

BALDWIN TOWNSHIP REGULAR MEETING

May 6th, 2024

Present – Supervisors Jay Swanson, Tom Rush, Alan Walker, Scott Case and Jeff Holm.
Jeff Holm arrived at 9:11 p.m.

Absent – Town Planner Dan Licht.

Call to Order – The May 6th, 2024 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/Walker unanimous to approve as amended.

April 2024 Final Treasurer's Report – Beginning balance of \$1,421,097.64, receipts of \$127,397.76, disbursements of \$249,037.85, check numbers 27472 – 27574 minus check# 27471, 27478, 27570 and 27572 with 9 EFT payments leaving an unaudited balance of \$1,299,457.55.

May 2024 Preliminary Treasurer's Report – Beginning balance of \$1,299,457.55, receipts of \$17,615.20, disbursements of \$130,656.27 leaving an unaudited balance of \$1,186,416.48.

Sheriff's Report – Deputy Wilson reported 238 calls for service in the month of April with 2 burglaries. The two burglaries were inside storage sheds. Of these calls, 6 were motor vehicles, 15 medicals, 10 public assists and 56 traffic stops. Full Sherburne County Sheriff's Office report on file in the Clerk's office.

Public Comment Requests:

Shelley Larson – 28533 143rd Street NW, Zimmerman: Little Elk Lake Sewage
Shelley is under the understanding that there will be another inspection. Swanson indicated this is not true and this is natural vegetation. Swanson read the inspection report from Rum River Consultants.

Tiffany & Brantley Koenig – 14553 293rd Ave, Zimmerman: 5th Annual Lemonade Stand, Saturday, June 15th, 2024 From 11:30 a.m. to 2:30 p.m. This is getting approval from the Town Board to utilize the Fire Department parking lot to host the 5th annual free lemonade stand for Law Enforcement, Fire and EMS.

Tiffany and Brantley Koenig were not present for the meeting. The Fire Chief presented the request for the lemonade stand that Brantley Koenig would like to do on June 15.

Rush/Case unanimous to approve.

Julie Weidenborner – 14312 314th Avenue NW – Frontier Trails: Julie would like some resolution on this the financials of Frontier Trails. This discussion is on the agenda below. Julie stated she has 3 issues. One is billing from Professional Services for 2017-2019. Second is she is wondering what the professional service charges are. She doesn't feel it is appropriate to be charged for accounting, etc. The third issue is, Julie would like to request reconciliation of the books. Julie would also like an explanation of how a bond works.

7:15 p.m. opening of bids for 305th avenue for FDR and widening the pavement to 24 feet:

Helmin Construction Inc.
4980 420th Avenue NE
Foley, MN 56329

Bid arrived on May 6th, 2024 between 3:30 p.m. and 4:00 p.m.
Bid bond included
Bid: \$557,423.61

Knife River
4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379

Bid arrived on May 6th, 2024 between 3:30 p.m. and 4:00 p.m.
Bid bond included
Bid: \$532,936.75

Northwest Asphalt Inc.
1451 Stagecoach Road
Shakopee, MN 55379

Bid arrived on May 6th, 2024 between 3:30 p.m. and 4:00 p.m.
Bid bond included
Bid: \$575,722.49

Minnesota Paving and Material
14475 Quiram Drive
Rogers, MN 55374

Bid arrived on May 6th, 2024 between 3:30 p.m. and 4:00 p.m.
Bid bond included
Bid: \$538,083.06

Park Construction Company
1481 81st Avenue NE
Minneapolis, MN 55432

Bid arrived on May 6th, 2024 between 3:30 p.m. and 4:00 p.m.
Bid bond included
Bid: \$708,345.12

Knife River is the lowest responsible bidder.

Rush made a motion to approve Knife River contingent on review from the Engineers-HR Green. Case seconded the motion, motion carried.

Continued Public Comment Requests:

Catrell Cooper – 12304 317th Avenue: Catrell stated he is at the meeting today because he has been approached by many people to run for City Council or Mayor, if we become a City. He supports what the Town Board is currently doing. The reason he is talking today is he will run for a seat/Mayor for the City of Baldwin. He does not want to run against anyone on the Board. Catrell requests support and thanked the Board for all the work they have done. He does not know what seat he is running for. Swanson explained the process for electing the City Council or Mayor in November.

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

- Approve Town Board Meeting Minutes of April 15th, 2024
- Approve Special Town Board Meeting Minutes of April 22nd, 2024
- Approve Resolution No. 24-17; Resolution to Support Princeton Youth Hockey
- Approve Resolution No. 24-18; Resolution to Support Princeton Football

Discuss/Approve/Disapprove Resolution No. 24-19; Authorizing Contract with Interested Officer

Rush/Case approved; motion carried.

Swanson abstained from the motion.

Fire Department Report:

Discuss/Approve/Disapprove Waiving Young Park Rental Fee on June 19th for the Fire Relief Association –

Rush/Walker unanimous to approve. Case abstained.

Discuss/Approve/Disapprove Cal Watson Resignation –

Case is requesting a letter be sent to Cal thanking him for his service to Baldwin Fire Department. He has been with the Fire Department since the Fire Department began.

Case/Rush unanimous to approve resignation.

Discuss Frontier Trails Financial Report: Professional services are all services-technician, testing, etc. Swanson explained how bonding works. The Clerk went over the financial reports from Ehlers. The deficit is from prepayments and rising operating costs. A Resident asked how they can be sure the system is in compliance and Swanson indicated we have in-house management of the system. Rush is requesting Liz from Ehlers to come to a meeting. The residents do not want to incur any extra costs.

Discuss/Approve/Disapprove Proposal for Wastewater Management:

Tom Rush changed this to discuss only at this time. Tyler was here from Natural Systems Utilities for operations and maintenance services. He is the Regional Director for NSU. NSU owns eleven facilities across Sherburne and Anoka Counties. NSU is known for monthly communications showing numbers and compliance. Case asked about monthly costs. The annual costs of \$23,000 to \$26,000 is the known costs only. This does not include electricity, micro c, biannual system cleaning, main system tank pumping or system component replacement. Swanson asked if we could order the Micro C to save on costs. Tyler indicated that we could.

Engineering:

Open/Review 305th Avenue Project Bids - This was already done at 7:15 p.m.

Discuss/Approve/Disapprove Awarding 305th Avenue Project Bids – This was already approved.

Planning Items:

Discuss Building Permits for January, February and March of 2024 –

This was discussed.

**Discuss/Approve/Disapprove Ganzer Variance Refund of \$76.97 –
Case/Rush unanimous to approve.**

Rush left the meeting at 8:41 p.m.

**Discuss/Approve/Disapprove Smith Variance Refund of \$6.70 –
Walker/Case approved; motion carried.**

**Discuss/Approve/Disapprove McEwen Variance Refund of \$156.70 –
Walker/Case approved; motion carried.**

Rush returned to the meeting at 8:43 p.m.

Discuss Invoice for PID# 01-00028-2110, 01-00028-2100 and 01-00028-2101 – Letter has been sent to HR Green requesting a portion of the invoice be refunded due to possibly being overcharged. HR Green is reviewing this and will respond via email.

Discuss Code Enforcements – PID 01-00424-0235 will be reviewed by the Town Planner on May 14th.

Discuss/Approve/Disapprove Resolution 24-20 Haugen Variance –
Swanson read background of the Planning Report
Full Planning Report on file in the Clerk's office.
Rush/Case unanimous to approve.

Discuss/Approve/Disapprove Resolution 24-21 Tegg Conditional Use Permit –
Swanson read background of the Planning Report
Full Planning Report on file in the Clerk's office.
Walker/Case unanimous to approve.

**Discuss/Approve/Disapprove Resolution 24-22 Mason Commercial Kennel
Interim Use Permit –**
Swanson read the background of the Planning Report.
Full Planning Report on file in the Clerk's office.
Kennel has room for 44 kennel spaces within the proposed building. Swanson and Case have concerns about barking. Mason indicated they will be staffed 24 hours a day, and bigger dogs will be toward the back of the building.
Walker/Case unanimous to approve.

**Discuss/Approve/Disapprove Ordinance 2024-02 Amending Special Vehicle –
Case/Walker unanimous to approve.**

**Discuss/Approve/Disapprove Ordinance 2024-03 Amending the Zoning Ordinance Regarding
Private Motor Sports Vehicles –
Case/Walker unanimous to approve.**

Road Report:

Discuss Public Works Report – Public Works has been working on hot patching, disassembling playground equipment at Young Park and Frontier Trails.

Discuss/Approve/Disapprove Survey for 285th Avenue Elk Lake - Matt Kind from Hakanson Anderson indicated they need to find a low point in the road. More conversation is needed about how this will be done. It could be as simple as a road grader cutting to the correct grade. There would be a general analyzation also.
Rush/Case unanimous to approve estimate of \$3000.00. Kind to let Rush know of ETA of surveying.
Case/Rush unanimous to approve.

Discuss/Approve/Disapprove Terminating Snowplow Drivers for the Season –
Rush/Walker unanimous to approve.

Schedule Road Tour – Rush/Case unanimous to table until the May 20th Town Board meeting.

Discuss/Approve/Disapprove Spring and Fall Ditch Mowing Quote – Rush/Case unanimous to approve quote for \$9200.00.

Discuss/Approve/Disapprove Quote for Repair of 131st Street – Case/Rush unanimous to approve.

Old Business:

Park Committee Report: Playground equipment should be installed soon. Rush approved an extra bay of swings. Lock code has been changed for ball field. ARC has been out to Young Park to fertilize.

Discuss/Approve/Disapprove Park Portable Restrooms for Young Park and Sandy Beach – Rush/Case unanimous to approve \$1600.00 for 5 months for portable restrooms Young Park and Sandy Beach.

Discuss/Approve/Disapprove \$2206.19 Quote for Park Benches – Case/Rush unanimous to approve

Discuss/Approve/Disapprove Three Sisters Lake Plat Park Dedication of \$2400.00
Rush/Holm unanimous to approve.

Discuss/Approve/Disapprove The Oaks of Battle Brook Second Addition Park Dedication of \$28,800.00
Rush/Holm unanimous to approve.

Cemetery Update - None

Tabled Items:

Discuss/Approve/Disapprove Credit Card and Online Payments Through HeyGov Rush/Holm unanimous to approve to table until the May 20th Town Board meeting.

Discuss ARPA Funds – Rush indicated that the Park equipment will be paid for with some ARPA funds. Case made a motion to use \$100,000 ARPA funds to pay for playground equipment. Rush seconded the motion, motion carried.

**Discuss/Approve/Disapprove Ordinance 2024-01 Updating Fee Schedule –
Rush/Case unanimous to approve .**

Contingent on good reason for maintenance pumping permit, otherwise the maintenance pumping permit should be removed. Swanson to speak to Andy at Rum River Construction Consultants regarding this permit.

New Business:

Schedule Employee Reviews – June 6th starting at 6:00 p.m.
Case, Good, Fadden, Nelson and Clerk. **Rush/Case unanimous to approve.**

**Discuss/Approve/Disapprove Awarding the Reward for the Young Park Fence
Destruction Conviction – Holm/Case unanimous to approve.**

**Reschedule May 13th, 2024 Staff Meeting – Rush/Case unanimous to table until the May 20th
Town Board meeting.**

Schedule MNOSHA Informal Conference – May 29th at 1:00 p.m. Case, Swanson and Walker to attend. **Swanson/Case unanimous to approve this date.**

Discuss Filling Deputy Clerk Position – Clerk went over applicants and possibly interviewing next week.

Discuss/Approve/Disapprove Staff and Town Hall Hours on Friday's – Case made a suggestion to have the town hall open from 8:00 to noon on Friday through the end of September. Case/Rush unanimous to approve.

Discuss/Approve/Disapprove Employee Benefit Proposal – Rush/Case unanimous to table until the May 6th Town Board meeting. Rush and Swanson to do cost comparisons.

Discuss/Approve/Disapprove Revised Monthly Agenda – Case/Holm unanimous to table until the May 20th Town Board meeting.

Reorganization of Town Board Duties: Clerk to update list and bring to the May 20th Town Board meeting. **Holm/Walker unanimous to table until May 20th Town Board meeting.**

Announcements:

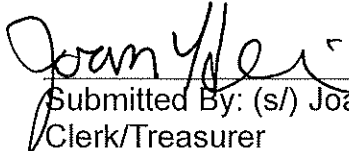
- a. Special Planning Commission Meeting, May 15th, 2024 at 7:00 p.m.
- b. Park Committee Meeting, May 16th, 2024 at 7:00 p.m
- c. Next Town Board Meeting, May 20th, 2024 at 7:00 p.m
- d. Couri & Ruppe Township Legal Seminar June 13th, 2024 from 9:00 a.m. to 4:00 p.m

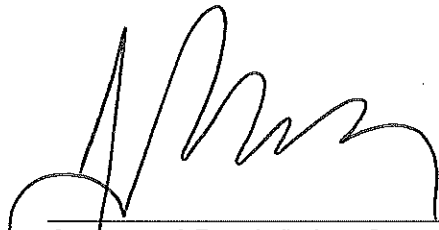
Any Other Business:

- Holm brought up 4 wheelers riding in the ditch in front of Young Park.
- Clerk communicated the 2023 audit field work will be May 28th – May 31st. The report to the Town Board will be virtual the end of June.
- Clerk communicated the Town Hall will be closed from 12:30 – 1:00 for the Clerk's lunch.

Motion to Approve Bills for Payment – Rush/Case unanimous to approve check numbers 27575 – 27619 in the amount of \$130,656.27.

Adjourn – Holm/Rush unanimous to adjourn at 10:52 p.m.


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


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


Date

Attendees: Mark & Samantha Mason, Christi Miller, Kathryn Lundbers, Troy Tegg, Heather & Aaron Hoss, Shelly Larson, Cartrell Cooper, Julie Weidenborner, Luke Helmin, Davis Cowan, Chris Kirchoff, Hanna Nelson, Mark & Charlotte Lofgren, Jeremy Miller, Zac Good-Baldwin Township Public Works Supervisor.