

BALDWIN TOWNSHIP REGULAR MEETING

MARCH 18TH, 2024

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

Jeff Holm arrived at 8:26 p.m.

Also Present – Dan Licht, Township Planning & Zoning Administrator

Call to Order – The March 18th regular Town Board meeting of Baldwin Township was called to order by Chair 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.

February 2024 Final Treasurer's Report – Beginning balance of \$1,228,709.33, Receipts of \$508,779.08, Disbursements of \$164,076.72, check number 27334 – 27431 minus check number 27357 – 27379 and 7 EFT Payments leaving an unaudited ending balance of \$1,573,411.69.

March 2024 Preliminary Treasurer's Report – Beginning balance of \$1,573,411.69, Receipts of \$25,151.77, Disbursements of \$174,972.76 leaving an unaudited ending balance of \$1,423,590.70.

Sheriff's Report – Deputy Wilson reported 236 calls for service in February 2024 with 17 medicals, 81 traffic stops, 5 motor vehicle accidents, no burglaries, 1 vehicle burglary and 26 security checks. The rest were miscellaneous calls for services. Case asked about the accident on county road 9 that the Fire Department assisted on. Case asked for updates on the driver. Deputy Wilson indicated he will look into this and get back to the Clerk on this. Swanson asked about an individual driving on bike trail. Individual was taken into custody per Deputy Wilson.

Public Comment Requests - None

Approval of Consent Agenda - Rush/Case unanimous to approve. The Clerk changed time off dates to March 25th to half a day on March 28th. Rush took this as a friendly.

- Approve Town Board Meeting Minutes and Board of Audit Minutes of February 26th, 2024.
- Approve Special Closed Town Board Meeting Minutes of January 31st, 2024.
- Approve Special Closed Town Board Meeting Minutes of February 22nd, 2024.
- Approve Clerk Time-Off of March 22nd to March 27th, 2024.

Frontier Trails Update – For the month of February 2024, the total nitrogen was out of compliance. This will be fixed once the pumps are fixed. There are 4 pumps that are being replaced.

Discuss/Approve/Disapprove Proposal from Steinbrecher for \$3034.02 –

Swanson would like this approved so they can move forward on this improvement. This would be pending review of Mike Gwynn, Frontier Trails Wastewater Manager.

Lawrence/Case unanimous to approve.

Engineering:

Discuss 305th Avenue Advertising for Bids – Tim Thoreen from HR Green stated that designs for the 305th Avenue roadway are complete, and they are working on finalizing specifications and related documentation for bidding. Tim Thoreen talked about the signed plan set for 305th Avenue full depth reclamation project, the project manual, and newspaper advertisement. Publishing of the public notices will be March 28th, April 4th and April 11th newspaper.

Rush/Lawrence unanimous to approve soliciting bids and advertisement. Bids will be opened at the first meeting in May.

Lawrence has affirmed with the County that they are taking care of the project on 991/2th street, realigning the roadway.

Discuss Tree Clearing on County Road 28 from County Road 19 -

Sherburne County has completed the tree clearing and grubbing on CSAH28.

Discuss Speed Bumps – Rush spoke of speed bumps that were tabled last fall. We have the speed bumps at the Town Hall. If Baldwin Township needs any help, Tim indicated HR Green will help in any way.

Fire Department Report – None

Chief Case indicated the Fire Department has had over 20 calls in Blue Hill and has received good reviews from Sherburne County Sheriff's Office. Baldwin Fire Department has been first on the scene for all calls.

Planning Items:

Discuss Code Enforcements -

There was 2 items on code enforcements. One was on 108th street where an adjacent property owner was questioning that the building was too close to the property line. It was verified, when the building permit was submitted, that setbacks are correct. The other item was sewage being pumped into Elk Lake. This will be covered by Andy at Rum River Construction Consultants, later on in the meeting.

Discuss/Approve/Disapprove Resolution 24-07 BoJack Properties SSTS Variance
Town Planner, Dan Licht, presented the Planning Report. Full Planning Report on file in the Clerk's Office.

Lawrence stated this is an improvement to the property so Lawrence made a motion to approve.

Lawrence/Case unanimous to approve.

Discuss/Approve/Disapprove Resolution 24-08 and Grading Agreement for Oaks of Battle Brook Second Addition.

Town Planner, Dan Licht, presented the Planning Report. Full Planning Report on file in the Clerk's Office.

Lawrence indicated this was not presented to The Planning Commission. Licht indicated this is a good way to approve beforehand to move project along.

Lawrence/Case unanimous to approve.

Discuss/Approve/Disapprove Sand Dune Properties Development –

Lawrence is requesting they proceed with development and has been working with Seth at Rum River Surveyors. They want to continue to use Hakanson Anderson for this project. They were using Hakanson Anderson before they became the Township Engineer. Dan Licht recommends external review from Bogart so they can continue using Hakanson Anderson.

Lawrence/Case unanimous to approve.

Discuss/Approve/Disapprove Planning Commissioners 3-Year Term – Sherry Newman, William McGowen and Richard Marshall are all up for re-appointment.

Rush/Lawrence unanimous to approve all 3 for a 3-year term.

Discuss Cell Tower Permit – Swanson spoke to Lynn Waytashek at Sherburne County, and they do not require a permit for this kind of work. Swanson spoke to our Township Attorney and additional revenue will be added for Verizon adding to this cell tower. Andy from RRCC spoke to Doug at Sherburne County and he indicated that adding equipment to this tower does require a building permit.

Andy from RRCC indicated it should have a building permit, but this does not have a structure that needs septic compliance. Lawrence asked how much a permit would cost for this type of permit. Andy to get these numbers to us. The add-ons are about \$180,000 valuation commercial permit.

Lawrence/Rush unanimous to approve issuing the building permit.

Discuss Report on Elk Lake Sewage Inspection – Property in the areas of 14227 – 14243 285th Avenue in Zimmerman were inspected by Rum River Construction Consultants-Baldwin Townships Building Official, and no known potential sewage leak or pumping concerns were found.

Lawrence asked what septic system these houses had. Andy from RRCC indicated that for these systems, the tank is out by the road. Dan Licht indicated that is definitely something to follow up on. Andy asked for the Town Board's permission to look into this a little bit further. **Lawrence/Rush unanimous to approve RRCC working on septic**

problem on the west side of Elk Lake. Swanson recommends getting this information to the Lake Association. RRCC to bring this information back to the Town Board's next meeting.

Road Report:

Discuss Public Works Report – Public works working on OSHA checklist, tree clearing and setting up for elections. Full Public Works Report on file in the Clerk's Office.

Discuss/Schedule Workshop for Preventative Maintenance on Roads –

Zac, Public Works Supervisor, is putting together recommendations for preventative maintenance on Baldwin Township roads. Rush recommends setting up a workshop to discuss this as a Board and with other vendors. Swanson agrees that we need to do preventative maintenance. Swanson would like to get Hakanson Anderson at a Town Board meeting to discuss our road projects first. Lawrence would like to know how much it would cost to do just a mill and overlay for 305th street and future road projects. Case discussed for public safety; wider roads are better. Rush wants to plan for the preventive maintenance. Lawrence would like Rush to contact Hakanson Anderson on goals and what road projects should be done.

Discuss Public Works Clearing Trees on 305th Avenue – Swanson moved to approve, seconded by Rush, motion passed. Public Works to get the Clerk a list of residents to send letter to.

Discuss OSHA Update – Full report on file in the Clerk's Office. Public Works has been working on some of the items on the OSHA visit list. Citation being sent to the Township will be delayed a few weeks per phone call with OSHA Compliance Supervisor.

Old Business:

Park Committee Report – Playground equipment has been ordered. Payment is not needed until the equipment is received per Rush.

Cemetery Update - None

Tabled Items:

Discuss/Approve/Disapprove Credit Card and Online Payments Through HeyGov
Rush/Case unanimous to table until April 15th Town Board meeting.

Discuss/Approve/Disapprove Baldwin Cemetery Markers – Lawrence would like Lester to review before approved.

Lawrence/Case unanimous to table until the April 1st Town Board meeting

Discuss/Approve/Disapprove Plan-It Capital Improvement Plan Software -
Rush/Lawrence unanimous to table until April 1st Town Board meeting.

Discuss ARPA Funds – Case asked how much would be left for ARPA funds after the playground equipment is paid for. Case would like the rest of the ARPA funds used towards the Fire Department engine which is over 23 years old and the need for a tender. The tender is priced at \$480,000. The grass rig would be considerably less. Case would like the Board's input on whether remaining amount of ARPA funds could be used towards some of this. Case would like to wait until what the Fire Department finds out on grants. This will be found out in May. Case says the tender is more important because it brings the water, but the grass rig would be useful for grass areas to the west of us. Rush would like estimates for these items from the Fire Department.
Rush/Case unanimous to table until May 6th Town Board meeting

New Business:

Discuss 2025 Modified Levy Funds –
Lawrence/Rush unanimous to approve, Case abstained.

Discuss/Approve/Disapprove Clean Up Day Charges –
Case resend motion.
Rush/Lawrence to table until the April 1st Town Board meeting. Wording on quote needs to be updated.

Discuss/Approve/Disapprove Ordering Additional Poll Pads for Upcoming Elections – Swanson would like to do paper roster. Clerk recommends doing an additional 4 poll pads, 2 per precinct.
Case/Lawrence approved, Holm disapproved, motion passed.

Reschedule Oath of Office and Reorganization Meeting – Swanson and Holm to come to Town Hall for Oath of Office. This is to be done with the Clerk.
Rush/Holm unanimous to reschedule Reorganization meeting until April 1st Town Board meeting.

Discuss Update on Incorporation Meeting –
Case received information from a few residents that they would like an update on the Incorporation meeting. There is a lot of mis-messages. Case recommended adding this information to the newsletter. Rush suggested putting this in the next newsletter and also putting an update in our meeting minutes.
Case recommends getting PowerPoint Presentation from the annual meeting and putting it on our website. Swanson suggested doing a posting on our website received from our Attorney's on FAQ.
Clerk to contact Attorney's to get the PowerPoint from the Annual Meeting and post on our website.

Discuss/Approve/Disapprove Public Rebuttal Request –

This was from the Board of Audit listing. A Residents name was listed with an incorrect dollar amount. This was for a receipt on a building permit. The full amount of the deposit was listed under her name. It was never an intent to list this name. We apologize for this system error. Swanson to contact our Attorney's and then contact residence. Lawrence would like a side note referencing this in the annual meeting minutes.

Discuss/Approve/Disapprove Rescind our Assessment Policy –

Holm/Lawrence unanimous to approve rescinding the assessment policy. Dan Licht recommends waiting to do this until the Incorporation decision is made.

Holm rescinding his motion. Holm made a motion to table until the August 5th Town Board meeting. Lawrence second the motion. It was adopted because it came from our Attorney's and Financial advisors. This policy is just on the books and does not need to be used stated Swanson. This is a financial policy only per Swanson. Lawrence indicated that there is a lot of questions regarding the necessity and process on this policy at this time. **Holm/Lawrence made a motion to table this until the August 5th Meeting for review. Swanson/Case disapproved. Motion passed.**

Announcements:

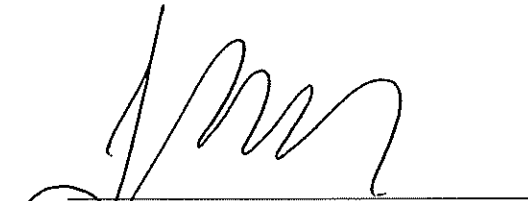
- a. Special General Election for House Dist. 27B, March 19th, 2024, polls open at 7:00 a.m., close at 8:00 p.m.
- b. Special Planning Commission Meeting, Wednesday, March 20th at 7:00 p.m.
- c. Park Committee Meeting, March 21st at 7:00 p.m.
- d. Special Town Board Meeting with Rum River Consultants, March 26th at 7:00 p.m.
- e. Planning Commission Meeting, Wednesday, March 27th at 7:00 p.m.
- f. Next Town Board Meeting, April 1st, at 7:00 p.m.
- g. Local Board of Appeal and Equalization Tuesday, April 9th, 2024 at 3:00 p.m.

Any Other Business – Clerk brought up the reward for the information leading to the conviction of the damage at Young Park. Conviction needs to happen before reward money is sent out to informants.

Motion to Approve Bills for Payment - Lawrence/Rush unanimous to approve check numbers 27432 – 27470 and 8 EFT Payments totaling \$174,972.76.

Adjourn - Holm/Lawrence unanimous to adjourn 9:37 p.m.


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


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

4-15-2024
Date

Attendees: Andy & Roxanne Schreder from Rum River Construction Consultants, Chris Dahn from Bogart & Pederson, Jason Betzler, Todd Maloney, Mike Hevery, Jim Thompson