

BALDWIN TOWNSHIP REGULAR MEETING

December 18th, 2023

Present – Supervisors Jay Swanson, Tom Rush, Bryan Lawrence, Scott Case and Jeff Holm

Jeff Holm arrived at 8:17 p.m.

Also Present –

Tim Thoreen – Township Engineer from HR Green, arrived at 7:25 p.m.

Call to Order – The December 18th regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Additions/Corrections to Agenda

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Rush/Case unanimous to approve as amended.

December 2023 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,095,785.98, Receipt's of \$636,095.05, Disbursements of \$39,228.90 leaving an unaudited balance of \$1,692,652.13.

Public Comment Requests – None

Approval of Consent Agenda – Rush/Lawrence unanimous to approve.

- Approve Town Board Meeting Minutes of December 4th, 2023
- Approve MATIT Workers Compensation Invoice
- Resolution 23-45: Accepting Donation to Fire Department

Sherburne County Solid Waste & Economic Development Presentation –

Full PowerPoint Presentation on file in the Clerk's Office.

The purpose of the presentation is to provide a summary of the work Sherburne County Planning and Zoning is doing in Baldwin Township. The second purpose is to give more context to the intent the feasibility studies for the household hazardous waste facility and the need for a source separated organics program.

Discuss/Approve/Disapprove Special Parking Permit for Ridgewood Bay Ice Fishing Contest on February 17th, 2024 – Rush/Lawrence unanimous to approve.

Discuss/Approve/Disapprove Fire Department Volunteering for Ridgewood Bay Ice Fishing Contest on February 17th, 2024 – Rush/Lawrence unanimous to approve.

Discuss/Approve/Disapprove Pre-Sale Bond Report from Ehlers – Todd from Ehlers was here to discuss bonding for equipment. Todd explained that the recent purchase of the chevy truck does not need to be bonded for. \$600,000 expenditure for road projects will come from the road and bridge fund. Ehlers will also talk to the Bank of Elk River and send Clerk a list of other banks they recommend using for this bond. This is a 5-year bond for \$400,000.00. **Lawrence/Rush unanimous to approve** doing bonding for just the 2024 Freightliner truck and 2007 Front End Loader purchase.

Discuss/Approve/Disapprove Resolution 23-47: Issuance and Sale of General Obligation Certificates of Indebtedness -
Rush/Lawrence unanimous to approve.

Engineering:

Discuss 2024 Road Projects – Tim Thoreen spoke about the 2024 road project plans with the City of Princeton on 136th Street. The City of Princeton was open to discussion for construction of their portion of 136th Street. The City of Princeton is about to pass its 2024 budget. There is no funding for roadwork on 136th Street roadway of this sort in 2024. If it were to occur, any cost participation would need to be in 2025 or later. Lawrence spoke to many residents on 136th Street. One Resident stated that if construction is delayed, the speed on this road would probably remain low. The residents are okay with a full reconstruction instead of FDR which is Full Depth Reclamation. Lisa Fobbe, Sherburne County Commissioner, was at our meeting and Swanson asked her for help on the ditch on 136th Street. Fobbe said that when she spoke to residents a while back, at this time there was urgency in repairing 136th Street. Fobbe asked that the Town Board keeps her in the loop on this road project. This project will be moved to 2025. Fobbe recommends getting all parties involved in discussing this road project and ditch. Tim Thoreen recommends FDR and then replacing soils. Swanson asked how much of the soil would be replaced. Tim Thoreen from HR Green said if a full reconstruction is going to happen, replacing the soil wouldn't be necessary.

Discussion was moved to 305th Avenue. 24' wide top is what Swanson would like to stick with for the width of this road segment. Swanson asked about plans moving forward for 305th Avenue west of 136th and east of County Road 1. Tim Thoreen from HR Green stated that by January or February, HR Green should be ready to go out for bids. Rush asked if a public hearing was needed, and Swanson indicated that only the residents on 305th will need to be notified. Lawrence asked what additional Engineering is needed on 305th roadway. Tim Thoreen stated they need to elevate roadway more, adding wider shoulders, turn lanes and look into how this effects the ditches. Swanson asked what the additional costs would be. Tim Thoreen indicated an average of \$50,000 of additional costs but he is not 100% sure. 305th is the project Baldwin Township will move forward with HR Green Engineering. Tim Thoreen to look into what the additional costs will be on 305th, which is east of 136th before County Road 1. Swanson asked for a time frame of when Tim could get back to us on the additional cost and he said this week.

Discuss/Approve/Disapprove HR Green Contract for 2024 – This is currently for discussion only at this time. Lawrence spoke of the contract with HR Green and that the expiration date of the contract is in 2027. Lawrence discussed that the Town Board needs to be more specific on the projects the Board wants HR Green to work on in the future. The Town Board feels they are being charged for projects that they did not approve. Tim T stated there are other factors involved that perhaps the Township does not want to move forward with HR Green being the Townships Engineer. HR Green feels that there are challenges that they are facing with projects that are needed to get done. Tim Thoreen thinks that maybe HR Green is too big for Baldwin Township. Lawrence would like the projectd in 2024 clearly defined by HR Green. Rush spoke that he would like 305th completed and the trail grants for Parks. Rush claimed that there was difficulty in having so many employees at HR Green working on the same project and there was no communication between each of the individuals at HR Green. Case agreed that HR Green should finish the Park grant and 305th project. Swanson spoke of billing and understanding what is actually done on all projects. The clerk said that the invoice does not have very much explanation of what exactly was done on the road projects or what specifically is being billed for.

Jeff Holm arrived at 8:17 p.m.

Frontier Trails Update:

Received an email from Mike Gwynn, Wastewater Manager of Frontier Trails dated December 14th. The required limits for the month of November have been met. There is an issue with the nitrogen treatment, and we are in contact with a resource to get these corrected. All the mechanical items are functioning well.

There are blankets covering the sand filters. Swanson is going to start pushing on what needs to be fixed on the system at Frontier Trails.

Fire Department Report:

Discuss/Approve/Disapprove Resolution 23-46: Authorizing Contract with Interested Officer –

Rush/Lawrence unanimous to approve.

Case abstained from motion; motion passed.

Captains were elected, Bryan Torborg and Nick Cole. The Lieutenants will be in place soon, which will be 2 individuals.

Planning Items:

Discuss/Approve/Disapprove Reducing Letter of Credit for Hardy Homestead from \$100,000 to \$52,000 – Lawrence/Case unanimous to approve.

Discuss Building Permits for November 2023 – This was discussed and reviewed by the Town Board.

Discuss/Approve/Disapprove Update in Fee Schedule for The Planning Company
Lawrence made a motion to table until January 8th Town Board meeting, Rush second the motion, unanimous to table.

Road Report:

Discuss Public Works Report – The Woodchipper was rented. Maintenance is working on equipment and at Frontier Trails. Allied will also have the preventative maintenance plan completed in a week or so.
One ton truck is at Swantec for welding due to the plow being cracked.

Discuss/Approve/Disapprove Titan Machinery Loader Quote Repair –
The brakes are not coming on in the back of the front-end loader which is probably electrical. Titan Machinery would come to the Township to do these repairs. This is on the 2007 Front End Loader
Rush/Holm unanimous to approve quote for \$1,182.35.

Discuss/Approve/Disapprove Snow Plowing Wages –
The previous Snowplow Driver that was hired declined the job offer. We are short on snowplow drivers. Rush asked the Fire Department for help and Case said that the wages are not enough. A proposal was to change the starting wages to be increased by 5%. Rush would like to increase wages. Case stated that Phil and Zac should remain at the same pay they are making with the Township. Class A drivers to be raised by 5%. Starting wage to \$24.31 for class A & B. **Rush/Case unanimous to approve.**
Class C increased to a starting wage of \$18.22, **Rush/Case unanimous to approve.**

Discuss CIP for Roads, Equipment and Parks – Rush spoke with Liz at Ehlers on Capital Improvement Projects for roads, equipment, and parks. 2012 & 2008 are the oldest equipment that the Township has.
Case spoke to Liz at Ehlers and needs to update the CIP for the Fire Department.

Discuss Parking and Road Right-A-Way violations –
Ordinance# 110 was approved at the December 4th, 2023 Town Board meeting. The purpose of this ordinance is to exercise its authority over roads, sidewalks, trails, and other public grounds owned by the Town; and to protect public, health, safety, and welfare; does hereby adopt the following regulations for parking upon public roads within the Town. A new spreadsheet will be created for ROW and parking violations. The issue is especially around the lake, there are boats, trailers and cars in the ROW. Rush asked how the decisions are made to start the process for violators. Per Lawrence, The Maintenance Department has the authority to have vehicles towed if they are in the ROW. The first step in this process is to send a letter to the violator, it then goes to the Sherburne County Sheriff's Office to issue a ticket and then the vehicle will be towed. Case suggests doing a 10-day period from the date of the letter to fix the problem before a ticket is issued. Case stated that they will be towed sooner if needed for plowing or public safety concerns.

Old Business:

Park Committee Report –

The Park Committee met on December 7th with Safety First for Playground Equipment. The plan is to go with more warranty for the playground equipment. Rush would like to have a joint meeting with the Town Board to go over playground equipment. Doing borders closer together would help reduce costs. Current footprints will be used and moving swings down. Old playground equipment can be sold or scrapped.

Discuss Reward money for Young Park –

Do not send reward money until conviction. Discussion later on how reward money will be presented to informants.

Cemetery Update – 1 Burial per Lester

Tabled Items:**Discuss/Approve/Disapprove Resolution 23-40 Adopt and Allocate Funds for an Outdoor Fitness Court/2024 National Fitness Campaign –**

At this time, we do not have funding to pay for this. Holm made a motion to disapprove resolution 23-40, Case second the motion. Per Swanson, much more discussion is needed. Lawrence disapproved; he would like to table this resolution, motion passed to disapprove resolution 23-40.

New Business:**Discuss Yearly Goals for 2024 –**

See attached for Town Board Supervisor goals.

Discuss/Approve/Disapprove Mailing January 2024 Newsletter –

Request from Rush to mail the January 2024 newsletter. This is to add information on Incorporation, new parking ordinance and ROW ordinance.

The Township would have to get an updated address list from County. The old list we have is from 2017. Some other expenses would be postage, seals, printing and preparation for mailing.

If new Informational meetings are set up, this would need to be added to the January 2024 newsletter.

Lawrence/Rush unanimous to approve mailing January 2024 newsletter.

After further discussion, Lawrence withdrew his previous motion. Motion failed due to lack of a second motion.

Discuss/Approve/Disapprove January 2024 Newsletter – This was to be read by the Town Board after the meeting. This did not get done so we will move this to the January 8th, 2024, Town Board meeting.

Schedule Meeting with Ehler's on Preliminary 2025 Budget and Levy Review and Frontier Trails Budget.

Meeting scheduled for January 10th at 7:00 p.m.
Rush/Case unanimous to approve.

Discuss New Format for Town Board Meeting Agenda –
This was discussed and is still being worked on.

Discuss/Approve/Disapprove Scheduling Public Open House Dates for Incorporation –

Lawrence suggested that we wait until after the Public Open House on December 20th to see involvement and the outcome of the meeting. Swanson agreed with this recommendation from Lawrence. Holm has talked to residents and explained the outcome of Incorporation. Holm believes that one meeting is sufficient. Rush spoke that he does not agree with only doing one Public Open House. Case stated that this discussion should happen after the Public Open House Incorporation meeting on December 20th to see the outcome and involvement.

Rush made a motion to schedule a Public Open House for January 11th and 25th. This would be at 7:00 p.m. at the Town Hall. Motion failed to lack of a second motion. Swanson would like to discuss this after the meeting on the 20th of December.
Holm made a motion to table until January 8th town board meeting, Lawrence second the motion, motion carried.

Discuss Offer to Merge with City of Princeton –

Swanson spoke to the Mayor of Princeton. The City of Princeton is researching and inquiring on the Incorporation of Baldwin Township. The City of Princeton wants to square up the southern borders. There are many issues because of taxation if borders are changed. Baldwin Town Board has every intention of keeping borders as is. The mayor called back asking for a complete merger between Baldwin Township and The City of Princeton. Swanson received a report from Ehlers that he has not read yet regarding Incorporation. Per Swanson, a merger was talked about many years ago between Baldwin Township and The City of Princeton. Swanson spoke to the Mayor of Princeton that by the time MSA dollars and other state aid dollars are received and a merger was done, that from a financial standpoint this would not be a benefit. Princeton has their own Police Department, so this is another factor to look at. The invitation for the meeting on December 20th was verbally given to the Mayor of Princeton by Swanson and the Clerk sent an email invitation to Princeton City Clerk. Lawrence explained that he does not have a problem with The Mayor of Princeton coming to the meeting on December 20th, but Lawrence stated that this meeting is with Baldwin Township Residents. Holm stated that this meeting is for Baldwin Township Residents only.

Discuss/Approve/Disapprove Cemetery Markers –
Table until 2nd meeting in February Rush/Holm unanimous to approve to table.

Announcements:

a. Next Baldwin Township Meeting January 8th, 2024 at 7:00 p.m.

- b. Public Informational Meeting on Incorporation December 20th, 2023 at 7:00 p.m.
- c. Office Closed in Observance of Christmas, Monday, December 25th, 2023
- d. Office Closed in Observance of New Years Day, Monday, January 1st, 2024
- e. Baldwin Township Staff Meeting, Tuesday, January 9, 2024 from 7:00 p.m. to 9:00 p.m.
- f. Candidate Filing Opens Tuesday, January 2nd and Closes Tuesday, January 16th, 2024 at 5:00 p.m.

Any Other Business – The Township Road map of Baldwin Township received at road certification time is okay to hang up behind Swanson.

Lawrence stated that Couri and Ruppe may have pros and cons of Incorporation. Clerk to research.

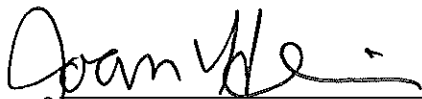
Misty Hollow Escrow is at zero balance per Clerk.

Lawrence would like the Town Board to attend Township and City Council meetings of all neighboring communities regarding Incorporation. This is important so that they have direct communication and contact from Baldwin Town Board Supervisors.

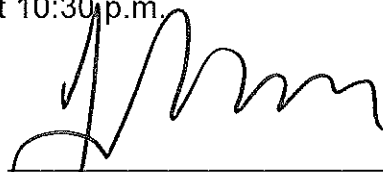
Motion to Approve Bills for Payment – Case/Lawrence unanimous to approve check numbers 27204-27238 in the amount of \$15,952.73 and 8 EFT Payments in the amount of \$6611.82 totaling \$22,564.55.

Minus Check# 27214 for \$250.00 and Minus Check# 27211 for \$250.00.

Adjourn - Holm/Case unanimous to adjourn at 10:30 p.m.



Submitted By: (s/) Joan Heinen
Clerk/Treasurer
Baldwin Township



Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

1-8-2024

Date

Attendees: Dan Weber-Sherburne County, Dave Lucas-Sherburne County, Lisa Fobbe-Sherburne County District 5 Commissioner, Andy Schreder – Rum River Construction Consultants, Paul Haus, Todd Hagen from Ehlers.

2024 TOWN BOARD GOALS

Chairman-Jay Swanson

- Incorporate with Baldwin Townships boundaries intact. This includes making Incorporation as positive and easy for all involved.
- Run for Re-Election for 2024
- Research of Septic Authority for Baldwin Township and changes that need to be made.
- Revisions and modifications of current building plans received from Brunton.
- Remodel/renovation of current Town Hall, Maintenance and Fire Department buildings.
- 136th Street and working with County for participation on this street.
- Once Incorporated, work with City of Princeton on projects and relationship

Vice Chairman-Tom Rush

- RFP for Wastewater Operations
- Get new playground equipment for Young Park & Little League Field
- Additions to park trails at Goose Lake Park & Young Park
- New CIP for Roads
- New CIP for Maintenance

Bryan Lawrence

- Incorporation to be a positive conclusion for Residents. Works with all individuals, including neighboring areas, to make the process as easy and simple as possible.

Scott Case

- Updated CIP for Fire Department based on becoming a City.
- Looking at the Public Safety aspect for Township/City and making the process more seamless for all residents, including Blue Hill Residents. That all know Baldwin Fire Department is protecting them.
- EMT's on Fire Department to have medical bags to respond directly.
- Improve service of Fire Department
- Incorporation to be positive and seamless. To research what funds available once Incorporated as a City.

Jeff Holm

- Incorporation to be positive and simple for all involved in order to keep future control in Baldwin Township.
- Work on a presentation of a 10-year plan for additions/remodel/renovation of current Town Hall, Maintenance Garage and Fire Department to get us by for the next decade.
- Purchase of a Skid Steer
- Additional trails at Young Park and maintenance/controlled burns/buckthorn for small areas in the Parks.