

BALDWIN TOWNSHIP REGULAR MEETING

May 20, 2024

Present – Supervisors Jay Swanson, Tom Rush, Alan Walker and Scott Case

Absent – Jeff Holm

Call to Order – The May 20th, 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 – Case/Rush unanimous to approve as amended.

May 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,302,167.28, receipts of \$23,573.44, disbursements of \$358,901.47, leaving an unaudited balance of \$966,839.25.

Public Comment Requests:

Mary Larson – 29725 138th Circle NW: Update on 2024 Baldwin FunFest

Mary is the Chair of FunFest. They are having a dog costume parade, a DJ, a car show at Sunken Ship with trophies presented, a frozen T-Shirt contest. The Fire Department is doing hog dogs and hamburgers. They are also doing bingo, bouncy house, touch a truck, paint a plow.

Approval of Consent Agenda – Rush/Walker unanimous to approve

- Approve Town Board Meeting Minutes for May 6th, 2024
- Approve Clerk Time Off the Morning of Friday, May 24th, 2024
- Approve Town Hall Being Closed Thursday, June 13th, 2024 for Staff to Attend Couri & Ruppe Legal Seminar

Fire Department Report

Present Thank You Letter to Cal Watson – This letter was presented by Chair, Jay Swanson. Cal has been with the Fire Department for over 20 years.

Discuss/Approve/Disapprove Purchase of Fire Apparatus – This will take 3 ½ - 4 years to receive this apparatus Case stated. Baldwin Townships other engines are 17-20 years old. The recommendation was to get the performance bond. An option would be to also use ARPA funds for this and the apparatus fund. Pierce is one of the best companies for not having issues, Case heard. Case wanted to get feedback from the Board. Swanson asked how this would hinder the grant for the tender the Fire Department is getting soon. If they get the grant, they'd only have to pay 10% and the

grant pays the rest for a tender. Case stated this would not affect the grant. Rush asked what other trucks the surrounding areas have. This is identical to Elk Rivers truck; Princeton also has a Pierce truck. Rush also asked if we could get a used engine and Case stated you cannot find these types of engines. If you can get one, it has high miles and is over 20 years old. Clerk has contacted Ehlers on bonding and what interest rates are currently at. Swanson would like more information on the savings of the \$137,134.00 on 100% prepayment at contract signing. The bonding professionals would be able to answer this question on what the best savings is. Swanson is all for this, Walker agrees we need to get this on order and that these trucks will not get any cheaper. Rush wants to check into different options for financing. Swanson stated he would be ready to make a decision at the June 3rd meeting.

Swanson/Rush unanimous to table until June 3rd Town Board meeting.

Engineering:

Discuss/Approve/Disapprove Oaks of Battle Brook Grading Escrow Reduction or Release –

Case/Rush unanimous to approve.

Joss asked about the reduction on the Letter of Credit. Swanson indicated that that is done with the developer's agreement and with Engineering recommendations.

Discuss/Approve/Disapprove Assessing Contract – Swanson asked how it was working with Sherburne County Assessor's Office. Stenzel stated they had a good working relationship. Rush asked about the software and Stenzel indicated this was older software to work with. Swanson asked if Stenzel had any questions. Stenzel asked if the Board would be interested in a multiple-year contract like 3-years. The Assessor looks at 20% of the properties each year.

Rush/Case unanimous to approve contract for 3 years. Annual cost for services performed is \$35,000.00 with a 5% increase per year on a 3-year contract that expires June 1st of 2027.

Discuss/Approve/Disapprove Resolution 24-23; To Spend ARPA Funds on Lost Revenue Replacement Category

Rush/Case unanimous to table until the July 15th Town Board meeting.

Frontier Trails Update – Email was received from The Wastewater Manager that the wastewater treatment facility continues to run well after the repairs were completed. Treatment continues to do better.

Road Report:

Discuss Public Works Report – Total road patching material for 2024 season is 11.55 tons. Full Public Works Report on file in the Clerk's Office.

Discuss Failed Driveways – Anything prior to 2022 is Grandfathered in. Rush will type up a letter for Board approval if we need to send anything to Builders/Homeowners.

Eight driveways have been sent to the Township Engineer, Hakanson Anderson to inspect.

Discuss/Approve/Disapprove Summer Help for Public Works – Full list of summer help duties needed is on a list in the Clerk's office. Requesting up to 40 hours with discretion. Rush stated that we need to make a decision if we are going to advertise. If raining or there was no work to do, they would not get the full 40 hours a week. Rush recommends doing \$19-\$20 an hour. Zac recommends the applicant Jonathan Good, a High Schooler, that applied. **Rush made a motion to hire Jonathan Good at \$20.00 an hour. Case seconded the motion, motion carried.** Jonathan would start June 3rd.

Discuss/Approve/Disapprove Town Hall and Fire Department Parking Lot Proposal – ACI was at the meeting tonight, James Flicek 7362 Spencer Brook Drive. Rush indicated the bids at Young Park were very competitive. ACI was about \$1500 less for the Town Hall/Fire Department parking lot than Zimmerman Sealcoat Company. ACI was recommended from Zac, Public Works Supervisor due to having manpower and the timeline to get this done when needed. ACI also does preventative maintenance. Case would like Young Park parking lot to get done right away. **Swanson made a motion to approve ACI, \$4995 for Young Park and \$13959 for the Town Hall/Fire Department parking lot. Case seconded the motion, motion carried.**

Discuss/Approve/Disapprove M-R Sign Quote for \$2505.80 – Case/Walker unanimous to approve.

Old Business:

Park Committee Report – Park committee met last week. The discussion was to add 4 more benches to the parks. They also talked about doing a mosquito fogger at Young Park. The Park Committee is working on the planning of FunFest. Swanson would eventually like the name to change to "Baldwin Fest." Swanson also recommends doing a dance with music. For next year, Swanson would like a carnival setting.

Discuss/Approve/Disapprove Young Park Parking Lot Proposal – This was already discussed.

Cemetery Update – None

Discuss/Approve/Disapprove Installing Event Sign – This is an electronic sign by the Town Hall. Swanson to work on the pole. Swanson indicated that this is \$1500 for the material. Case recommends doing a V for display toward the road. Swanson asked Public Works Supervisor, Good, if they can do the wiring and Good indicated they could.

Tabled Items:

Discuss/Approve/Disapprove Reorganization of Town Board Duties – Case/Rush unanimous to approve.

Schedule Road Tour – Rush/Walker unanimous to approve scheduling on Wednesday, May 29th at 3:30 p.m.

Discuss/Approve/Disapprove Credit Card and Online Payments Through HeyGov
The fee is% plus .30 cents for each successful online transaction. Rush indicated if there is any breach, it falls on us, but they are very secure. **Rush/Walker unanimous to approve.**

Reschedule May 13th, 2024 Staff Meeting – June 6th at 3:00 p.m.

Discuss/Approve/Disapprove Employee Benefit Proposal – Swanson would like to setup a meeting with Benefits Lab and
Benefits lab is nonembedded plan. This makes the deductible X 2. The clerk to check with Benefits Lab on a time that everyone can come meet. Answers to come at the next meeting.

Discuss/Approve/Disapprove Revised Monthly Town Board Agenda – Case recommends only having Public Comments once a month. Swanson indicated this is a courtesy to the residents but eventually this can be changed to once a month. Case/Walker unanimous to approve new Town Board agenda.

Discuss/Approve/Disapprove Plan-It Capital Improvement Plan Software – Rush recommends talking to our Engineers. Case would like to see more information on this. Rush/Case made a motion to table until the June 6th staff meeting.

Discuss/Approve/Disapprove Process for HRA Account with Empower – Case/Rush unanimous to disapprove.

New Business:

Discuss/Approve/Disapprove Renewal of Tobacco License – Rush/Walker unanimous to approve.

Discuss/Approve/Disapprove NSU Proposal – Rush/Case unanimous to table until the June 17th Town Board meeting.

Discuss/Approve/Disapprove Fund Transfers – Rush/Case unanimous to table until the June 3rd Town Board meeting.

Announcements:

a. Planning Commission Meeting, Wednesday, May 22nd, 2024 at 7:00 p.m.

- b. Baldwin Town Hall Closed, Monday, May 27th, 2024 in Observance of Memorial Day
- c. Special Town Board Meeting, OSHA Informal Conference, Wednesday, May 29th from 1:00 p.m. to 3:00 p.m.
- d. Next Baldwin Township Meeting, Monday, June 3rd, 2024 at 7:00 p.m.
- e. Employee Reviews, Thursday, June 6th, 2024 Starting at 6:00 p.m.
- f. Special Town Board meeting, Monday, June 24th, 2024 at 7:00 p.m. to Discuss Blue Hill Fire Contract---Put this on the June 3rd agenda.

Any Other Business:

Andy Schreder indicated that Christ Our Light Church building permit process will be starting.

Andy would like to discuss applicants working without a permit. Rum River usually contacts the homeowners. Kelly from Rum River developed a door hanger. Andy asked how proactive RRCC should be. Some contractors have not called for inspections, and this is a problem because the homeowners are not getting the full service. Swanson would like Andy to contact the Town Hall. Case is fine with the door hangers but notification to the Township should be done before hanger is put on the door.

Little Elk Lake-how should RRCC address calls/concerns on this going forward.

Swanson wants this problem brought to the Town Hall.

Fire Official and Fire Code duties – This should be addressed. RRCC does offer this service. Swanson would like the Fire Code Official to be the Fire Chief. Case would like to know exactly what the qualifications are for this. The scope and what qualifications are needed.

Andy is meeting with Dan Licht tomorrow on the fee schedule and other items.

Swanson asked about sewer pumping permit that is on the fee schedule. It's a permit every 3 years which is basically a maintenance pumping reminder permit. Some jurisdictions prefer these permits to be in a data file for maintenance of the systems in the Township. Swanson to get back to Rum River on if Baldwin will want this permitting in the future.

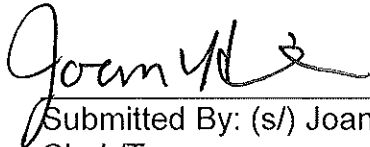
The clerk brought up that audit field work, which is virtual, will be all day on May 30th and May 31st.

The clerk also communicated that there were 2 interviews last week for the Deputy Clerk and 2 interviews tomorrow.

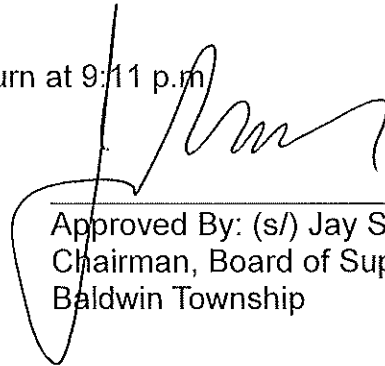
The Clerk discussed the pumps being insured at Frontier Trails main system. A pump is typically around \$2000. The Town Board does not feel these pumps need to be insured.

Motion to Approve Bills for Payment – Rush/Case unanimous to approve check numbers 27620 – 27655 in the amount of \$223,935.82 and 5 EFT payments of \$5142.18 totaling \$229,078.00.

Adjourn – Rush/Walker unanimous to adjourn at 9:11 p.m.



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



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

6-3-2024

Date

Attendees: Christi Miller, Jason Betzler, Joss Jondahl, Andy Schreder-Baldwin Township Building Inspector, Kelli Duerr, Zac Good-Baldwin Township Public Works Supervisor, Mike Anderson, Tony Maciej, Mary Larson, James & Danielle Artmann, Jake Stenzel-Baldwin Township Assessor, Connor Loscheider, Brian & MaryBeth Torborg.