

BALDWIN TOWNSHIP REGULAR MEETING

July 15th, 2024

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

Jeff Holm arrived at 8:24 p.m.

Also Present – Matt Kind, Township Engineer from Hakanson Anderson and Mike Couri, Township Attorney arrived at 8:19 p.m.

Call to Order – The July 15th, 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.

July 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,522,767.29, Receipts of \$287,400.61, Disbursements of \$283,603.99 leaving an unaudited balance of \$1,526,563.91.

Public Comment Requests:

- Duane Pam Burbank – 30848 141st Street NW, Princeton: Culvert Replacement on Neighbors 2nd Driveway at PID# 01-00508-0114. The Burbank's were at the meeting to discuss the culvert replacement for their neighbor's culvert. Pam went through history with Walker and stated this is a safety concern and is falling apart. It is just sand and dirt. Pam is requesting that the Board honors the letter that Dan Licht sent to the homeowner. Duane explained that this driveway is illegal and was not done right. Burbanks are requesting a tar surface and a longer culvert be installed. Swanson stated the Town Board will consider.

Approval of Consent Agenda – Case/Walker unanimous to approve

- Approve Claim Form over 90 days for Jonathan Neal from the Fire Department
- Approve Special Closed Employee Performance Review Minutes for June 25th, 2024
- Approve Resignation of Jordan Inman from the Fire Department
- Approve Resignation of Ryan Cross from the Fire Department
- Approve LOA for Tony Maciej from the Fire Department
- Approve Town Hall Being Closed Wednesday, July 24th from 8:00 – Noon for Poll Pad Training at Sherburne County Government Center

Case discussed Fire Relief is having Garage Sale and all proceeds will go to the fire relief association.

Swanson read a compliment letter that was addressed to Baldwin Fire Department.

Engineering:

Discuss/Approve/Disapprove Recommendations from Hakanson Anderson on Survey of 285th Avenue – The survey crew was out to the location this morning and supplemented with the north side of the street. They are focusing on the low side of the street so it's not all going on the south side of the road. The survey department will be working on this and Township Engineer, Matt Kind, will come up with a grading plan. Township Engineer, Matt Kind, to get property owners contact information to work together to minimize the problem. The property owner stated that this was not a problem 30 years ago. Swanson stated that they would like to do this once and for all and get this fixed. Kind indicated that they need to take some material out to fix the problem and come up with a grading plan. Swanson asked when the plan will be done to present to the Board. Swanson wants to make sure the drainage problem is fixed. Kind indicated this could be done with request for proposals to select contractors in the area for this project. This is just discussion at this time as there is nothing to approve/disapprove at this time. Rush asked how much this project will cost and this information is not available at this time.

Discuss/Approve/Disapprove LOC Reduction for The Oaks of Battle Brook 2nd Addition – Township Engineer, Matt Kind, recommends reducing of the letter of credit. Case/Walker approved. The line of credit is currently at \$630,834.38. Kind recommends a reduction of 50%. This would be reduced to \$315,417.19. Case/Walker took as a friendly to reduce LOC by 50%. **Case/Walker unanimous to approve.**

Discuss/Approve/Disapprove Releasing Stormwater Maintenance Agreement Escrow of \$2000 for The Oaks of Battle Brook 1st Addition
Township Engineer, Matt Kind, recommends releasing. **Rush/Case unanimous to approve.**

Discuss/Approve/Disapprove Releasing LOC for Gentle Winds
Matt Kind, Township Engineer, recommends releasing letter of credit.
Case/Rush unanimous to approve releasing by letter of credit for Gentle Winds.

Discuss/Approve/Disapprove 297th Traffic Control Plan – Rush/Case unanimous to approve traffic control proposal received from George Wojcicki at Excel Energy.

Discuss/Approve/Disapprove Culvert Replacement on 278th and 120th.
The survey was done today for both areas. Matt Kind to do RFP's (Request for Proposals) along with a list of contractors for the project. Kind will also do the access permit. Swanson would like this brought back to the August 5th meeting for authorization to move forward. Kind to submit plans for the agenda packet on August 5th. Rush asked if the paved part would be a part of this plan and Kind indicated yes. Swanson also wants the soil borings done. Kind indicated there is some settlement in the base on 278th. Kind requested a map of where to start and stop. Hakanson to do a change order

with Knife River to proceed. This is for discussion at this time as there is nothing to approve/disapprove at this time.

Discuss 305th Avenue Construction Observation and Administration Duties

Between HR Green and Hakanson Anderson – HR Green and Hakanson Anderson will have a precon meeting with Knife River and any other subs. This will be Wednesday, July 24th at 10:00 a.m. Swanson asked if Hakanson Anderson would be willing to take on the project with HR Green's design. Kind indicated that they could. Hakanson Anderson would be taking over everything after the design stage, such as testing, surveying, etc. Seth Monroe with Hakanson Anderson would do the construction observation. Someone would have to be there all day when it's paved. Once Hakanson has the precon meeting, HR Green can back away from the project. HR Green is responsible for the design plan. Case asked that Kind notify the Clerk on when 305th avenue will be closed. Kind is going to recommend that one lane stays open. Rush is also concerned about the warranty of the road. Swanson asked Hakanson for numbers on construction costs for 305th. This will be worked on by Hakanson Anderson.

Discuss Lake Diann Drainage off 133 ½ Street – Kind spoke to the County to get history information on this area. They hired Bogart for the plans. Kind asked Bogart to finish the plans. There shouldn't be any engineering costs in this, it's just time and materials.

Rush/Case unanimous to approve going out for quotes for this project. Bogart to do the RFP's. and send it to the Clerk.

Discuss South Sandy Lake Stormwater Drainage Review – Case/Rush unanimous to approve having Kind talk to Bogart on the design Bogart previously did.

Discuss/Approve/Disapprove Culvert Replacement for PID# 01-00508-0114 – Kind indicated he has seen a lot worse culverts. The culvert functions and does what it needs to do Kind stated. Messer spoke that the trailers have never touched the culvert. Messer wants to add onto the culvert. Kind indicated that 6 feet added onto the culvert should fix the problem. Case made a recommendation for the Engineer to work with Messer on what to add to the culvert. This is discussion only at this time.

Schedule Workshop Meeting for Road Projects, CIP and Engineering – Swanson would like to know what the goal is for the meeting. Typically, Hakanson gets a request from the Town Board, a CIP is annually done and updated to have a 3-year plan. The CIP would be the plan going forward and what the road cycle is. How much traffic the road gets, life of the road, etc. Plans are done over the winter and bids are done in the spring. **Rush/Case unanimous to schedule meeting for June 24th at 11:00 a.m.**

Jeff Holm arrived at 8:24 p.m.

Discuss/Approve/Disapprove Resolution 24-27 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code – Case/Walker approved.

Swanson updated Holm on the resolution.

Roll call was called.

Walker-yah, Rush-nah, Holm-yah, Case-yah, Swanson-yah.

Motion Carried.

Frontier Trails Update: Swanson indicated that quotes need to be done for ventilation in building, so it doesn't get too hot in the building.

Discuss Frontier Trails Financials – Swanson read over the financials of 2024 for Frontier Trails. The Township has taken in approximately \$12,000 and expenditures of \$32,000. The Board will need to look at what the utility bills will need to be going forward. There is an expenditure from Steinbrecher for repairs of about \$13,000, which is included in the \$32,000.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's Office.

Discuss New Plow Truck Delays – J-Craft has pushed the delivery of the plow truck out to December. **Rush/Case unanimous to look into different outfitting.**

Holm disapproved; motion carried.

Discuss/Approve/Disapprove 5-Ton Load Limit Signs Posted on Chip Seal Over Gravel Areas. The area that is affected would be West Elk Lake, Lake Dianne, South Sandy Lake and East Sandy Lake. Case and Holm do not recommend doing this due to lumber deliveries, etc. State statute is they are 9 ton roads unless posted otherwise. **Holm/Case unanimous to disapprove.**

Discuss/Approve/Disapprove Public Works Using On-Site Gas Tank – The request is to get an on-site gas tank for public works gasoline. **Rush made a motion to get a 350-gallon tank for Public Works. Case seconded the motion, motion carried.**

Discuss/Approve/Disapprove Public Works Supervisor Webinar/Training on CIP's **Case/Holm unanimous to approve CIP course of \$249.00.**

Park Committee Report:

Discuss Damage to Culvert at Sandy Lake Beach, Causing Beach to Washout – **Holm/Case unanimous to approve Hakanson Anderson looking at the culvert in this area.**

Tabled Items:

Discuss/Approve/Disapprove Resolution 24-23; Spending ARPA Funds on Lost Revenue Replacement Category – **Holm/Case unanimous to approve.**

Discuss/Approve/Disapprove NSU Proposal – Rush is questioning who pays for the certification for Public Works to get certified. Couri, Township Attorney, stated that these costs can be charged to the SSD and our accountants would agree. Rush believes it is cheaper and they have their own supplies if you contract this out. Holm asked Couri if we did pursue NSU, would we be required to go out for RFP's. Couri indicated it depends on how this is classified. Couri stated that this is just maintenance and operation of the SSD, not an improvement to real estate. Swanson indicated that Public Works Supervisor would have his class C license by next July. Swanson indicated that discussion should have started with finding an outsource operator at the beginning. Should costs for certification go to Frontier Trails or general fund? Case indicated this is our only system and it should be paid for by Frontier Trails. **Swanson made a motion to disapprove NSU, Case seconded the motion to disapprove, Rush approved. Motion did not carry.** Holm would like more research on what is needed to manage this system.

Rush left at 8:59 p.m.

Discuss/Approve/Disapprove Snowplow Wages for Upcoming Season – Holm/Case to table until 2nd meeting in September.

New Business:

Discuss/Approve/Disapprove Wage Increase for Admin Support – Holm/Case unanimous to approve increase of 4.5% COLA for Admin Support beginning July 1st, 2024.

Discuss Cannabis Zoning, Fire, Building Codes and Registration Fees

Cannabis Zoning - Case indicated we need to set fees and policies. Because our population is under 12,500, we would only have to do one cannabis business. Couri recommends looking at the zoning side of this. Case recommends this be sent to Dan Licht and The Planning Commission.

Case/Holm unanimous to approve sending to The Planning Commission. Holm made a friendly for Licht to reach out to the County.

Fire and Building Codes – Case recommends adopting a fire code ordinance. Case would like a knox box for commercial buildings. Case wants to know if this is what the Board would like him to do. Case indicated if the Board wants a Fire Code Official, Case would like some guidelines to go by. Couri stated that Baldwin may not be able to alter the MN Fire Codes. This would be mostly group homes and assisted living facilities. Andy from Rum River Consultants stated the building code cannot be less restrictive, but the fire code can. Examples would be knox boxes, inspections of restaurants, etc. Andy indicated that this is the beginning of a workshop, and more talk needs to happen in the future.

Holm made a motion to move forward with perimeters of a fire code official, Walker seconded the motion, motion carried. Case abstained.

Discuss/Approve/Disapprove Deputy Clerk Wage – Case/Walker unanimous to approve \$23.00.

Discuss/Approve/Disapprove Code Enforcement for Deck Railing on PID# 01-00486-0215 – Case/Walker unanimous to forward onto our Township Attorney

Discuss/Approve/Disapprove Website/Social Media Communication – Holm/Case unanimous to approve posting on website and newsletter only. This would be major events and expenditures including the purchase of a Fire Truck.

Discuss/Approve/Disapprove Medical Insurance Waiting Period of the First of the Month Following 30 Days of Employment – Case/Holm unanimous to approve.

Discuss Checking Signing/Expenditure Procedures – Case/Holm unanimous to approve moving to consent agenda with a listing of claims. The Town Board has previously reviewed all checks at the end of the meeting. The procedure being discussed is for The Clerk to send the claim list to the Town Board in the agenda packet. Holm did a friendly asking for additional review of some vendors and claims over \$3500.00 highlighted on the claims list. **Holm/Case/Walker approved; Swanson disapproved. Motion carried.**

Discuss/Approve/Disapprove Resolution 24-29 Remnant Orderly Annexation Agreement – Holm/Case unanimous to approve.

Close Meeting for Incorporation Litigation per Attorney Request
Case/Holm made a motion to close the meeting at 10:00 p.m.
Case/Walker made a motion to open the meeting at 10:36 p.m.

Discuss/Approve/Disapprove OSHA Settlement Agreement – Swanson/Case unanimous to approve subject to a written agreement. Public Works Supervisor to attend 10-hour OSHA Training Course.

Discuss/Approve/Disapprove Resolution 24-28 Appointing Election Judges
Holm/Case unanimous to approve.

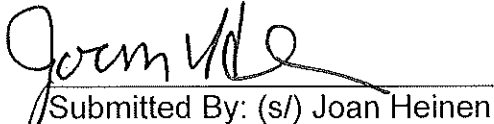
Announcements:

Any Other Business:

Swanson/Case unanimous to approve shadow box for Marv's True Value to posting agendas and public hearing notices.
Friendly was made by Swanson to spend up to \$250.00.

Motion to Approve Bills for Payment – Case/Walker unanimous to approve check numbers 27765 – 27809 for \$191,145.73, 5 EFT Payments for \$5452.14, 35 ACH Payments of \$44,744.60 for a total of \$241,342.47.

Adjourn – Holm/Walker unanimous to adjourn at 10:59 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: Christi Miller, Baldwin Township Public Works Supervisor Zac Good, Duane & Pam Burbank, Ron Messer, Cindy Messer, Bryan Lawrence, Baldwin Township Building Official Andy Schreder and Chase Springman.