

BALDWIN TOWNSHIP BOARD OF AUDIT

MONDAY, FEBRUARY 26TH, 2024

Present – Supervisors Jay Swanson, Tom Rush, Bryan Lawrence, Scott Case and Jeff Holm
Jeff Holm arrived at 7:03 p.m.

Call to Order – The February 26th, 2024, Baldwin Township Board of Audit meeting was called or order by Chairman Jay Swanson at 7:01 p.m.

Pledge of Allegiance – All Present recited the Pledge of Allegiance

Perform 2023 Annual Board of Audit – The Baldwin Board of Supervisors each selected the following receipts and disbursements to be audited for the year ending December 31, 2023. During the Audit each Supervisor examined the invoices, claims and receipts and verified that the checks written to the vendor and receipts received were correct.

Supervisor Bryan Lawrence selected the following:

Check # 26293 1/9/23	Marv's True Value \$509.52
Check # 26437 2/21/23	Bogart, Pederson \$780.00
Check # 26877 8/8/23	Arc Irrigation \$191.90
Check # 27151 11/20/23	HR Green, Inc. \$107,398.25

Supervisor Jay Swanson selected the following:

Check # 26285 1/9/23	Elan Financial Services \$1,315.82
Check # 26362 1/23/23	Beaudry Oil \$6,941.56
Check # 26447 2/21/23	Sherburne Co. Assessors \$4,563.11
Check # 26803 7/17/23	Brunton Architects \$180,000.00

Supervisor Jeff Holm selected the following:

Check # 26590 4/17/23	HR Green, Inc. \$1,862.00
Check # 27104 11/6/23	HR Green, Inc. \$10,319.75
Receipt 1/23/23	Annual Compressor Air Quality Test \$846.14
Receipt 5/17/23	2006 Ford F550 Claim # 23BA031 \$28,008.00

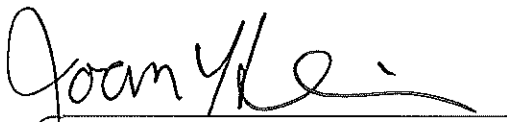
Supervisor Scott Case selected the following:

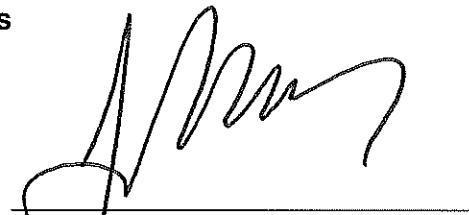
Check # 26297 1/9/23 Minnesota State Fire Chiefs Association \$100.00
Check # 27227 12/18/23 Neals Autoworks \$564.00
Receipt 2/9/23 Public Safety \$556.59
Receipt 5/17/23 Pool Fill \$300.00

Supervisor Tom Rush selected the following:

Check # 26376 1/23/23 Rum River Consultants \$17,090.46
Check # 26717 6/5/23 Jims Mille Lac Disposal \$14,366.17
Receipt 5/17/23 2006 Ford F550 Claim # 23BA031 \$28,008.00
Receipt 10/10/23 Permit 23 601 Wendy Van Bergen \$25,959.47

Lawrence/Rush unanimous to approve all checks and receipts and these have been verified by all Town Board Supervisors


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


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

3-4-2024
Date

Attendees: Baldwin Township Public Works Supervisor Zac Good,
Rum River Construction Consultants Andy Schreder and Kelli Duerr
Alan Walker

**BALDWIN TOWNSHIP REGULAR MEETING
IMMEDIATELY FOLLOWING BOARD OF AUDIT
February 26th, 2024**

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

Call to Order – The February 26th, 2024 regular meeting of Baldwin Township was called to order by Chairman, Jay Swanson at

Pledge of Allegiance – All present recited the Pledge of Allegiance

Additions/Corrections to Agenda

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

February 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,228,709.33, receipts of \$120,434.03, disbursements of \$163,959.32, leaving an unaudited balance of \$1,185,184.04.

Board of Audit's- Lawrence is questioning ARC Irrigation. Lawrence questioned Marv's true value coding. This coding is done by the Fire Chief and Zac, The Public Works Supervisor.

Holm commented on the invoice from HR Green. Too many people working on the same project and not enough descriptions on what was done.

Public Comment Requests - None

Building Inspector – Andy from RRCC came and read a letter to the Town Board. This would be updates on Septic Systems for new homeowners. Andy recommends purchasing a packet for \$5.00 from the University of Minnesota. Swanson would like to bring this packet to The Planning Commission and Park Committee to see if they want to add something to this packet. Case indicated they could include fire safety information from the State Fire Marshall Office.

Andy also spoke about communication improvements with contractors. Andy from RRCC will be meeting with a builder at the Town Hall for increased communication. Andy also updated on the meeting he had with MPCA. Dan Licht-Town Planner and Supervisor Bryan Lawrence also attended this meeting. The MPCA will also be reaching out to Sherburne County for the continuation of the meeting.

Swanson brought up Jake's Tree Farm and wanted to talk about what's going on now. Lawrence to speak to Dan Licht/Town Planning and Zoning on update. One concern is fuel tank ballards. Lawrence indicated he has cement blocks around these fuel tanks.

Approval of Consent Agenda - Rush/Case unanimous to approve

- Approve Clerk & Deputy Clerk Attending MAT Short Course All Day, March 26th in St. Cloud, MN
- Approve Town Board Meeting Minutes of February 5th, 2024

Discuss/Approve/Disapprove Resolution 24-06: Authorizing Contract with Interested Officer

Lawrence/Case approved, Swanson abstained, motion passed.

Frontier Trails Update:

Discuss/Approve/Disapprove Steinbrecher System Recommendations

Lawrence spoke to Shane Steinbrecher on recommendations. Lawrence stated this needs to be done so the system at Frontier Trails works correctly.

Lawrence/Case unanimous to approve quote for \$15,171.43.

Clerk to send Quote from Steinbrecher to President of Frontier Trails.

Fire Department:

Discuss/Approve/Disapprove Cooperative Agreement Rate Schedule

Holm/Lawrence unanimous to approve.

Discuss/Approve/Disapprove Hiring Alexa Wiirre Contingent on Background Check, Pre-employment Physical.

Holm/Lawrence unanimous to approve.

Discuss Dog Rescue performed by Baldwin Fire Department –

This dog rescue made state news. A dog was stranded on Little Elk Lake on February 18. PETA and The Fetch Foundation did a press release on the rescue.

Planning Items:

Discuss Building Permits for January 2024 – This was discussed.

Holm discussed IUP and review of businesses. This was a yearly review that had been done in the past. Besides complaints coming to the Township, what is our process, Holm asked. Holm stated that this is code compliance. Holm suggested a survey. Lawrence will reach out to Dan Licht/Township Planning-Zoning Administrator if he is currently inspecting these sites.

Case indicated that pre-fire planning is done by the Fire Department to look over businesses. This is part of training hours done by the Fire Department.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's Office
Recommendation for 305th Avenue to have swing-a-way mailboxes. The Board agrees that this needs to be part of the road plan.

Rush spoke that compensation for snowplow drivers needs to be looked at. On the last snowfall, there was one truck not in use but no snowplow driver operator. Holm asked for an update on tree clearing. Zac indicated that the west side of Elk Lake, 305th and several different areas have been done. Holm indicated that maybe future purchase of woodchipper might be beneficial.

**Discuss/Approve/Disapprove Road Restriction Variance Permit from Wright Tree Service –
Lawrence/Case unanimous to approve.**

Old Business:

Park Committee Report

**Discuss/Approve/Disapprove ARC Irrigation Quote for Goose Lake Park and Young Park –
Lawrence/Case unanimous to approve.**

Discuss Playground Equipment – Full quote from Safety First is \$105,000 plus \$60,000 for installation. Lawrence would like to get the funds from the County for Park Dedication. Rush made a recommendation to use ARPA funds for the \$105,000. ARPA funds need to be allocated by December 31, 2024. Lawrence asked when the bill would be due and Rush indicated that you have to pay at time of order. Once the order is placed,, they will ship the equipment.
Rush/Lawrence unanimous to approve taking out of general fund/ARPA Funds.

**Discuss/Approve/Disapprove M-R Sign Quote for Young Park Sign “Under Surveillance”-
Case/Rush unanimous to approve.**

Cemetery Update – None

Tabled Items:

**Schedule Meeting with Rum River Construction Consultants –
Rush/Lawrence unanimous to approve scheduling meeting for March 26th at 7:00**

**Discuss/Approve/Disapprove New Air Conditioner for Town Hall –
Lawrence/Case unanimous to approve.**

**Discuss/Approve/Disapprove Cemetery Markers –
Rush/Holm unanimous to table until March 18th Town Board meeting.**

**Discuss/Approve/Disapprove Credit Card and Online Payments Through HeyGov –
Rush/Holm unanimous to approve until March 18th Town Board meeting.**

**Discuss/Approve/Disapprove Triple Seal Coating –
Rush/Lawrence unanimous to approve quote for \$74,092.58.**

New Business:

**Discuss/Approve/Disapprove Midco Contract –
Rush/Case approved a 2-year contract for \$215.00.
Holm disapproved, motioned passed.**

**Discuss/Approve/Disapprove Election Judge Revised List –
Case/Rush unanimous to approve.**

**Review/Approve/Disapprove Annual Meeting Agenda –
Supervisor Rush will not be at the annual meeting. Swanson to do Road and Bridges.
Mary Larson added to talk about FunFest under Parks.
Lawrence/Rush unanimous to approve.**

**Schedule Board of Canvass (To Certify Election Results) –
Lawrence/Case unanimous to approve to be held right after Annual Meeting.**

**Schedule Oath of Office & Reorganization Meeting (Must be after March 12th) –
Lawrence/Rush unanimous to approve March 21st at 6:00 p.m.**

**Discuss/Approve/Disapprove Sherburne County 2024 Township Recycling Day
Funding Application –
Look at other Vendors for Clean Up Day.
Lawrence/Rush unanimous to approve.**

**Discuss/Approve/Disapprove Adding Fund 301 for Certificate of Indebtedness for
Equipment –
Lawrence/Case unanimous to approve.**

**Discuss/Approve/Disapprove 2025 Revenue Budget –
Rush/Lawrence unanimous to approve.**

**Discuss/Approve/Disapprove Ordering 9 EMS Signs – Lawrence/Rush unanimous
to approve ordering 10. An additional EMS sign request was received the day of the
meeting.**

**Discuss/Approve/Disapprove Planning and Zoning Compensation Increase –
Currently The Planning and Zoning Commission gets \$30.00 per meeting. Lawrence
made a motion to increase this to \$50.00 a meeting.
Lawrence/Case unanimous to approve.**

Discuss OSHA visit – Baldwin Town Hall and Fire Department had an OSHA visit on February 22nd, 2024. We received a few citations and recommendations.

Swanson is requesting a quote for eye wash stations for the March 18th Town Board meeting.

Recommendation to get safety data sheets, label every chemical should also be done. MNWARE Program was recommended by Swanson. They have AWAIR, right to know and lock out programs also.

Discuss/Approve/Disapprove Letter to Residents Regarding Incorporation – Case/Holm unanimous to approve sending letter and costs of \$1451.84 for printing and postage of \$1440.16.

Discuss Levy Proposal 2025
Lawrence/Holm unanimous to approve.

Discuss Law Enforcement Attending Hearing on March 7th.

Rush/Case unanimous to approve.

Friendly was accepted by Rush to send letter to Sheriff's Office. Swanson indicated that he would call Sheriff Joel Brott directly.

Announcements:

- a. Next Baldwin Township Meeting March 18th, 2024 at 7:00 p.m.
- b. Planning Commission Meeting February 28th, 2024 at 7:00 p.m.
- c. Public Accuracy Test for Special Election, February 28th, 8:30 a.m. at Sherburne County Government Center
- d. Special Election, February 29th from 7:00 a.m. to 8:00 p.m.
- e. Presidential Nomination Primary Election, March 5th, 2024 from 7:00 a.m. to 8:00 p.m.
- f. Public Accuracy Test for Township Election, March 6th, 2024 at 3:30 p.m.
- g. Incorporation Public Hearing March 7th, 2024 Starting at 9:30 a.m. The Hearing Will Continue on March 8th, 2024, if Necessary
- h. Baldwin Town Hall Open for Absentee Voting, Saturday, March 9th, 2024 from 10:00 a.m. to Noon and March 11th, 2024 until 5:00 p.m.
- i. Baldwin Township Board Supervisor Election, March 12th, 2024 from 10:00 a.m. to 8:00 p.m.
- j. Annual Meeting, March 12th, 2024, at 8:01 p.m., Baldwin Maintenance Garage
- k. Local Board of Appeal and Equalization Tuesday, April 9th, 2024 at 3:00 p.m.

Any Other Business –

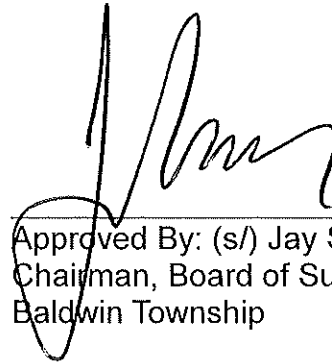
Rick Schwartz letter regarding being annexed by the City of Princeton has been sent to the Town Board and Attorney.

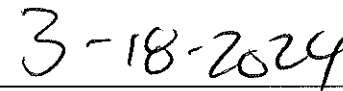
Chenney Auto charges for Engineering to be reduced to \$154 hour X 16 hours, per Lawrence.

Motion to Approve Bills for Payment - Rush/Case unanimous to approve check numbers 27390 – 27431 for \$104,768.90 and 5 EFT Payments for \$5657.79 for a total of \$110,426.69.

Adjourn – Holm/Rush unanimous to adjourn at 10:02 p.m.


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


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


Date

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