that was approved in 2024. She asked the board for direction on how to proceed.

The board directed Morris to accept the $254,007 in credit.

4.4 Performance Checkpoint Process – Alicia Morris

Morris noted that she and staff from Abdo have been working on developing a staff checkpoint program. The item was tabled until later in the workshop.

Once the item was resumed during the continued portion of the workshop, Morris summarized the documents for the new process and requested feedback from the board members present. Morris indicated she will present an RFA at a future meeting for this process.

4.5 Agreement for the Division of Maintenance Responsibilities of Town Line Road – Supervisor Olson (ADDED)

Olson provided a draft of the revised agreement with Oxford Township regarding maintenance of Town Line Road, but noted he was not requesting action at this time. He requested that board members read it before the next meeting as it will be included in that agenda. He also requested that the town attorney, Mark Allseits, review them and provide input.

Allseits indicated he will do so, but he will then need to have Oxford Township review the materials as well before any new agreement is officially presented and approved.

Resident Tony Dechaine, 22000 Typo Creek Drive, requested that northern stretch of Town Line be trimmed before any maintenance takes place.

Motion by Cole to recess the workshop at 6:23 p.m. Second by Henrickson.
Motion carried (4-0).

The workshop was reconvened at 7:45 pm. Supervisor Cole was excused for this portion of the meeting.

4.6 Review of the Recycling Center Flow/Process – Jonn Olson (ADDED)

Olson summarized the flow chart outlining a process for receiving recycled materials and items at the Recycling Center. He identified the points in the process on which he would like feedback from Steve Sobtzak of the Recycling Center. He said he will meet with Sobtzak on Thursday to discuss this.

4.7 Martin Lake Permit 2026-0994 – Alicia Morris (ADDED)

Morris said she received this notice in the mail and will contact the Department of Natural Resources for clarification on what it means and how it may impact the work being done there.

4.8 Budget Update – Andy Luedtke (ADDED)

Luedtke noted that Abdo was added to the September 8 workshop agenda so that they can provide an overview of the current budget draft and overall financial situation for 2027. The presentation was originally scheduled for September 1, but Abdo indicated that this would not provide enough time to compile the information warranted.

The board agreed that with this presentation being moved to the September 8 workshop, the September 1 workshop should be canceled.

4.9 Appraisal of City Vehicle – Lisa Henrickson (ADDED)

Henrickson reported that the value appraised for the township's van is just under $19k, per the handout provided. Olson noted that several residents have expressed interest in buying the van, but the insurance is very costly.

OLD BUSINESS
None

REVIEW PAST ACTION ITEMS
None

ADJOURNMENT

Motion by Henrickson to adjourn at 8:56 p.m. Second by Cole.
Motion carried (3-0).

Respectfully submitted by Kyle Salage, Clerk

Minutes Approved: September 8, 2026

Chairperson: _____
Jonn Olson

Attested: _____
Kyle Salage, Clerk