

BALDWIN TOWNSHIP REGULAR MEETING

August 5th, 2024

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

Jeff Holm arrived at 8:02 p.m.

Call to Order – The August 5th, 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 Final Treasurer's Report – Beginning balance of \$1,528,723.15, Receipts of \$307,358.04, Disbursements of \$309,911.27, check numbers 27724 – 27815, 8 EFT Payments and 35 ACH Payments for the Fire Department Payroll leaving an unaudited balance of \$1,526,169.92.

August 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,526,169.92, No Receipts, Disbursements of \$75,747.85 check numbers 27816-27848, leaving an unaudited balance of \$1,450,422.07. Checks being signed at tonight's meeting are check# 27816 – 27848 for \$75,747.85.

Sheriff's Report – Deputy Wilson reported 299 calls for service for Baldwin Township in the month of July. Of these calls, there was 1 burglary in the business district, 6 motor vehicle accidents, 4 fires assisted with, 74 traffic stops and 48 security checks. The rest were miscellaneous calls for service.

Public Comment Requests:

- Julie Herrity-Wiedenborner – 14312 314th Ave NW, Frontier Trails – Julie is the HOA President for Frontier Trails. They have some concerns and have invited other homeowners so they can see that their concerns and questions have been addressed. Julie thanked Baldwin for all the support and help in 2015 when the MPCA was going to condemn their homes for violations with problems associated with their septic system. They have questions and have spoke to the county auditor on how bonds operate. The thought was that Septic Check was the problem but after Julie researched, it is Bogarts design. Julie is thinking that Bogart may be part of the responsible party. Julie feels like the Ehlers report does not have detailed information. Julie also does not agree with being charged for accounting and legal expenses. The interest on the bond was not fairly

distributed to the homeowners. Julie handed out a document to the Town Board that contained 8 requests for information.

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

- Approve Fund Transfer From Fund 401 to Fund 250 for Fire Department Payroll of \$13,665.71
- Approve Claims List
- Approve Claim Form Over 90 Days for Jeff Holm
- Approve Clerk Time of the Morning of August 9th
- Approve Deputy Clerk Time off of August 16th

Presentation of 2023 Township Audit-Burkhardt & Burkhardt – Full audit report will be posted on Baldwin Township website.

Holm/Rush unanimous to approve 2023 audit.

Fire Department Report:

Discuss Fire Code Administration – Case met with Andy at Rum River Construction Consultants on code enforcement, and they have been working with surrounding areas currently doing fire code enforcements for basis on what they do.

Discuss/Approve/Disapprove Proposal for Fire Department Payroll – Call volumes have increased and there are issues of recruiting fire fighters. This would be effective January 1st, 2025. The Assistant Chief would be \$19.00 per hour, the Captains \$18.00 per hour, Lieutenants \$17.00 per hour, Firefighters \$15.00 per hour and Probationary Firefighters \$15.00 per hour. The drill pay has not been changed for 7 years and would go to \$45.00 per drill, weekend duty officer pay to \$125.00 per weekend. Stipend pay for Assistant Chief would be \$1000.00 per month, Captain to \$150.00 per month, Lieutenant to \$75.00 per month and Training Officer to \$100.00 per month. Case went over some of the surrounding areas pay for their Fire Departments. Holm asked if this would work in the current budget and if these increase, will it fit 2025 budget. Case stated it depends on call volume. Rush would like to review the information on neighboring fire departments and the scenarios if the call volume increase. Case went over some scenarios if the call volumes increase.

Holm/Walker unanimous to approve.

Discuss/Approve/Disapprove Proposal for Fire Chief Wages – The Assistant Chief spoke on the increase of fire calls and the demands on the firefighters have gone up. The Fire Chief's responsibilities are huge Assistant Chief stated.

Holm/Walker unanimous to approve. Case abstained. Motion carried.

Discuss/Approve/Disapprove Increasing Fire Fighter PERA Benefit – Proposal is to increase to \$4500.00 benefit level effective January 1st, 2025. Holm asked what neighboring fire departments are paying. Princeton is \$5500, Milaca is \$6000, Zimmerman is \$7000-\$8000. **Holm/Walker unanimous to approve \$4500.00 effective January 1st, 2025, Case abstained, motion carried.**

Planning Items:

Discuss Building Permit Fees for PID# 01-00015-4401 –

Mason indicated that this building permit is double what it should be. He stated he will also have 5 other permits to pull for this project. He is questioning where Rum River Construction Consultants gets their valuation from. Mason's Attorney has sent us a letter, and this has been sent onto our Attorneys for review.

Discuss Building Permits for June 2024 – The building permit report has been reviewed by the Town Board. Permit# 2024-177 & 2024-176 has incorrect valuations. Andy from Rum River Construction Consultants indicated this was a clerical error.

Discuss/Approve/Disapprove Resolution 24-30 Variance for David and Bonnie Kemp – Chair Swanson read the planning report and recommendations. Full planning report on file in the Clerk's office.

David Kemp stated that in the recommendation area of the report, the address is incorrect.

Case/Holm unanimous to approve.

Discuss/Approve/Disapprove Resolution 24-31 Whitetail Knoll Simple Plat –

Chair Swanson read the planning report and recommendation. Full planning report on file in the Clerk's office.

Rush/Holm unanimous to approve.

Code Enforcement Update –

PID# 01-00406-0510, **Case/Rush unanimous to approve** sending step 1 code enforcement letter.

PID# 01-00031-4300, Headwalls. **Case/Walker unanimous to approve** sending step 1 code enforcement letter.

PID# 01-00545-0210, Headwall. **Case/Walker unanimous to approve** sending step 1 code enforcement letter.

Cemetery Update:

Discuss/Approve/Disapprove Payment for Marking Grave and Stone –

Rush/Walker unanimous to approve \$25.00 for marking the grave and setting the stone. The funeral home pays the Cemetery Sexton directly. This is in addition to the \$100.00 monthly stipend received from the Township.

Tabled Items:

Discuss/Approve/Disapprove Rescind Assessment Policy – This assessment does not need to be used, and we have not used it in the past Swanson stated. The only time we have assessed was the SSD and Flower City. The assessment policy was previously put in place just in case we needed to use it. This policy was recommended from Ehler's. Swanson stated that 20% of the cost projected could be assessed to the property owner and this wouldn't go against us with our bonding capabilities. Rush

stated he doesn't think it would be a problem if we kept the policy in place, since we don't need to use it.

Case/Rush unanimous to disapprove rescinding assessment policy.

Discuss/Approve/Disapprove Culvert Estimate for 278th and 120th – Walker/Rush unanimous to table until the August 19th Town Board meeting, waiting for costs from the Engineer.

New Business:

Discuss Completion Date on Culvert Repair for PID# 01-00508-0114 – Discussion on having a deadline for extending the culvert at this PID. There was discussion on whether this even needs to be done. Holm said that there was discussion on the driveway being too narrow and in an unsafe area. The Engineer spoke to property owners and found out there is a 20-foot culvert in this driveway already. The property owner sent us a diagram on what the culvert currently is. After 3 inches of rain today, the water flows just fine through the culvert. **Holm made a motion to go with the recommendation of the Engineer that the culvert is in compliance. Case seconded the motion, motion carried.**

Schedule Road Project/Process Workshop – Case will not be able to make the meeting. **Rush/Walker unanimous to approve meeting for August 6th at 7:00 p.m.**

Discuss/Approve/Disapprove Meals for Election Judges – **Rush/Case unanimous to approve election meals for the August 13th Primary Election.** Clerk asked dollar amount. **Rush/Case unanimous to approve \$350.00 per meal, \$700.00 total for the day.** Baldwin Town Board Supervisors really appreciate our Election Judges and the time they put into our elections.

Discuss/Approve/Disapprove TextMyGov – Swanson went over this government platform that is used for communication to our Residents. This feature gives notification to the citizens or specified groups via mass text alerts. Case stated that anything that is sent out, must be approved by the Town Board or the Fire Chief. Rush asked for information from other communities that use this platform. The cost would be \$4000.00 for the first year, the setup fee of \$2000.00 was waived. This would be \$4000.00 for a three-year contract. Holm asked for the cost of sending out a newsletter and Swanson stated around \$1400.00 including postage. The Clerk called Hinckley and Hinckley stated they aren't as satisfied with this platform as they thought they'd be. **Rush made a motion to disapprove. Motion failed due to lack of a second. Case made a motion to approve.** He believes we need this for emergency purposes and to improve communication with the residents. The administrator would be the Chair and Clerk. **Swanson seconded the motion. Holm disapproved, Rush disapproved. Walker approved. Motion carried.**

Discuss Updates on 305th Avenue – Mail courier has been notified and tree removal/road easement are being worked on.

Discuss Update on Sign for Township – Swanson provided a diagram on what can be built. We would have to also check with an Electrician on wiring. The sign has already been purchased. This is a moving sign on the bottom. Lighting was discussed. Walker and Case stated that the sign should be lit up. The cost would be approximately \$3400.00. Case indicated that the sign should be squared up. Swanson indicated that the sign should be power coated. **Case/Rush unanimous to approve up to \$3400.00 for the sign to have square edges. Swanson abstained; motion carried.**

Rush left the meeting at 9:48 p.m.

Rush returned to the meeting at 9:50 p.m.

Discuss OSHA Coordinator – Holm/Case unanimous to approve sending our Public Works Supervisor to the mandatory 10-hour training.

Discuss Candidate Forum to be Held After Filing Period Has Ended – Rush stated that after August 13th, we should have a meet and greet with all the candidates. This would be candidates presenting accomplishments and what they could bring to the City Council/Mayor position. Case stated that it should not be at the Town Hall. This is only for discussion at this time to develop ideas.

Discuss/Approve/Disapprove Changes to the Organization List- Rush stated that Walker and himself have been working closely together on roads. This is only for discussion at this time. Rush will continue to be the 1st liaison for roads with Walker being the 2nd liaison. Holm noted that this is a good plan for training purposes.

Discuss/Approve/Disapprove August Newsletter – Case/Rush unanimous to approve August 2024 newsletter.

Discuss/Approve/Disapprove adding Fund 900 – This will be added to the August 19th Town Board meeting.

Announcements:

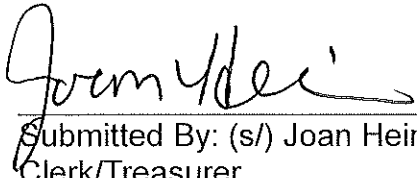
- a. Public Accuracy Testing at Sherburne County, Thursday, August 8th, 2024 from 9:00 a.m. to 1:00 p.m.
- b. Primary Election, Tuesday, August 13th, 2024. Polls Open at 7:00 a.m.
- c. Park Committee Meeting, Thursday, August 15th, 2024 at 7:00 p.m.
- d. Next Town Board Meeting, Monday, August 19th, 2024 at 7:00 p.m.
- e. National Night out on August 6th. Activities start at 6:00 p.m. at Baldwin Fire Department and Blue Hill Township.
- f. September 14th is The Fire Department Open House.

Any Other Business:

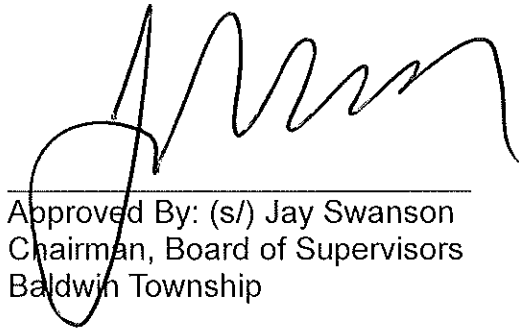
- Holm received a message on sink holes in roads. 289th, 290th Ave and 131st Street. He would like this added to the August 19th Town Board meeting.
- Holm also spoke to someone on using our sign making machine to make signs for the Township.

- Dave Perkins contracting out of Anoka was discussed by Holm to get additional bids on culvert projects.

Adjourn - Rush/Holm unanimous to adjourn at 10:14 p.m.



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



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

10-7-2024

Date

Attendees: Cartrell Cooper, Rebecca Fuller, Julie Weidenborner, Bonnie & Dave Kemp, Mark & Samantha Mason, Tracy Hamilton, Cindy & Ron Messer, Sheldon Pool, Regan Horn, Mike Anderson, Robert Rasmussen, Kathryn Lundberg, Hanna Nelson, James Meyer, Robin Fischer, Mark Lofgren, Lucas Gilhousen, Brian & Mary Beth Torborg, Aaron & Heather Hoss, William Maki, Dan Bongaarts, Craig Kluver, Ryan Franklin, Jeremy Miller, James Theis, Jeni Hamilton and Public Works Supervisor Zac Good