

BALDWIN TOWNSHIP REGULAR MEETING

JULY 1ST, 2024

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

Also Present – Dan Licht – Baldwin Township Planning & Zoning Administrator from The Planning Company (TPC)

Call to Order – The July 1st, 2024, 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.

June 2024 Final Treasurer's Report – Beginning balance of \$1,004,085.87, receipts of \$685,582.64, disbursements of \$166,901.22, check numbers 27660 – 27723, minus check# 27677, 27679 and 27680, and 8 EFT payments leaving an unaudited balance of \$1,522,767.29.

July 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,522,767.29, no receipts, disbursements of \$42,261.52, leaving an unaudited balance of \$1,480,505.77.

Sheriff's Report:

Deputy Wilson reported 234 calls for service for the month of June for Baldwin Township. with 8 dog complaints, 1 dog bite, 26 medical and 40 traffic stops. No burglaries, the rest are miscellaneous calls for service. Full report on file in the Clerk's Office.

Holm discussed County Road 19/38, County Road 38/100th Avenue and 297th/County Road 19 that does burn outs during the weekend.

Another issue is driving on County Road 2, following too close. Holm would like instant tickets wrote. Along with this is County Road 19 and County Road 2, passing on the right in a right-hand turn lane. A lot of people in these areas are walking, people at the cemetery and at Young Park.

Public Comment Requests: None

Approval of Consent Agenda – Holm/Case unanimous to approve

- Approve MN Association of Township Insurance Trust Invoice for \$22,706.00
- Approve Claim Form Over 90 Days for Mitchell DeMorrett
- Approve Claim Form Over 90 Days for Laura Anderson

- Approve Bogart, Pederson & Associates Professional Service Agreement for Northwood Ponds Development
- Approve Ordering 11 EMS Signs

Fire Department Report:

Discuss/Approve/Disapprove Purchase of Fire Apparatus – Dan Corcoran, A representative from McQueen was at the meeting to answer any questions regarding the proposal/purchase of a Pierce Enforcer Pumper for Baldwin Township Fire Department. Baldwin Township Fire Department Apparatus Committee was also at the meeting. This Committee has had meetings for the fire truck and 25 pages was reviewed for the needs of truck. Dan explained that ordering a fire truck is like building a custom home. Rush asked how long it takes to build the truck and Corcoran explained 44 1/2-47 1/2 months. Manufacturing only has so many slots a year for building the apparatus, Corcoran explained. Rush asked if the August 1st deadline could be extended because we are waiting for the incorporation decision. Dan explained the only way this could be extended is for McQueen to purchase the truck on their line of credit and Baldwin could buy than. Pierce Manufacturing could not do any extensions. Case explained that regardless of if we become incorporated, we would still need the engine. Swanson went over the proposal for the engine. The first proposal was to pay in full and wait 4 years, which the Township does not want to do. The \$117,484.33 solidifies the price for the Township 4 years from now and puts us on the manufactures schedule. Swanson stated that a performance bond is very necessary which is \$3142.00. A performance bond is a performance and payment bond. If manufacturing closes their doors, this performance bond ensures some entity will perform on the contract. The purchase price is \$1,116,975.00 and we can subtract \$21,808.00 from the purchase price by signing the contract before July 31st 2024. If approved tonight, would be \$1,095,167.00 and \$117,484.33 down payment. Corcoran explained that there is a performance bond of \$3,142.00. Prices will be held until July 31st, 2024. Holm asked one of the Baldwin Fire Department Apparatus Committee Members why they chose Pierce over the other manufacturers. A Committee Member explained that they received a lot of recommendations from surrounding areas and pricing was also a factor. Case spoke to the Chief at Elk River Fire Department, and they have had fewer mechanical issues with Pierce trucks than other manufacturers.

Case made a motion to enter into the contract, Walker seconded the motion. \$117,484.33 money down, contingent on approving resolution on reimbursement bond and we will also take the \$117,484.33 out of the ARPA funds. \$3142.00 coming from fire department apparatus fund for the performance bond.

Case/Walker took these as a friendly.

Rush disapproved; motion passed.

Planning Items:

Discuss/Approve/Disapprove Resolution 24-26, Krotzer Simple Plat – Matthew and Leah Krotzer were at the meeting. Town Planner Licht read the planning report. Full report on file in the Clerk's office. **Case/Rush unanimous to approve.**

Discuss Code Enforcements –

The meeting will be rescheduled with Jake's Tree Service.

Rush/Case unanimous to approve sending step 1 letters to PID# 01-00424-0220, 01-00553-0305 and PID# 01-00406-0510.

Swanson discussed the letter that Rum River Construction Consultants previously sent to a resident. The Resident responded back that they will not add a railing to the deck that is out of compliance. This will be sent to our Attorney.

Discuss/Approve/Disapprove Sherburne SSTS Ordinance Update -

Licht from TPC explained that Sherburne County is in the process of updating their SSTS ordinances as part of reviewing all their ordinances. Licht stated that for the update, for the most part, follows the current rules but there are a few optional provisions. This is something totally detached from the septic system such as adding an accessory building or a deck. Licht stated that he knows the Town Board is opposed to the septic compliance that goes along with adding a deck or something other than a bedroom to a house. Case stated that he is strongly opposed to having a septic compliance done for a deck. The County is asking for comments for proposed ordinance amendment for the public hearing scheduled for July 20th.

Licht from TPC stated that he would need a motion to draft a letter regarding this ordinance amendment. **Case/Rush unanimous to approve TPC drafting a letter regarding this ordinance amendment.** Case would like the County Commissioner copied on this letter.

Discuss/Approve/Disapprove Wind River Estates Drainage – Background is that the resident contacted Town Hall on drainage issues. Licht spoke to Baldwin Township Public Works Supervisor, Zac Good, asking who maintains this. Good indicated that this has never been maintained by the Township. This would be both the road and the stormwater. The legal document shows within the easement and signed by the Town Board at the time it was platted. The Town Attorney determined that even though it is in the town area, it was never accepted formally by the town. There is documentation from the past Township Engineer about concerns of engineering and/or construction of the improvements of the road and stormwater. The Engineer noted that some portions of the road were constructed outside of the road right of way. The Township Attorney determined that if the Town goes out to do any maintenance, it will become the Town's responsibility from that point going forward. The Township Attorney also determined that the Township doesn't have any responsibility for the stormwater maintenance facility. Case said that he agrees with the Town Attorney's recommendation. The Resident was requesting a pump be installed to get the water across the road. He is also going to talk to the association. Swanson explained that this wasn't fixed in 2003 and sounds like it hasn't been fixed now. Licht indicated that the Town Attorney needs to be asked if water can be pumped over the road. The Resident also asked what the obligation is of the Town to this private road/development. This road has not been accepted or the drainage problem. This is for discussion only at this time as there is nothing to approve/disapprove at this time.

Discuss Tree Removal in Road Right Away by Elk Lake – Grading is starting next week. There is a tree in the road right-a-way. Licht said that this is a platted right a-ways and would be exempt. The Town owns this property. Statue 160.22

Licht recommends having Township Attorney review.

Rush/Walker unanimous to approve Licht from TPC contacting Township Attorney.

Cemetery Update: None

Tabled Items:

Discuss/Approve/Disapprove Recommendations from Hakanson Anderson on Survey of 285th Avenue - Rush/Case unanimous to table until the July 15th Town Board meeting.

Discuss Lake Diann Drainage off 133 ½ Street – Rush/Case unanimous to table until the July 15th Town Board meeting.

Discuss South Sandy Lake Stormwater Drainage Review – Rush/Case unanimous to table until the July 15th Town Board meeting.

New Business:

Discuss/Approve/Disapprove Hakanson Anderson Design and Bidding for the Culvert Replacement on 278th Avenue and 120th Street – Rush spoke to the Township Engineer. Going forward, the Engineer will take care of culvert replacements and they must be concrete. Hakanson Anderson is comfortable with TW Hauling doing concrete culvert. Swanson suggests Hakanson Anderson do the design/spec's. MnDOT would want the specs for this plan because this culvert is so close to Highway 169. Rush to contact Township Engineer to work on design. Rush to also contact MNDOT that they are aware of this upcoming construction. **Rush/Case unanimous to approve Hakanson Anderson doing design and contacting MNDOT.**

Discuss/Approve/Disapprove Pay Increase for Employees – Holm made a motion for a 4.5% increase; Walker seconded the motion, motion carried. This would be effective July 1st.

Rush/Case unanimous to approve this being for full time employees only

Rush recommends employee liaison doing quarterly one-on-ones with employees.

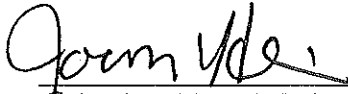
Announcements:

Any Other Business:

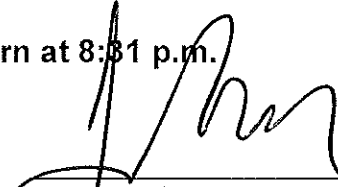
Swanson/Case unanimous to approve Clerk meeting with surrounding Township Clerks on July 19th at the Town Hall, including doughnuts.

Motion to Approve Bills for Payment – Rush/Case unanimous to approve check numbers 27720 – 27764 in the amount of \$48,675.62 and 4 EFT Payments for \$4327.11, for a total of \$53,002.73.

Adjourn - Holm/Rush unanimous to adjourn at 8:31 p.m.



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



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

9-23-2024

Date

Attendees: Mary Beth Torborg, Brian Torborg, Leah Krotzer, Matt Krotzer, Pam Burbank, Brandon Lage, Phil Holland, Mike Anderson and Chase Springman.