

**BALDWIN TOWNSHIP
STAFF MEETING NOTES
JANUARY 9TH, 2024**

At the Baldwin Township Staff Meeting a quorum was not met. No decisions or motions were made.

Call to Order: The Baldwin Township Staff Meeting was called to order at 7:00 p.m. by Chair Jay Swanson.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Present: Chair Jay Swanson, Supervisor Bryan Lawrence, Clerk Joan Heinen, Deputy Clerk Julia Pettitt, Zac Good, Lori Blomquist, Adam Schreder and Barry Brainard with Rum River Consultants (RRC), and Daniel Licht with The Planning Company (TPC)

Absent: Vice Chair Tom Rush, Supervisors Scott Case and Jeff Holm

Presentation of Baseline – New Permitting Software: Adam Schreder with RRC went through an information packet which is available in the Clerk's office. He explained what Baseline is and how applicants can benefit through the platform. There are multiple benefits of the Baseline platform. Homeowners will be able to view the process of their permit that contractors apply for. It will also allow town staff to view permit data, ensuring immediate access. Adam went through a presentation showing how to apply for a permit through Baseline. Jay Swanson asked if there is a way to integrate an alert if a septic compliance report is needed for certain applications. Adam with RRC stated they could look into adding that alert system. Lawrence stated that with the septic system compliance requirements for residents, building on to their lots is hindering them from wanting to build. Jay Swanson stated that as Baseline is worked on, alerts should be added when an applicant is applying for a permit to see what documents are required before they submit the permit. Lori Blomquist with RRC stated there could be a flag alert integrated to any value-based permit, that is not a maintenance permit, to alert an applicant. The Clerk stated additional documents for applications should be assessable to applicants. Dan Licht with TPC stated Sherburne County is still responsible for areas of wetlands in Baldwin Township. He further stated that it would be a good integration to alert if the permit requires a Land Use permit from Sherburne County through the GIS system. Adam with RRC stated the process to integrate that feature would require conversations with the County, but he will look further into it. The Clerk and Deputy Clerk are to see if a kiosk would be beneficial for applicants at the Town Hall. Jay Swanson said he likes that the Town Hall will be keeping paper applications for individuals that prefer that method. Lawrence asked what the chances are to get the specific time requested for an inspection. Adam with RRC went through a mock inspection request to show how inspections are scheduled. Adam to add the inspector's contact information to emails sent to applicants.

Discuss Plan Review Process: Lori Blomquist went through a flowchart of Plan Reviews. She stated Baseline has made the process of permits much quicker and more efficient. The Clerk asked what other jurisdictions do for their Plan Review process. Lori stated most jurisdictions give all information to Rum River to have them input the data and orchestrate the reviews needed. Lori stated that Town staff are able to make the decision if they want to do the Plan Review process. Swanson stated he would recommend Rum River to continue handling that side of the process. Dan agreed, stated Town staff are the Administrative side of it and should not handle it.

Discuss Processing/Procedure for Developments: Dan with TPC stated that when someone wants to apply for a zoning permit, they should fill it out with him. When a development application comes through the Town Engineer would be the main point of contact for that project. Dan would like to, in a few weeks, set a time to meet with Supervisors and the Clerk to go through the current procedure process to reevaluate it. Lori asked if they received a permit for a building application would it still go to the engineer, or would she have to sign off on it? Dan stated it would still be sent to the engineer.

He stated after the Final Plat approval the PID get assigned to the property. He said there is more to come when the Town onboards Hakanson Anderson.

Discuss Code Enforcements: Dan with TPC stated the only code enforcement currently is a resident reported a person living in an RV unit. Residents reported they are concerned about going to their storage unit due to this. Swanson stated there have been a couple instances of people living in commercial properties. He asked if the Planning Commission would be able to look into this issue.

Dan asked for direction if staff could draft a notice to the resident stating they cannot live on a commercial property. He stated he will work on this with the Clerk and Deputy Clerk. Lawrence stated he would prefer not pursuing this.

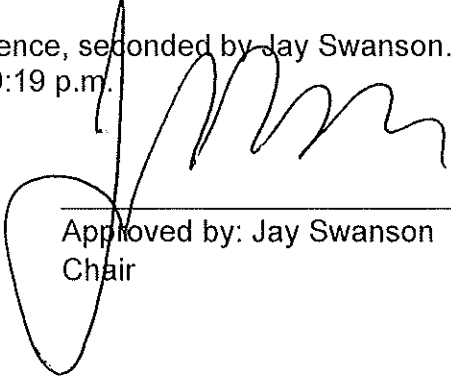
Discuss ROW Violations: Zac Good stated, in the past, Public Works has put 24-hour notices on vehicle violations, which has been effective. He asked if the obstruction is impeding on the ROW, do they immediately tow the obstruction? Dan with TPC stated if it is an obstruction to snowplow operations, they should have the Sheriff come out and tow the vehicle immediately instead of sending a letter. He said to continue using the 24-hour notice on obstructions that need to be moved immediately. He said every vehicle has to be licensed; unlicensed vehicles are not allowed per the Ordinance. Lawrence asked how urgent these current ROW violations are. Zac stated they are posing a threat to snowplowing operations. Lawrence asked since the residents were sent a letter, would the Township be responsible if a plow hit the obstruction. Swanson stated the Town would not be responsible for any damage. Swanson stated he would be in favor of trying to work with them. The Clerk stated the process should state if the obstruction is infringing on snowplowing operations, we immediately contact the Sheriff's office, Swanson agreed. Swanson said to continue doing the 24-hour notice and if the car has not moved, call the Sheriff to ticket it. If it is snowing, he states to have Public Works tow the vehicle. Lawrence stated if you know the homeowner, call them regarding the notice to inform them.

Discuss Improvement Ideas: None

Adjourn: Motion to adjourn by Bryan Lawrence, seconded by Jay Swanson. All in favor, motion carried. The meeting adjourned at 9:19 p.m.


Submitted by: Julia Pettitt
Deputy Clerk/Treasurer

1-22-2024
Date


Approved by: Jay Swanson
Chair

Attendees: None