

## BALDWIN TOWNSHIP REGULAR MEETING

February 5<sup>th</sup>, 2024

**Present** – Vice-Chair Tom Rush, Scott Case, Bryan Lawrence and Jeff Holm

**Absent** – Chair Jay Swanson

Jeff Holm arrived at 8:42 p.m.

**Also Present** – Tim Thoreen-Baldwin Township Engineer from HR Green

**Call to Order** – The February 5<sup>th</sup>, 2024 regular meeting of Baldwin Township was called to order by Vice-Chair, Tom Rush 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** – Lawrence/Case unanimous to approve as amended

**January 2024 Final Treasurer's Report** – Beginning balance of \$1,699,292.45, receipts of \$13,194.35, disbursements of \$487,116.53 leaving an unaudited ending balance of \$1,225,370.27.

**February 2024 Preliminary Treasurer's Report** – The Clerk/Treasurer reported a beginning balance of \$1,225,370.27, no receipts, disbursements of \$53,532.63 leaving an unaudited ending balance of \$1,171,837.64.

**Sheriff's Report** – Deputy Wilson reported a total of 204 calls for service for the month of January with 3 thefts in the business district, 4 traffic accidents, 16 medicals, 56 traffic stops, 22 security checks and 21 requests for extra patrols. Lawrence asked about the thefts in the business district. One of them is at Subway with an employee taking meals and stealing from the tip jar. The Sheriff's Office is waiting for the video on this. The other theft was at the hardware store. The suspect was apprehended. The third theft was embezzlement from a business. This is going to the County Attorney's office.

Lawrence asked about traffic stops and where the location is for these. Deputy Wilson claimed that this information has not been tracked.

### Public Comment Requests:

Julie Weidenborner – 14312 314<sup>th</sup> Avenue NW – Frontier Trails

Julie was here to talk about Frontier Trails. She would like to discuss some things that were discussed at the last meeting. Julie has spoken on the phone with Jay and Bryan, and they communicated that this was brought to the Boards attention 6 months ago. Julie's concern is that decisions are being made on increasing the monthly sewer charges when the real answer isn't known on the financials. Julie is asking where the original money went when the system was built. This would be funds set aside from

replacement costs and maintenance. Julie had some calculations 41 homes X \$72.00 X 12 months a year = \$35,424.00 received from residents annually.

Some of the maintenance costs that Julie calculated \$1700 a month to septic check for 12 months = \$20,400.00, pumping of 21 homes every other year at about \$150.00 = \$3150.00 for pumping of individual tanks. The original agreement states that any absorbent costs should have been brought to the Frontier Trails President. Julie stated that the residents and herself are concerned with the costs for Lawyers, Accountants and professional fees. She doesn't feel that the residents should not be charged for figuring out the deficit. Julie stated that it is bothersome because of the interest that the other residents did not pay when they paid their special assessments off. Rush spoke that they are looking into what the additional costs for this system are Rush explained that the Board is researching septic check invoices on what was replaced. Lawrence spoke that the financials need to go back to the beginning. Julie asked the question if we are going to hold Septic Check responsible for non-compliance. Lawrence stated that this is being researched, the financials and a re-cap of the maintenance of the system. Heather asked if the system is in compliance or out of compliance. Lawrence stated that we are in compliance, but the nitrate levels are not staying level, they are high at this point.

**Approval of Consent Agenda** - Lawrence/Case unanimous to approve.

- Special Town Board Meeting Minutes of January 10<sup>th</sup>, 2024
- Town Board Meeting Minutes of January 8<sup>th</sup>, 2024
- Town Board Meeting Minutes of January 22<sup>nd</sup>, 2024

### **Engineering:**

**Discuss Updates on 305<sup>th</sup> Avenue** – Per Tim Thoreen at HR Green stated the current status of Engineering on 305<sup>th</sup> is at a 90% level. The designs are basically done. Tim T. stated that they are at 66% of the \$50,000 allotted funds that were remaining for this project. Tim T. stated that they are on budget for this project. Sherburne County is advertising and awarding winning bid, tomorrow, February 6<sup>th</sup>. Knife River is doing this work. Due to 305<sup>th</sup> increasing in width from 20' to 24', the costs will be increased for the extra work because of widening the road. Case, Lawrence and Rush are okay with sending letters to properties with driveways connecting to 305<sup>th</sup> Avenue. Rush asked when this will be ready to go out for bids. Tim T. from HR Green would like to go out for advertising in March. Lawrence stated that this needs to go out for Request for Proposal's. At the March 18<sup>th</sup>, Tim T will have the full plans to go out for RPF's.

Lawrence asked about Chenny Auto regarding the Engineering costs. Tim T and Lawrence spoke, and the invoice will be reduced by \$1600.00. 16 hours X \$154.00 an hour reduction.

### **Fire Department Report:**

Brian Torborg reported for the month of January:

27 calls, 22 medicals, 1 structure fire, 1 hazardous condition, 1 motor vehicle, 1 grass/rubbish fire and 1 alarm. Of these calls, 8 of them were for Blue Hill.

**Discuss/Approve/Disapprove Resignation Letter from Brandon Bedbury –**  
**Lawrence/Rush unanimous to approve.**

**Discuss/Approve/Disapprove Transferring Funds from Fund 250 to Fund 403 –**  
Case stated that the fire operations fund has \$128,000 in it after January 2024 payroll. Lawrence asked if this much is needed in this fund. Lawrence also asked if funds be moved back, and Case stated they can.  
**Lawrence/Rush unanimous to approve moving \$50,000 from fund 250 to fund 403.**

**Discuss/Approve/Disapprove Raffle for Fire Department Relief Association –**  
This would be a 4-wheeler raffle. **Lawrence/Case unanimous to approve.**

#### **Planning Items:**

**Discuss/Approve/Disapprove Resolution 24-03 for Three Sisters Lake Simple Plat**  
Phil Christenson was here and stated the lot sizes did not meet recommendations. Lawrence asked how many acres these lots would be. One is 3 acres; the other is 5 acres, and the other is 8 acres. The plan is to build on only one lot at this time.  
**Lawrence/Case unanimous to approve contingent on 8 conditions being met.**  
Full Planning Report on file in the Clerk's Office.

**Discuss/Approve/Disapprove Resolution 24-04 for The Oaks of Battle Brook 2<sup>nd</sup> Addition Preliminary Plat and Distribution of an EAW –** Jason Betzler was at the meeting and plans were presented. Lawrence stated that there was a question as to if the culvert should butt up to the Township property. Case stated that it should not because eventually there will be a training facility in this area. Lawrence stated that a few property owners had concerns on property value and road connections to the existing 1<sup>st</sup> addition of The Oaks of Battle Brook. Lawrence stated that the lots look presentable.  
There are 24 lots in this development.  
**Lawrence/Case unanimous to approve** contingent on 13 conditions being met.  
Full Planning Report on file in the Clerk's Office.

**Discuss Code Enforcements –** Rush asked about ATV Trails. Lawrence stated that this is set to be at the next workshop for The Planning Commission. No action on code enforcements at this time.

**Discuss/Approve/Disapprove \$336.97 Refund of Escrow Account for McAlpine Variance.**  
**Lawrence/Case unanimous to approve.**

**Discuss/Approve/Disapprove \$1375.00 Refund of Escrow Account for Lifestyle Real Estate.**  
**Lawrence/Case unanimous to approve.**

**Discuss/Approve/Disapprove \$104.00 Refund of Escrow Account for Enger Admin Subdivision.**

**Lawrence/Case unanimous to approve.**

**Discuss/Approve/Disapprove \$30.97 Refund of Escrow Account for Delage Variance**

**Lawrence/Case unanimous to approve.**

**Discuss/Approve/Disapprove \$280.00 Refund of Escrow Account for Thomas Subdivision.**

**Lawrence/Case unanimous to approve.**

**Discuss/Approve/Disapprove \$954.85 Refund of Escrow Account for K&S Properties.**

**Lawrence/Rush unanimous to approve.**

#### **Road Report:**

#### **Discuss Public Works Report – None**

Rush stated that the Public Works Department cut down the boxelder bug tree in Young Park, they have been working on the trails at Goose Lake Park, Frontier Trails and patching of the roads.

Lawrence spoke about 96<sup>th</sup> Street and that work needs to be done on this road. This is a cost share road with Spencer Brook. The Town Board needs to put this on their list for repairs. Lawrence stated this road is real bad.

Rush stated Allied is 88% done with grading our roads.

**Discuss/Approve/Disapprove Snowplow Wage/Hour Fund Distribution** – This is only discussion at this time. The clerk asked if the Public Works Department should be submitting a timecard for snowplowing. This would keep track of the Public Works Department time spent snowplowing. Per Case and Lawrence, the Public Works Department does not need to do this.

#### **Old Business:**

**Park Committee Report** – Rush spoke that the Park Committee has received proposals on playground equipment. 2–5-year-old cost is \$12,000 to \$13,000 range. Rush would like the Board to attend the February 15<sup>th</sup> Park Committee meeting.

#### **Discuss Funding for Playground Equipment –**

\$125,000-\$140,000 would be the approximate cost for playground equipment and \$60,000 for installation. Rush stated that we could get funds from the County on Park

dedication fees. Rush stated that they need an additional \$50,000 for installation. The total cost is \$180,000 complete.

**Discuss/Approve/Disapprove Removal of 6 dead trees at Sandy Lake Boat Launch- Northside.**

The Public Works Department will be taking these trees down.

**Lawrence/Case unanimous to approve.**

**Cemetery Update - None**

**Tabled Items:**

**Discuss/Approve/Disapprove Credit Card and Online Payments Through HeyGov Case/Lawrence unanimous to table until the February 26<sup>th</sup> Town Board meeting.**

**Discuss/Approve/Disapprove Triple Seal Coating -**

Lawrence does not want to approve this until there is a bid for chip sealing. He would also like to see Allied's plan before this is approved and the necessity of doing this.

**Lawrence/Case unanimous to table until the February 26<sup>th</sup> Town Board meeting**

**New Business:**

**Discuss/Approve/Disapprove 2024 Levy/Budget Proposal –**

Correction--This is 2025 levy.

**Case/Lawrence unanimous to approve levy of \$1,892,650.33.**

**Discuss ARPA Funds –**

Case recommends using funds for a fire tender. This would be needed especially if we increase our Fire Department service area.

**Lawrence/Case unanimous to table until March 18<sup>th</sup> Town Board meeting.**

**Discuss/Approve/Disapprove Process for HRA Account with Empower –**

**Rush/Lawrence unanimous to table until the April 1<sup>st</sup> Town Board meeting.**

**Discuss/Approve/Disapprove Funding Incorporation Expenditures from Fund 402**

**– Lawrence/Case unanimous to disapprove.**

**Discuss/Approve/Disapprove RFP for Wastewater Service Provider –**

The license for this is a class C. There is quite a bit of certification needed for our Public Works Department. Lawrence stated that we should get a proposal from a provider before going out for requests. Rush would like a Qualified company. This is only discussion at this time.

**Discuss/Approve/Disapprove Plan-It Capital Improvement Plan Software –**

**Rush/Lawrence unanimous to table until March 18<sup>th</sup> Town Board meeting**

Jeff Holm arrived at 8:42 p.m.

**Discuss/Approve/Disapprove Resolution 24-05 Appointing Election Judges for March Elections –**

**Lawrence/Case unanimous to approve.**

**Discuss/Approve/Disapprove General Obligation Certificates of Indebtedness, Series 2024A –**

**Lawrence/Case unanimous to approve.**

**Announcements:**

a. Special Town Board Meeting with Rum River Consultants, February 6<sup>th</sup> at 7:00 p.m.  
Lawrence would like this to be reverted back to the original contract fees

**Lawrence/Holm unanimous to table until the February 26<sup>th</sup> Town Board meeting.**

- b. Park Committee Meeting, February 15<sup>th</sup> at 7:00 p.m., Town Board to Attend
- c. Baldwin Town Hall Closed Monday, February 19<sup>th</sup> in Observance of President's Day
- d. Special Planning Commission Meeting, February 21<sup>st</sup> at 7:00 p.m.
- e. Next Town Board Meeting, February 26<sup>th</sup> at 7:00 p.m.
- f. Local Board of Appeal and Equalization Tuesday, April 9<sup>th</sup>, 2024 at 3:00 p.m.

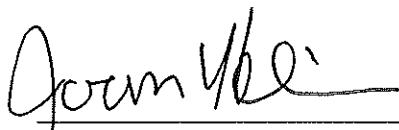
**Any Other Business:**

**Discuss/Approve/Disapprove 2025 budget-**

**Lawrence/Case unanimous to approve.**

**Motion to Approve Bills for Payment – Case/Rush unanimous to approve** check number 27334-27388 in the amount of \$53,532.63, minus check number 27357-27379.

**Adjourn – Holm/Lawrence unanimous to adjourn at 9:07 p.m.**



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



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



Date