

BALDWIN TOWNSHIP REGULAR MEETING

September 23rd, 2024

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

Jeff Holm arrived at 7:04 p.m.

Also Present – Matt Kind, Township Engineer from Hakanson Anderson

Call to Order – The September 23rd, 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/Case unanimous to approve as amended.

September 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,454,644.18, Receipts of \$35,964.09, Disbursements of \$144,397.67; check numbers 27920 – 27992, void check # 27924 and check# 27887 from August 2024 for \$923.76, leaving an unaudited ending balance of \$1,346,210.60.

Public Comment Requests - None

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

- Approve Claims List – Check number 27962 – 27992 for \$24,729.88 and 5 EFT Payments of \$5317.04 for a total of \$30,046.92.
- Approve Deputy Clerk Time Off of October 4th and October 18th
- Approve Town Board Meeting Minutes for July 1st, July 15th and September 9th, 2024
- Approve Clerk Time Off of September 26th, September 27th and September 30th

Engineering:

Discuss/Approve/Disapprove Request for Proposals for 285th Avenue – Per Township Engineer, Matt Kind, the plans are complete. Request for Proposals have been sent out to 2 contractors. **Rush/Walker unanimous to table until October 7th Town Board meeting.**

Jeff Holm arrived at 7:04 p.m.

Discuss Lake Diann Drainage off 133 ½ Street – Kind has been in contact with Sherburne County Soil and Water Conservation District. Matt Kind and Sherburne County have reached out to Bogart and Pederson. Soil and water will pay the

consultants to finish the plans. They will come into a contract with the Town for relief of \$7500.00 Kind stated. Swanson and Matt Kind will contact Dan Bogart. **Walker/Rush unanimous to table until October 7th Town Board meeting.**

Discuss South Sandy Lake Stormwater Drainage Review – Kind has been in contact with Sherburne County Soil and Water Conservation District. Matt Kind and Sherburne County have reached out to Bogart and Pederson. Soil and water will pay the consultants to finish the plans. They will come into a contract with the Town for relief of \$7500.00 Kind stated. Swanson and Matt Kind will contact Dan Bogart. **Walker/Rush unanimous to table until October 7th Town Board meeting.**

Discuss Damage to Culvert at Sandy Lake Beach; Causing Beach to Washout – Rush spoke that there is a culvert needed by the beach. Zac Good, Public Works Supervisor, will be working on getting quotes for apron replacement.

Discuss/Approve/Disapprove Culvert Repair Bid for 120th Street, 278th Avenue and 123rd Street – This was quoted originally around \$97,000 per Rush. Extra culvert and paving was added. The change order would be approximately \$21,000. **Rush/Walker unanimous to approve total cost of \$118,817.00.**

Discuss Construction Status on 305th Avenue – Driveway culverts need to be cleaned out. Swanson explained that aprons need to be addressed. Swanson explained that all culverts need to be done and aprons on driveways. Kind indicated a change order will need to be completed. Probably \$1000 per driveway and additional material will be needed per Matt Kind. The original plans from HR Green did not have culvert replacement/repair. Kind stated that drive culverts usually aren't done, it is usually the homeowners responsibility. Swanson stated that if these culverts are in the right place, we are only talking about the aprons. Swanson said we'd want to have aprons because it establishes the grade, it holds it there and gives ends to the culverts. There are 4 driveways and aprons. Swanson requested plans and costs. Kind to have Knife River do a change order.

Frontier Trails Update:

Discuss Frontier Trails Update From Wastewater Manager, Mike Gwynn – An email from Mike Gwynn stating the wastewater facility continues to run well. He stated that there are no pending issues and doesn't see any in the near future. There is a plan to pump some sludge from the main tank in the next month.

Schedule Meeting with Frontier Trails Residents – **Holm/Rush unanimous to approve** meeting with Frontier Trails Residents on October 9th at 7:00 p.m. Elizabeth from Ehlers and Township Attorney will be present at this meeting.

Discuss/Approve/Disapprove Ordering Micro C – Cost for the Micro C is approximately \$2300.00. **Rush/Case unanimous to approve.**

Discuss Frontier Trails Financials – Swanson stated that this will be discussed monthly. How much was brought in for utility bills and how much was spent. Operating loss is approximately \$25,060.05 from January 2024 to present. This is largely due to an expensive expenditure for replacement pumps.

Road Report:

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

Discuss/Approve/Disapprove Additional Charges for Gravel Roads – Estimate that was approved at the June 17th Town Board meeting was for \$15,495. The invoice was for \$18,470.00. This was due to additional material and 285 ½, 143 ½ and 99 ½ street being added. **Rush/Walker unanimous to approve additional charge of \$2975.00.**

Discuss/Approve/Disapprove Purchase of Woodchipper – Request is to purchase at under \$20,000. The cost to rent daily is \$300.00 for an 8 hour period. Case asked how long typically a woodchipper is needed. Good stated that they could be more efficient if they didn't need to rent one daily. Case asked how much is spent a year and Good stated over \$1000.00 per year. Swanson asked what will be done with chips and Good stated they could be put them in a ditch or put them in the back of a truck and haul them away. **Rush made a motion to get quotes for woodchipper, Case seconded the motion, motion carried.**

Discuss/Approve/Disapprove Purchase of Protective Equipment for Public Works for Emergency Calls – Swanson made a motion up to \$2000.00, Walker seconded the motion, motion carried. Case wanted clarification on what was needed, and Public Works Supervisor stated it is rain gear and boots. Case stated that they have additional equipment at the Fire Department. This could be supplemental equipment.

Discuss/Approve/Disapprove Project Update on Gravel Road Chip Seal 2024 – After review, there has been a considerable number of modifications needed to the original scope of work that was proposed February 2024. Good is requesting to postpone until 2025 road projects. **Case/Rush unanimous to approve doing in 2025.**

Discuss/Approve/Disapprove Snowplow Wages for Upcoming Season – **Rush/Walker unanimous to table until the October 7th Town Board meeting.**

Discuss/Approve/Disapprove Speed Study for 281st Avenue – A Resident stated that there is excessive speeding on this road. Swanson stated a speed study would need to be done. **Holm/Rush unanimous to approve speed study.** Swanson stated that when we become a city, we would be able to set these speed limits, we wouldn't need a speed study. These requests would go through the Engineer and a resolution would be needed. Holm would like to keep his motion to do this now.

Park Committee Report – FunFest is this Saturday from 11:00 – 3:00. Public Works has been working hard to set up for this event. The Fire Department will have a truck out there and they will be grilling hamburgers and hot dogs. There are many activities planned.

Tabled Items - None

New Business:

Discuss/Approve/Disapprove HR Green Invoice for Professional Services Through August 31st, 2024 – Rush spoke to invoices that keep coming. We are charged \$50.00 for invoice creation. **Holm/Rush unanimous to approve** including this in the July 31st invoice letter that will be sent to them.

Discuss/Approve/Disapprove Revisions to Baldwin Salary and Payment Schedule The revisions that were done is the “Deputy Clerk” from “Per Meeting.” The per hour for the Clerk/Treasurer and Road Maintenance was also revised. **Rush/Walker unanimous to approve.**

Discuss/Approve/Disapprove Press Release for TextMyGov – Case/Walker unanimous to approve.

Discuss/Approve/Disapprove Launching of Hot Air Balloon at Young Park – There were a few questions asked at the September 9th Town Board meeting that Case was going to get answered. The Town Board needed to know if this is for one launch or multiple. The Owner is requesting ongoing permission to use Young Park to launch the hot air balloon. The weather is a huge factor in the launching of the hot air balloon. The launch requires a 120 X 120-foot space and their crew ensures the safety of all spectators along with clear instructions. The first launch would be this fall. **Holm made a motion to disapprove, Rush second the motion, motion to disapproved carried.**

Discuss/Approve/Disapprove Letter of Credit Reduction to \$100,000 for The Oaks of Battle Brook 2nd Addition – Rush/Holm unanimous to approve.

Discuss/Approve/Disapprove Town Hall Office Hours on Friday’s – Case would like summer and winter hours. He feels that the office should be available on Friday afternoons during the winter. This would be starting October 1st and would be revisited by the Town Board May 1st. **Case/Rush unanimous to approve.** Rush would like to monitor to see how heavy the traffic is Friday afternoons. **Case/Rush withdrawal their motion. Holm/Rush unanimous to approve summer hours, closed at noon on Fridays. Holm stated this could be revisited at any time. Holm gave a friendly that appointments can be made. Rush took this as a friendly.**

Discuss/Approve/Disapprove October Newsletter – Newsletter as written with typos, no corrections. **Case/Rush approved, Holm disapproved, motion carried.**

Discuss/Approve/Disapprove Fire Department Pager Quote – Case brought this up now because there is now a buy-back program. These are monitor 7's for a quantity of 10 pagers for \$5819.00. **Holm/Rush unanimous to approve.**

Discuss/Approve/Disapprove Resignation of Fire Fighter Alexa Wiire – Wiire had a change of job status with more responsibilities at her current employment. **Rush/Holm unanimous to approve.**

Discuss Speed Bumps – Rush would like the letter to HR Green to include that we want the \$14,000 back. Holm wants the letter to include that the Township requested a traffic calming device, not what we received. **Rush/Holm unanimous to approve sending letter.**

Discuss/Approve/Disapprove Radio Quote – Officer radios need to be upgraded. Case recommends radios from granite with portable mics for up to \$34,000. **Rush/Holm unanimous to approve.**

Announcements:

- a. Planning Commission Meeting September 25th, 2024 at 7:00 p.m.
- b. FunFest at Young Park Saturday, September 28th, 2024 from 11:00 a.m. to 3:00 p.m.
- c. Next Town Board Meeting, Monday, October 7th, 2024 at 7:00 p.m.

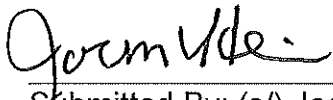
Any Other Business:

Rush to talk to Hakanson on HR Green on wetlands and soil borings on 100th and 297th.

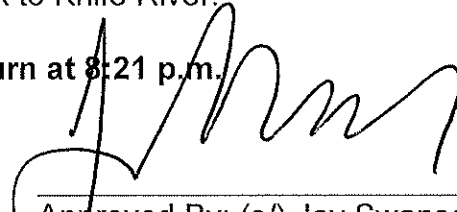
Walker stated that a resident on 305th is here.

Holm/Rush unanimous to approve sending a letter to Knife River on damage to driveway. Friendly that Matt Kind will also talk to Knife River.

Adjourn – Rush/Holm unanimous to adjourn at 8:21 p.m.



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



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

10-21-2024

Date

Attendees: Brian Mathison, Cartrell Cooper, Hanna Nelson, Kathryn Lundberg, Mark Lofgren, Heather Hoss, Julie Weidenborner, Bruce West, Wil Maki and Zac Good-Baldwin Township Public Works Supervisor.