

AGENDA FOR OCTOBER 21ST, 2024
BALDWIN TOWNSHIP REGULAR MEETING
7:00 p.m.
(Revised 10/17/2024)

7:00 p.m. Call to Order

- a. Pledge of Allegiance
- b. Additions/Corrections to Agenda
- c. Approval of Regular Meeting Agenda With/Without Additions/Corrections

Treasurer's Report:

Public Comment Requests:

Approval of Consent Agenda *(Items on Consent Agenda are reviewed in total by the Town Board and may be approved through one motion. Any item on the Consent Agenda may be removed by any of the Supervisors for separate consideration.)*

- Approve Claims List
- Approve Town Board Meeting Minutes for September 23rd and October 7th, 2024
- Approve Leave of Absence/Fire Department for Joseph Pramann

Engineering:

- a. Discuss 305th Road Project – Tom Rush
- b. Discuss/Approve/Disapprove Change Order for 305th Avenue of \$45,000 – Tom Rush
- c. Discuss Culvert Replacements Done on 120th Street, 278th Avenue and 123rd Street
Alan Walker

Frontier Trails Update:

Road Report – Tom Rush

- a. Discuss Public Works Report
- b. Discuss/Approve/Disapprove Rapid Radio Purchase for Public Works Vehicles
- c. Discuss/Approve/Disapprove Purchase of Woodchipper – Alan Walker
- d. Discuss/Approve/Disapprove Brush Mower Rental
- e. Discuss/Approve/Disapprove Hiring of Snowplow Drivers
- f. Discuss/Approve/Disapprove Snowplowing and Ice Control Policy
- g. Discuss/Approve/Disapprove Snowplow Wages for Upcoming Season
- h. Discuss/Approve/Disapprove Quote for Tree Removal on 99 ½ Street
- i. Discuss/Approve/Disapprove Membership for Public Works to A.P.W.A, \$516.00

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Baldwin Town Board of Supervisors. This document does not claim to be complete and is subject to change. A quorum of the Baldwin Township Board must be present. Five Copies of the agenda and one copy of the packet materials are available for review by the public. The meeting will be video and audio recorded for transcription purposes only.

- j. Discuss/Approve/Disapprove Culvert Apron Repair and Class 5 for 99 ½ and 284th Avenue Intersection

Tabled Items:

- a. Discuss/Approve/Disapprove Resolution 24-33; Establishing Municipal State Aid Streets-Tom Rush

New Business:

- a. Discuss Upcoming TextMyGov Alerts (Upcoming Election and Snowplow Policy) Jay Swanson
- b. Discuss Fire Department Election Results – Tom Rush
- c. Discuss/Approve/Disapprove Public Works Supervisor Wastewater Certification – Jay Swanson
- d. Discuss/Approve/Disapprove Letter to HR Green – Jay Swanson
- e. Discuss/Approve/Disapprove Closed the Day After Thanksgiving, November 29th – Jay Swanson
- f. Discuss/Approve/Disapprove Election Emergency Plan – Scott Case
- g. Discuss/Approve/Disapprove Deputy Clerk Designated as Clerk for the Baldwin Township Planning Commission – Jay Swanson

Announcements:

- a. Planning Commission Meeting, Wednesday, October 23rd, 2024 at 7:00 p.m.
- b. Public Accuracy Testing at Sherburne County, Tuesday, October 29th at 9:00 a.m.
- c. General Election, Tuesday, November 5th, 2024. Polls open from 7:00 a.m. to 8:00 p.m.
- d. Town Hall Closed Monday, November 11th, 2024 in Observance of Veterans Day
- e. Special Planning Commission Meeting, Wednesday, November 13th, 2024 at 7:00 p.m.
- f. Park Committee Meeting, if needed, November 14th, 2024 at 7:00 p.m.
- g. Next Town Board Meeting, Monday, November 18th, 2024 at 7:00 p.m.

Any Other Business:

Adjourn:

BALDWIN TOWNSHIP, MN

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*Check Summary Register©

Checks 28033-28071

	Name	Check Date	Check Amt	
10110	Bremer Bank			
28033	Holm, Jeffrey R.	10/8/2024	\$262.05	
28034	Fadden, Phillip E.	10/15/2024	\$1,606.33	
28035	Good, Zachary D.	10/15/2024	\$1,460.26	
28036	Heinen, Joan	10/15/2024	\$2,430.00	
28037	Nelson, Marlene A.	10/15/2024	\$333.89	
28038	Nielsen, Kayla	10/15/2024	\$1,527.03	
28039	ADAM PRICE	10/21/2024	\$133.47	Escrow Refund Baldwin Prairie Price Plat
28040	Ancom Communications	10/21/2024	\$5,819.00	Minitor 7 Pager Package
28041	ARC IRRIGATION	10/21/2024	\$582.00	Fertilization Round 4 Playground
28042	AT & T Mobility - ROC	10/21/2024	\$224.20	Cell Phone Charges
28043	BEAUDRY OIL & SERVICE INC.	10/21/2024	\$2,200.95	FD Diesel
28044	Bogart, Pederson & Associates	10/21/2024	\$310.00	100th and 297th Info to Hakanson
28045	Couri & Ruppe, P.L.L.P.	10/21/2024	\$1,470.00	Legal Fees General
28046	Delmes Hines	10/21/2024	\$44.00	22 Pair Gopher Feet
28047	Ehlers	10/21/2024	\$783.75	Frontier Trails SSD Financial Management
28048	ELECTIONSOURCE	10/21/2024	\$185.30	Election Privacy Shields
28049	Finken Water Centers	10/21/2024	\$53.55	4 Waters
28050	JAMES HARRISON	10/21/2024	\$14.00	7 Pair of Gopher Feet
28051	JAMES THOMPSON	10/21/2024	\$355.97	Escrow Refund BoJack Properties
28052	JOAN HEINEN	10/21/2024	\$30.82	Mileage SCAT Meeting 10162024
28053	League of MN Cities	10/21/2024	\$60.00	Fall Forums 2024 Clerk
28054	Mark Mason	10/21/2024	\$1,795.97	Escrow Refund for Mason Commercial Dog Bo
28055	Matthew Krotzer	10/21/2024	\$144.00	Escrow Refund Krotzer Vetsch Simple Plat
28056	Med Compass	10/21/2024	\$2,140.00	Fire Department SCBA Exam
28057	METRO SALES, INC.	10/21/2024	\$76.19	Fire Dept Copier Contract
28058	MIDCONTINENT COMMUNICATI	10/21/2024	\$350.81	Internet
28059	Minnesota Child Support Paymen	10/21/2024	\$439.77	10152024 Payroll
28060	NORDIC AUTO GLASS LLC	10/21/2024	\$200.00	Glass Door for New Holland W190
28061	Office Depot	10/21/2024	\$58.16	Copy Paper and Postlts
28062	Princeton Gas Inc.	10/21/2024	\$336.65	Gasoline Lawn Mowers
28063	PRINCETON PUBLIC UTILITIES	10/21/2024	\$63.00	Water Sold September 2024
28064	Princeton Rental, Inc.	10/21/2024	\$38.99	Driver Chain
28065	Stacey Haugen	10/21/2024	\$798.47	Escrow Refund Haugen SubDiv Variance
28066	The Planning Company LLC	10/21/2024	\$7,197.50	Comp Plan for SPC Mtg
28067	Wastewater Services, Inc.	10/21/2024	\$650.00	Frontier Trails SSD
28068	Rush, Thomas J.	10/21/2024	\$454.85	
28069	Anderson, Laura	10/21/2024	\$83.11	
28070	Holland, Phillip M.	10/21/2024	\$64.64	
28071	Wren, Brandon	10/21/2024	\$64.64	
Total Checks			\$34,843.32	

Planning/Zoning

BALDWIN TOWNSHIP, MN

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*Check Summary Register©

October 2024

Name		Check Date	Check Amt	
10110 Bremer Bank				
24594e	Minnesota Dept of Revenue	10/8/2024	\$16.82	September 2024 Petroleum Tax
24595e	Minnesota Dept of Revenue	10/8/2024	\$583.92	100124 Bi Week and 092024 Fire Chief
24596e	PERA	10/8/2024	\$1,619.58	10012024 BiWeekly Pera
24597e	PERA	10/8/2024	\$90.00	092024 Town Board Pera
24598e	EFTPS	10/8/2024	\$3,580.17	100124 BiWeek and Sept 2024
Total Checks			\$5,890.49	

BALDWIN TOWNSHIP REGULAR MEETING

 **DRAFT**

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

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.

BALDWIN TOWNSHIP REGULAR MEETING

October 7th, 2024

 **DRAFT**

Present – Supervisors Jay Swanson, Tom Rush, Alan Walker, Scott Case and Jeff Holm
Jeff Holm arrived at 8:04 p.m.

Call to Order – The October 7th, 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.

Jeff Holm arrived at 8:04 p.m.

Additions/Corrections to Agenda

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Rush/Holm unanimous to approve as amended.

September 2024 Final Treasurer's Report – Beginning balance of \$1,454,644.18, receipts of \$35,964.09, disbursements of \$149,250.91, check numbers 27920 – 27992 and 9 EFT payments leaving an unaudited balance of \$1,341,357.36.

October 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,341,357.36, receipts of \$3445.00, disbursements of \$93,348.12 leaving an unaudited balance of \$1,251,454.24.

Sheriff's Report: Deputy Wilson reported a total of 223 calls for service in Baldwin Township for the month of September. There was 1 report of theft, 14 medicals, 59 traffic stops and no burglaries.

Holm brought up all the burnouts at intersections in Baldwin Township. Deputy Wilson will convey this back to the Sheriff's Office.

Public Comment Requests:

Norman Behnke: 28123 Lake Diann Road, Zimmerman, MN – Norman was at the meeting asking what the current procedure for loose and barking dog violations were in Baldwin Township. Sherburne County Sheriff Deputy told Norman that their office does not get involved unless there is a public safety issue with the dog. The Sheriff's Department has issued 4 violations in the past for this location. Norman would like this information published on our website.

Brad Schumacher: 28551 127th Street NW – Schumacher thanked the Fire Department, Public Works, Staff and Community for FunFest. He had a great time and thought it was a great community building event.

Mary Larson – 29725 138th Circle. Mary was the Chair of Baldwin Township FunFest and was very happy with the turnout. The car show really grew this year and the kids did an outstanding job painting the plows. The Princeton Ambassadors did an exceptional job. Mary would like next year to be carnival themed. Mary asked for volunteers to help with tasks. Mary also stated that they were under budget this year. The Town Board and audience applauded Mary for her hard work and dedication.

Approval of Consent Agenda – Holm/Rush unanimous to approve.

- Approve Claims List – check number 27993 – 28032 for \$93,348.12 and 4 EFT payments from September 2024 in the amount of \$4853.24.
- Approve Claim Over 90 Days For Laura Anderson
- Approve Town Board Meeting Minutes of August 5th and August 19th, 2024
- Approve Special Town Board Meeting Minutes of August 6th, 2024
- Approve Clerk Time off on October 14th, 2024

Linda Schultz PER Presentation – Full PowerPoint Presentation in the Clerk's Office. This presentation was on Achieving Locally Controlled Elections in Sherburne County and was presented by Sherburne County Community Action Team.

Introduction of Sherburne County Economic Development Coordinator, Brian Fleming – Brian Fleming is Sherburne County's new Economic Development Coordinator. Brian was present at tonight's meeting to introduce himself and explain the roles he plays in his new role with Sherburne County. The economic development of Sherburne County focuses on businesses, childcare and housing.

Fire Department Report:

Discuss/Approve/Disapprove Quote from Heiman Fire Equipment for \$46,903.00 – The current extrication equipment the Fire Department uses for is over 10 years old. The Fire Department tested the equipment during a training and was extremely happy with it. Rush asked the lead time for receiving the new equipment and Case stated approximately 6-8 weeks.

Rush/Holm unanimous to approve.

Planning Items:

Discuss/Approve/Disapprove Resolution 24-40, Site and Building Plans for Ruff Start Rescue – Township Chair and Planning Commission Town Supervisor Liaison Swanson read the planning report and recommendations. Full planning report on file in the Clerk's office. Samantha Bistodeau from Ruff Start Rescue was at the meeting. Samantha explained that Ruff Start Rescue is proposing an addition onto an existing principal building. This will be used for additional storage as well as animal receiving. **Rush/Holm unanimous to approve subject to 4 conditions being met.**

Discuss/Approve/Disapprove Second Driveway Application for Josh Krenz - Township Chair and Planning Commission Town Supervisor Liaison Swanson read the

planning report and recommendations. Full planning report on file in the Clerk's office. The Township Engineer also reviewed this request and stated that the driveway must be constructed per Baldwin Twp Std Detail BLD-202.0. Krenz asked if the road-right-away needed to be paved since 136th Street is being reconstructed next year. Holm asked if class 5 would be put down and Krenz indicated it would.

Holm/Case unanimous to approve subject to 2 conditions being met.

**Discuss/Approve/Disapprove Krotzer Simple Plat Refund of \$144.00 –
Rush/Walker unanimous to approve refund of \$144.00.**

Discuss/Approve/Disapprove Baldwin Prairie Preliminary & Final Plat Refund of \$133.47 – Case/Rush unanimous to approve escrow refund of \$133.47.

Discuss/Approve/Disapprove Mason Commercial Dog Kennel IUP Refund of \$1795.97 – Case/Walker unanimous to approve escrow refund of \$1795.97.

**Discuss/Approve/Disapprove Haugen Variance Refund of \$798.47 –
Rush/Case unanimous to approve escrow refund of \$798.47.**

**Discuss/Approve/Disapprove BoJack Properties Variance Refund of \$355.97 -
Rush/Case unanimous to approve escrow refund of \$355.97.**

Discuss Building Permits for August 2024 – The Town Board reviewed the August 2024 building permit report.

Park Committee Report – Rush discussed how well 2024 FunFest went and there was a great turnout. Rush indicated that the sprinkler system needs to be blown out at Young Park. There was a leak in the pump house that the Public Works Department fixed. Swanson discussed having FunFest at the Townships property on 9 and 45. Swanson indicated the property would need to be inspected to identify what needs to be done to make this possible.

Cemetery Update – One burial.

Holm indicated there have been a few accidents at the intersection of County Road 38 and 19. There are some trees that need to be trimmed in this area.

Swanson stated that the Township should put together a list of areas that need tree trimming done.

Tabled Items:

**Discuss/Approve/Disapprove Snowplow Wages for Upcoming Season –
Rush/Holm unanimous to table until the October 21st Town Board meeting.**

Discuss/Approve/Disapprove Quote for 285th Avenue – Rush/Case unanimous to approve quote for \$17,221.00.

Discuss Lake Diann Drainage off 133 ½ Street – Rush/Holm unanimous to table until the November 18th Town Board meeting.

Discuss South Sandy Lake Stormwater Drainage Review – Rush/Holm unanimous to table until the November 18th Town Board meeting.

New Business:

Discuss/Approve/Disapprove November 5th Election Judge Meal – Holm/Rush unanimous to approve \$20.00 per meal for each Election Judge.

Discuss/Approve/Disapprove Cardboard Voting Privacy Shield Purchase for Election – Rush/Holm unanimous to approve up to \$220.00 for cardboard privacy shields to use for the November 5th election.

Discuss TextMyGov – Holm/Case unanimous to approve sending Initial text message stating “Baldwin Township, MN Alert: You have been opted-in to receive important alerts from Baldwin Township. For more information, please visit: [Press Release]. Reply STOP to opt-out.” **Rush disapproved. Motion carried.**

Discuss/Approve/Disapprove League of Minnesota Cities Fall Forum for Clerk – Holm/Case unanimous to approve Clerk and Deputy Clerk attending. This training is online October 21st through October 25th, and the fee is \$30.00 per person.

Discuss/Approve/Disapprove Attending Township Clerk Meeting October 18th – Holm/Case unanimous to approve Clerk attending.

Discuss/Approve/Disapprove Stipend for Building Committee – There will be approximately 7 meetings set-up to review additions and alterations needed to our existing Town Hall, Maintenance Garage and Fire Department building. Holm is requesting a stipend of \$50.00 per meeting for committee participants. Holm and Walker will be a part of the committee. Holm is requesting Public Works and the Fire Department be a part of the committee as well. Holm took a friendly for \$40.00 stipend from Rush. Holm/Rush unanimous to approve \$40.00

Announcements:

- a. Special Town Board Meeting, Wednesday, October 9th, 2024 at 7:00 p.m.
- b. Special Planning Commission Meeting, Wednesday, October 16th, 2024 at 7:00 p.m.
- c. Park Committee Meeting, Thursday, October 17th, 2024 at 7:00 p.m.
- d. SCAT Meeting, October 16th, 2024, at Sherburne County History Center, 6:00 p.m.
Supper 7:00 p.m. Meeting
- e. Next Town Board Meeting October 21st, 2024 at 7:00 p.m.

Any Other Business: Walker discussed the delivery of the new plow truck. Change order of \$2500.00 would need to be done to change vendor. This would change the

delivery of the truck to March of 2025. Holm asked where the truck is at this time. Rush will find this information out. **Rush made a motion to approve change order of \$2500.00.** Rush took a friendly from Holm to verify box is stainless steel. **Holm seconded the motion, motion carried.** Zac in our Public Works Department to verify that it's an identical truck but through a different vendor.

Case communicated that Tim Jenson's benefit is this Saturday from 4:00 p.m.-7:00 p.m. in Princeton.

Adjourn – Holm/Rush unanimous to adjourn at 9:15 p.m.

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

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

Date

Attendees: Tricia Getty, Delmas Hines, Norm Behnke, Kari Watkins, Linda Schultz, Brenda Hansen, Christi Miller, Brad Schumacher, Lisa Fobbe, Travis Ekbom, Brent Johnston, Sammie Bistodeau, Joshua Krenz, Kelli Duerr from Rum River Consultants, Linda Burkholder, Brian Fleming, Cartrell Cooper, Mary Larson and Jim Lurch.

Leave of Absence/Fire Department Business Document and Missed BFD Documentation Form

This form is to be completed and submitted in a timely manner for proper calculation of quarterly call percentages.

Name Joseph Pramann
Address 11625 290th Ct Princeton MN 55371

Reason for Absence: (Check appropriate box and attach documentation to form.)

☒ Approved Leave of Absence (Circle One) Medical Military Maternity	☐ Death of a Family Member (Max. 5 days Excused) Relationship _____	☐ Fire Department Business (Describe Below)	☐ Other (Describe Below)
--	---	---	--

Dates of Absence:

10/16/24 - 3/1/25

Description/Comments:

Personal leave, I need to refocus some time at home with the family. We have some other family matters that need attention for awhile and a break will help with that.

Signature of Firefighter: Joe Pramann

Method of Deliver: (Select One)

Given directly to Officer (name) Scott Case

Placed under Officer door & Officer contacted by phone (name) _____

Officer Use Only

Received: Date _____ Approved by: _____
 Total # of days absent: _____ Vacation days used: _____
 Accounted for in quarterly percentages: _____

Approved by BFD Board of Officers if necessary (Date): _____
 Approved by Township Board if necessary (Date): _____

Joan Heinen

From: Matthew Kind <matthewk@haa-inc.com>
Sent: Friday, October 04, 2024 5:45 PM
To: Joan Heinen
Cc: Tom Rush; Jay Swanson - External
Subject: Project Updates

The following is a summary of current and future work that has been programmed by the Board.

1. 305th
 - a. Signs and mailboxes were installed on 10/2, striping occurring today on 10/4.
 - b. Pay request #1 is under review due the \$45,000 cost increase per "change orders" related to earthwork (memo sent to Joan providing details on the matter for distribution to the Board).
 - c. Tom asked me to investigate getting the 4 drive culverts addressed along with the ditches that are connected to them. I approached Knife River about it, and they agreed to do the work as a "change order" with the 305th project. I'll have a cost for that submitted by 10/17 for the 10/21 meeting.
 - i. We have the Bogart survey of 305th in CAD for the cursory design work, so no additional field work needed
 - ii. It will provide 4 new 15" culverts with aprons, ditch regrading where needed, and paved drive approaches to ROW for the existing gravel drives. Please indicate any revisions to that concept.
 - iii. No plans required, design and provide grade stakes.
2. The 3 Culverts and Repave
 - a. Timing is a bit fluid at the moment, but my best information indicates work may start next week.
 - b. Should take less than a week.
 - c. Knife River will invoice this as a change order attached to the 305th project as discussed and approved by the Board.
 - d. We bill this as a separate project for better detail internally.
3. 287th Regrade
 - a. Helmin Sand and Gravel is setup to do the work.
 - b. Schedule has been updated to the 11/1/24 due to a conflict with a large scale project that they were previously contracted to do.
 - c. Will have them sign a contract to commit and lock in a time.
 - d. Hoping it doesn't snow before they get to it, should take 1-2 days to complete.
4. MSAS Roads
 - a. Milage and certification to be submitted next week
5. CIP – 100th & 297th
 - a. We have the following items previously paid for by the Town and produced by others.
 - i. Full topo survey in CAD from Bogart (2014 and 2023 drawings)
 - ii. 3 Geotechnical reports that cover mulitple roads from various times and sources.
 - iii. Wetland delineation report in hand.
 - iv. Boundary information along both corridors.
 - b. Design work will likely begin after the construction season quiets down.
 - c. Would like to have a brief discussion about what features the Board would like to include as part of the project, or a list.
6. RMP (Road Maintenance Program)

- a. PCI GIS Maps will be created over the winter
 - b. Evaluate and choose roads for 2025 maintenance.
 - c. Plans (maps) created
 - d. Bidding
7. Sink Holes
- a. I have a map of where they're known to exist.
 - b. Each location may need a different approach to repair
 - c. Will need additional field data to evaluate.
8. Diann & Sandy WQ projects
- a. Spoke to SWCD to confirm the Board is anxious to complete.
 - b. Emailed Chris Dahn at BP a number of times for status updates, no response.
 - c. I'll try again next week.
 - d. They can be built late in the season prior to significant snowfall.

Please review and provide any questions or comments at the 10/21 meeting.

Thanks,

Matt



**Hakanson
Anderson**

Matthew Kind, P.E., Senior Project Engineer

3601 Thurston Avenue

Anoka, MN 55303

Phone: (763) 427-5860



MEMORANDUM

TO: Baldwin Township Board of Supervisors
FROM: Matthew Kind, P.E.
DATE: 10/4/2024
RE: 305th Ave NW Reconstruction

The purpose of this memo is to inform the Township Board of recent discussions and activities related to this project. Knife River has requested a Change Order / additional payment for two items, as follows:

Item Description	Requested		Bid Quantity
AGGREGATE BASE (CV) CLASS 5	1894 CY	vs.	1251 CY
TOPSOIL	1463 Tons	vs.	NA

These two items total approximately \$45,000.

The following facts are presented to determine what we know from the documents, conversations with staff, and emails.

1. The Construction Documents provided by HR Green provided a finished centerline profile
2. The Bid for the project included a bid item for Construction Surveying
3. KLD performed the Construction Surveying for Knife River under the contract
4. Blue top stakes were set by KLD based on the centerline profile
5. Knife River imported Class 5 aggregate to meet the blue top stake elevations.
6. On 10/2/24, we received a pay request from Knife River to prepare the first pay estimate which revealed the quantity for the imported Class 5 aggregate was substantially more than the plan quantity on the bid tabulation.
7. The additional topsoil was imported to meet the higher elevation of the road.

None of the above items affect the integrity of the road, however, we wanted to bring these items to the Town's attention as the requested Change Order / additional cost is a notable increase in the overall project costs.

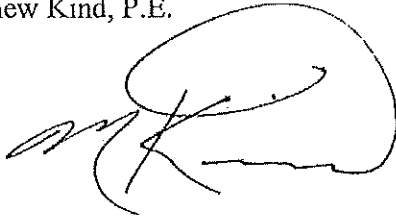
The Construction Surveyor, KLD, stated that he will complete a centerline as-built survey such that the as-built centerline elevations can be compared against the plan centerline elevations.

We are also negotiating with Knife River regarding the Topsoil item, as based on our interpretation of the bid documents we believe that some import of material was included in the bid.

We are looking into the validity of these change order requests and will keep the Board informed about what we find.

Sincerely,

Matthew Kind, P.E.

A handwritten signature in black ink, appearing to be 'MK' followed by a stylized surname, enclosed within a large, loopy circular flourish.

Joan Heinen

From: Matthew Kind <matthewk@haa-inc.com>
Sent: Thursday, October 17, 2024 9:38 AM
To: Joan Heinen
Cc: Shane Nelson
Subject: Culvert Pictures - 278th ave. / 123rd St. /120th St.

Thank you for forwarding the photos Joan, we'll review the concerns.

It appears that some of the concern is related to replacing the culvert at the same invert elevations as the existing culverts. This is done to maintain the post-project drainage patterns as per the pre-project drainage conditions. If we, or the Town, desired to change invert elevations, diameter, or length of the culverts, it would likely trigger the need for a hydraulic evaluation and/or stormwater modeling and/or easement acquisition. This would substantially increase the Town's "soft" costs in replacing the culvert(s) and is the reason that most cities and towns replace culverts "in-kind" (which means replacing with the same size culvert and at the same invert elevations as the existing culverts).

Since ditches and drainage systems tend to accumulate with sediment over time, this approach often leads to the culverts being lower than the surrounding ground when they're replaced. It is generally a much better approach to perform periodic maintenance to remove accumulated sediment and restore the drainage system to its original state vs. constantly revising invert elevations and dealing with the cumulative effects over time.

Specific to these 3 culverts, they are connected to either a designed man-made pond, or wetlands. Established pond elevations are based on engineering & modeling, so raising or lowering outlet flow elevation is to be avoided unless there's an absolute need to modify. As previously mentioned, that would require hydraulic modeling and other field work to be done properly. Wetlands are sensitive to outlet changes which can alter plant growth, wetland area, and depth. Any alteration to water elevation would require involvement from multiple agencies, permitting, and lengthy review. It is generally not something we would consider due to the time and costs required.

Again, we'll review the culverts in the field to ensure that they were installed correctly and determine if the Town should also consider some sediment removal.

Thanks,

Matt



**Hakanson
Anderson**

Matthew Kind, P.E., Senior Project Engineer

3601 Thurston Avenue

Anoka, MN 55303

Phone: (763) 427-5860

Joan Heinen

From: Baldwin Maintenance
Sent: Tuesday, October 15, 2024 2:25 PM
To: Tom Rush; Alan Walker
Cc: Joan Heinen
Subject: Culvert Pictures - 278th ave. / 123rd St. /120th St.

Concerns:

278th Ave Culvert Pictures

https://share.icloud.com/photos/0b8ULPsKsMg2LVyc3o_AXwa4w

1. 278th Ave: post egress at South end has a large grade change of 13+ inches / this means that the culvert will sit ½ full of water before draining.

123rd St. (Highlands) Pictures

<https://share.icloud.com/photos/0aaJcFV4TQiblo53UGLA5W9VA>

1. My & Supervisor Walker observations in the field, the culvert appears to be pitched the wrong way - culvert is installed to drain from West to East. There is 5" of water standing in the East end of the culvert.
2. Substantial grade change at East end - we do not have a 4:1 slope & is a very deep drop off to apron. If the culvert was longer, it could help this.
3. Westside grade is 7" lower before the apron.

120th St. Culvert Pictures

https://share.icloud.com/photos/0c0o7Y7jPS40jyDuOsj_Xm8yA

No concerns

Zachary Good
Maintenance@Baldwintwpmn.com
Public Works Supervisor

763.286.3394 - mobile

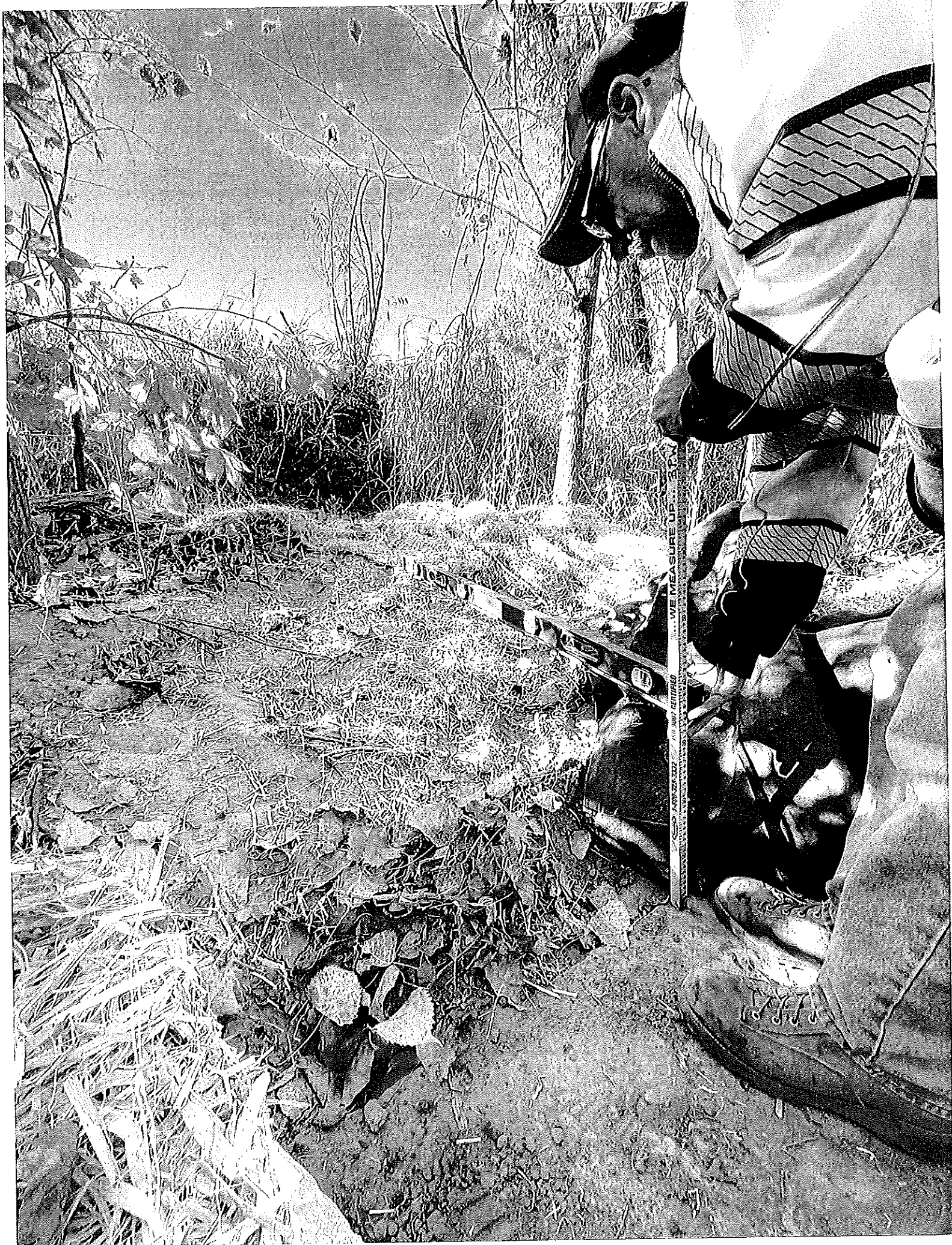


Baldwin Township
30239 128th Street
Baldwin Township, MN 55371
763.389.2751-fax

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ISO 9002 CERTIFIED

27872



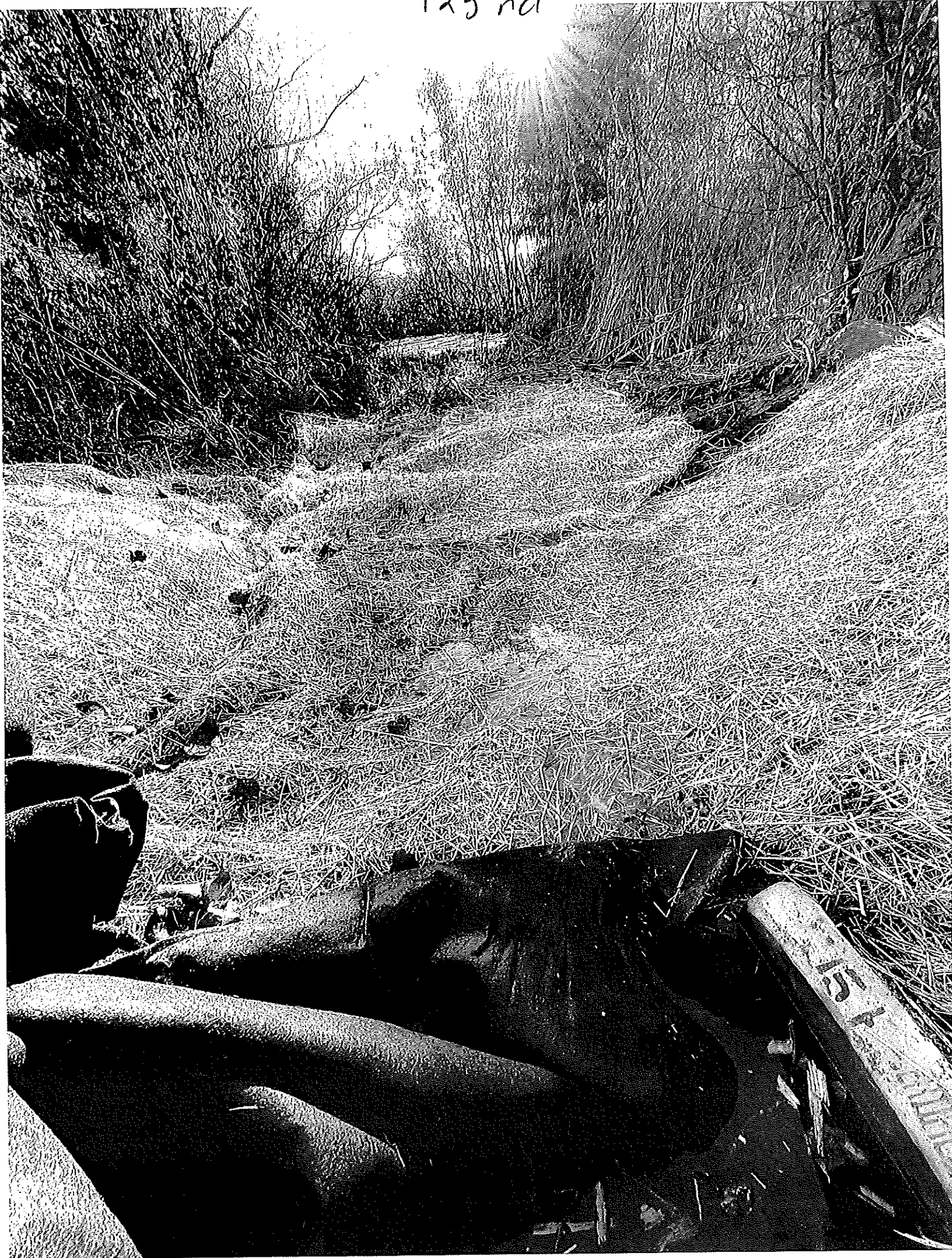
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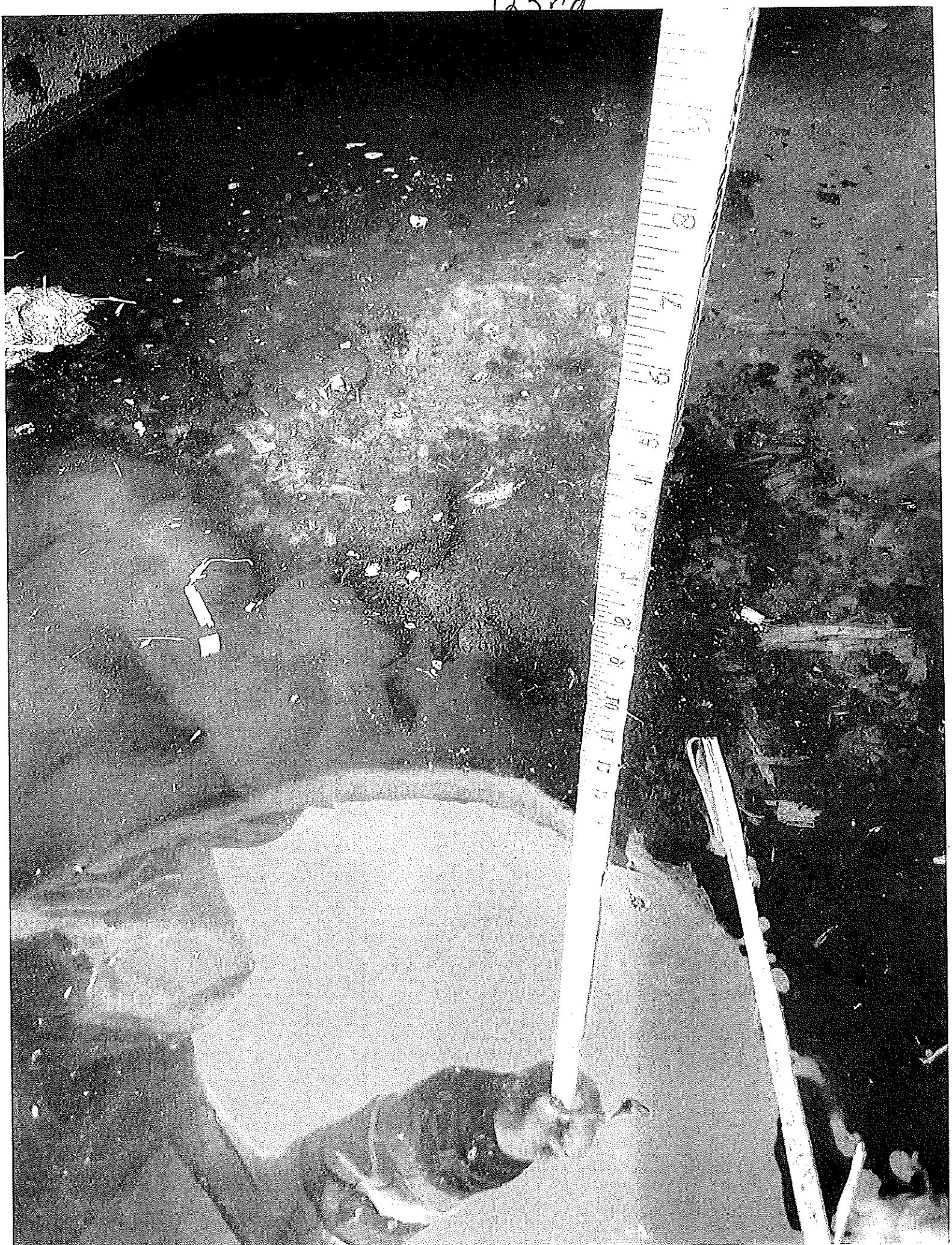
123 nd



La 3 ca



12380







Investment Proposal (Quote)

RDO Equipment Co.
6700 Highway 10 Northwest
Sauk Rapids MN, 56379
Phone: (320) 259-6222 - Fax: (320) 259-6014

Proposal for:
BALDWIN TOWNSHIP
30239 128TH ST NW
PRINCETON, MN, 553713752
MILLE LACS

Investment Proposal Date: 10/15/2024
Pricing Valid Until: 1/1/2025
Deal Number: 1730958
Customer Account#: 8882829
Account Manager: Patrick Arnold
Phone: (952) 890-6144
Fax:
Email: PArnold@rdoequipment.com

Comments

BC700XL KOHLER EFI GAS ENGINE - 6 inch x 8 inch capacity disk style brush chipper includes: 25HP Kohler ECH740 gas engine; SmartFeed; low oil pressure automatic shutdown; ST175/80R13 Load Range C tires; wide axle; live hydraulics; 2 inch ball coupler hitch; jack with caster wheel; backup marker lights; infeed table lower stop bar; 7-point RV style plug; LED lighting

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2025 VERMEER BC700XL BC700XL6VP BC700XL VALUE PACKAGE BC700XL007 BC700XL KOHLER EFI GAS ENGINE BC700XL070 BC700XL 2000LB AXLE W/O ELECTRIC BRAKES AND TIRES Customer Discount Sourcewell Tree Maintenance Contract 031721-VRM Other Freight & Prep	\$23,551.00 (2,880.90) \$1,340.00
Equipment Subtotal:				\$22,010.10

Purchase Order Totals

Balance:	\$22,010.10
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN COUNTY TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$22,010.10
Cash with Order:	\$0.00
Balance Due:	\$22,010.10



General Line Rental Quotation

C O M P A N I E S

Minnesota 952-888-4121 800-352-2812
Iowa 515-957-3800 800-342-7002
Missouri 515-957-3800 800-342-7002
Wisconsin 515-957-3800 800-342-7002

Quote Number RQUO000001794
Quote Date
Branch 118EQ
Salesperson
Customer Account 0215700
Page 1/1

To Customer: BALDWIN TOWNSHIP
30239 128TH ST NW
PRINCETON, MN 55371-3752

Ship To: BALDWIN TOWNSHIP

Customer Contact Zach
Phone Number 763-286-3394

Start Date Time
10/28/2024 7:17 AM

Expected Return Date
11/03/2024

EQUIPMENT

Description	Qty	Period	Rental Rate
AG TRACTOR W/ BOOM MOWER	1	DAY	1,485.00
		WEEK	3735.00
		4WEEK	9320.00
		OVERTIME	56.00
Round Trip Freight			1,036.00
Rental Equipment Protection			1,491.20
Rental Equipment Liability			279.60

Subject to additional taxes and fees
Quote valid for 30 days from Quote Date

Specific Instructions:

contract shows REP and REL until insurance is taken care of, will remove once insurance is taken care of

Created By: Jeremiah E McCarthy
Telephone :

14646

RENTAL AGREEMENT

LESSEE (Customer)	LESSOR (Dealer)
	BY <u>Eric Brunelle</u>

2024 – 2025 Snowplow Drivers

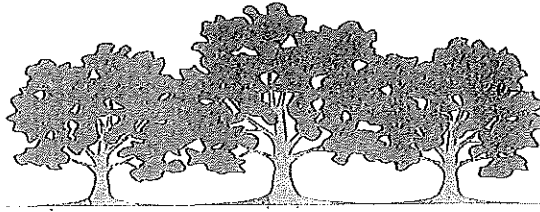
Zac Good

Phil Fadden

Mark Otis

Bob Sromek

Alan Walker



BALDWIN TOWNSHIP

30239 128TH STREET NW, PRINCETON, MN 55371

BALDWIN TOWNSHIP SNOWPLOWING AND ICE CONTROL POLICY

Snow removal and/or ice control operations will begin under the direction of the Town Board and/or designated representative. Operations will begin when **two or more inches** of snow have fallen. It is the intent of the Township to complete plowing, widening, and sanding operations within 48 hours of the time the snowfall ceases. Operations may be suspended during periods of limited or zero visibility.

ICE CONTROL AND SALT/SAND APPLICATION

1. First Priority Priority routes, high volume intersections, hills and curves
2. Second Priority Stop intersections, moderate volume intersections
3. Third Priority Residential intersections

PROPERTY DAMAGE The Township will not be responsible for any of the following damage occurring during the normal course of snow removal from Township roads: 1) mailboxes or fences damaged by thrown snow or from improperly placed mailboxes per Postmaster policy; and 2) landscaping or objects within the Township road right-of-way.

RESPONSIBILITY OF RESIDENTS Responsibilities include clearing their own driveways, clearing areas for trashcans, clearing around mailboxes, and newspaper delivery tubes. These areas should be cleared without depositing any snow into the street. There also must not be any large piles, which obstruct vision of driveways. Trash cans must not be placed on the street surfaces. The Township will not clear private drives.

Residents are reminded that it is against the law to plow snow from your driveway across a public road. (Minnesota Statute 160.2715).

Baldwin Township Town Board
(Revised 2/6/06)
(Revised 12/16/19)

Appendix A- Hourly Base Rates
Snowplow Driver 1 (Class D)

	A	B	C	D	E
Effective	Start	1-year	5-year	10-year	15-year
1/1/2024	18.22	19.131	20.08755	21.09193	22.14652

Snowplow Driver 2 (Class A or B)

	A	B	C	D	E
Effective	Start	1-year	5-year	10-year	15-year
1/1/2024	24.31	25.5255	26.80178	28.14186	29.54896

UPDATED:
12/29/2023



Jake Seidenstricker

3658 Beetle Road | Princeton, Minnesota 55371
2182321609 | jakethetreeguy@yahoo.com | Jakestopnotch.com

RECIPIENT:

Baldwin Township

30239 128th Street Northwest
Princeton, Minnesota 55371

Quote #105

Sent on

Oct 17, 2024

Total

\$1,600.00

Product/Service	Description	Qty.	Unit Price	Total
Tree Removal	Remove large oak tree near powerlines	1	\$1,600.00	\$1,600.00
Haul Debris	Haul debris from site	1	\$0.00	\$0.00

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$1,600.00
Non profit (0.0%)	\$0.00
Total	\$1,600.00

ESTIMATE

TW Hauling and Excavating, Inc.
27930 96th Street NW
Zimmerman, MN 55398

twhaulingandexcavatinginc@gmail.c
om
763-633-4660

Baldwin Township (C)

Bill to

Baldwin Township
30239 - 128th Street NW
Baldwin Township, MN 55371

Ship to

Baldwin Township
30239 - 128th Street NW
Baldwin Township, MN 55371

Estimate details

Estimate no.: 1035

Estimate date: 10/16/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Excavating	Remove Dead Tree in Right of Way on 99 1/2 Street (Next to Steve Klien's House), Remove Big Tree, Chip Brush, & Haul Wood Away. Price Reflects Trees Surrounded by Powerlines.			\$3,800.00
Total						\$3,800.00



comprehensive response are essential for ensuring safety in mixed weather conditions. This program will focus on weather trends that complicate winter maintenance operations and the tools and technology available to help agencies maintain their level of service.

After completing this course, participants will be better able to:

1. Identify weather information with ability to focus on weather trends causing "warmer" and more difficult storms.
2. Describe the technology that can help with these events.
3. Develop tactics used to combat these types of events.

Proficiency Level: Applied

Audience: Supervisors, Operator/Field Personnel, Mid-Level Managers & Directors or Upper Management.

This program offers 0.1 CEU credits for the one-hour presentation portion of the program. The final half hour discussion in the lounge area are optional.

Registration: **Free for members, \$99 nonmember**

Instructions for joining the webinar will be emailed to you the day prior, and day of the event.

A recording of this program will be available through the APWA Resource Center 3-4 weeks following the live program.

Click, Listen and Learn Contact Information Questions: (800) 848-2792,
education@apwa.org

LAST DAY TO REGISTER: 12 Noon Central Time October 23, 2024

TOPIC

Facilities

Manager

Forestry,

Mainten

Mainten

Missouri

United S

Joan Heinen

From: Baldwin Maintenance
Sent: Thursday, October 17, 2024 12:30 PM
To: Joan Heinen
Cc: Tom Rush
Subject: RE: American Public Works Association (A.P.W.A) Request to join

Hi Joan,

Can this still be add to the agenda?

From: Baldwin Maintenance
Sent: Thursday, October 17, 2024 9:05 AM
To: Tom Rush <trush@baldwintwpmn.com>
Cc: Joan Heinen <Town.Clerk@baldwintwpmn.com>
Subject: American Public Works Association (A.P.W.A) Request to join

Hi Tom,

Requesting the Township / City join the A.P.W.A cost \$516

This will allow us to have access to many educational opportunities at a discounted rate and networking with other Public Works professionals.

Thanks,
Zac

Zachary Good
Maintenance@Baldwintwpmn.com
Public Works Supervisor
763.286.3394 - mobile



BALDWIN TOWNSHIP

30239 128th Street • Phone: 763.389.2751

Baldwin Township
30239 128th Street
Baldwin Township, MN 55371
763.389.2751-fax

ESTIMATE

TW Hauling and Excavating, Inc.
27930 96th Street NW
Zimmerman, MN 55398

twhaulingandexcavatinginc@gmail.com
763-633-4660

Baldwin Township (C)
Bill to
Baldwin Township
30239 - 128th Street NW
Baldwin Township, MN 55371

Ship to
Baldwin Township
30239 - 128th Street NW
Baldwin Township, MN 55371

Estimate details
Estimate no.: 1034
Estimate date: 10/16/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Excavating	Fix Apron End on Culvert next to 284th Avenue NW (By Sandy Lake), Repair Cul-De-Sac on East Side of 284th Avenue, & Pull CL-5 into Center of Cul-De-Sac to Fix Low Spot.			\$1,000.00
Total						\$1,000.00

Accepted date

Accepted by

BALDWIN TOWNSHIP
SHERBURNE COUNTY
STATE OF MINNESOTA

RESOLUTION No. 24-33

RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREETS

WHEREAS, it appears to the Town Board of Baldwin Township that the streets hereinafter described should be designated or extended as Municipal State Aid Streets under the provisions of Minnesota law.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF
BALDWIN TOWNSHIP, SHERBURNE COUNTY, MINNESOTA:**

1. That the roads described as follows, to-wit:

100th Street NW from 289th Avenue NW (CSAH 28) to 305th Avenue NW (CR 38)
104th Street from 321st Avenue NW (CR 37) to Alpha Road (CSAH 18)
108th Street NW/ 285th Avenue from 116th Street NW (CR 39) to 289th Avenue NW (CSAH 19)
116th Street NW from 305th Avenue NW (CR 38) to 313th Avenue NW (CSAH 2)
120th Street NW from 283rd Avenue NW to 116th Street NW (CR 39)
136th Street NW/ Elk Lake Road NW from 283rd Avenue NW (CR 87) to CR 42
283rd Avenue NW from US Highway 169 NW to 116th Street NW (CR 39)
297th Avenue NW from 108th Street NW (CSAH 19) to 100th Street NW
301st Avenue NW from 144th Street NW (CSAH 1) to 136th Street NW
303rd Avenue NW from 128th Street NW (CR 45) to U.S. Highway 169
305th Avenue NW from 144th Street NW (CSAH 1) to 128th Street NW (CR 45)
313th Avenue NW from 128th Street NW (CR 45) to U.S. Highway 169

be, and hereby established, located, and designated Municipal State Aid Streets of said Township subject to the approval of the Commissioner of Transportation of the State of Minnesota.

2. That the Town Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration, and that upon the approval of the designation of said roads or portions thereof, that same be constructed, improved and maintained as a Municipal State Aid Street of Baldwin Township.

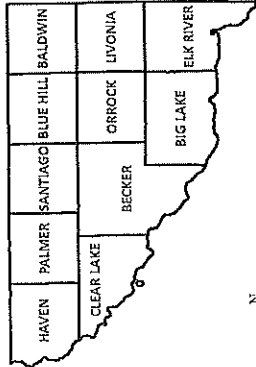
Passed on the ____ day of .

Jay Swanson, Township Board Chair

Joan M. Heinen, Clerk

Baldwin Township

ROADWAY CLASSIFICATION



DNR Public Waters
Township Boundary

Roads

- Principal Arterial (Federal/State)
- County Major Collector
- County Minor Collector
- County Local
- MSA Route
- Town Road
- City Street
- Private Road
- Collector Road

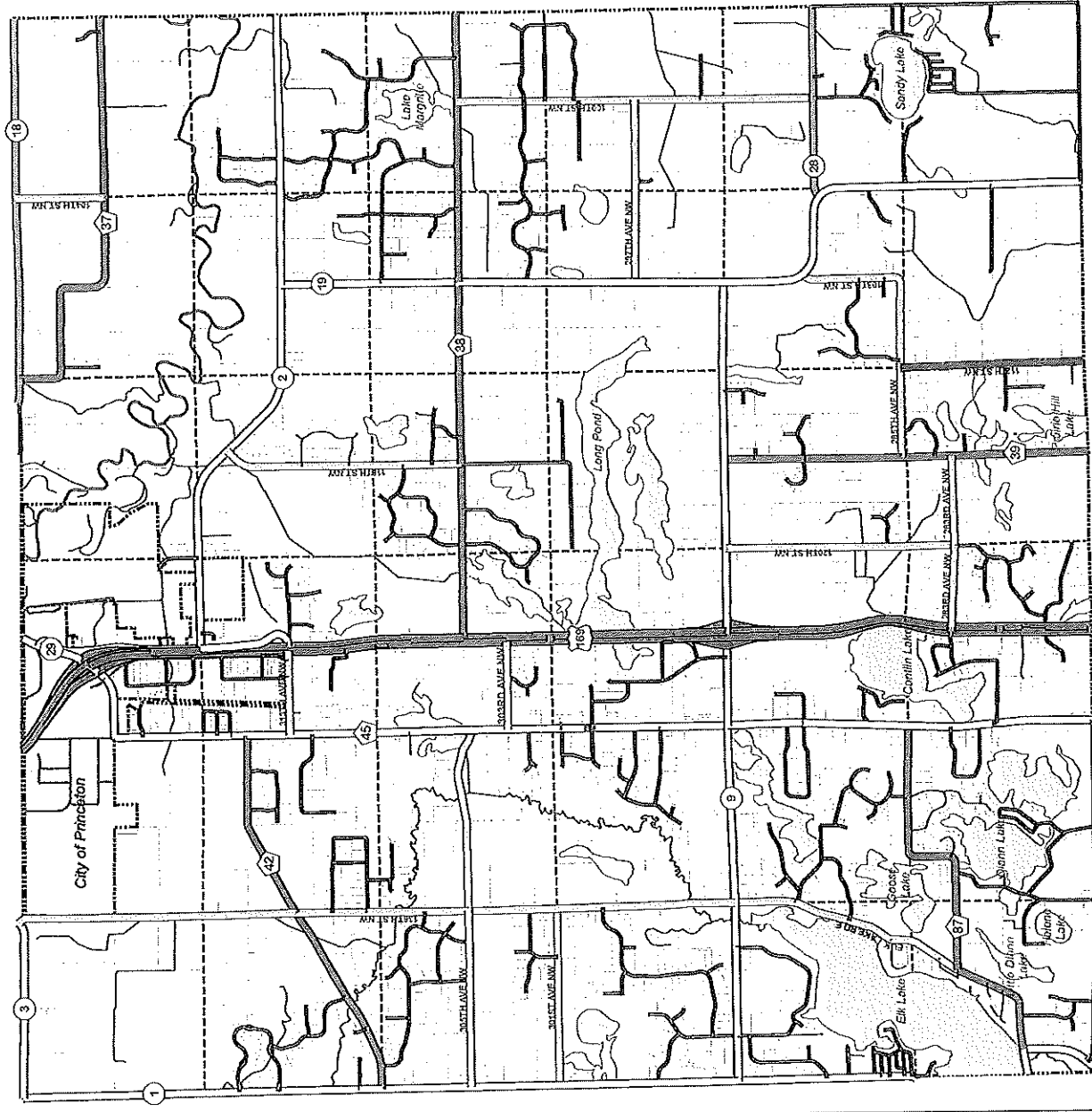
City of Princeton Parcels

TPC
The Planning Company
Hakanson
Anderson

Source:
Sherburne County 2040

DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, loss of profits, or any other damages, arising from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.

K:\GIS\Projects\Map\Baldwin\Baldwin Map 2040.mxd



Joan Heinen

From: Matthew Kind <matthewk@haa-inc.com>
Sent: Tuesday, August 13, 2024 2:51 PM
To: Joan Heinen
Subject: MSA info
Attachments: Resolution Establishing MSA Streets.pdf; MSA Map 2024_BWT.pdf

Joan,

Attached is the MSA Road resolution and map for next weeks meeting. Let me know if you have any questions.

Thanks,

Matt



**Hakanson
Anderson**

Matthew Kind, P.E., Senior Project Engineer

3601 Thurston Avenue

Anoka, MN 55303

Phone: (763) 427-5860

PROCEDURES FOR BECOMING A MUNICIPAL STATE AID STREET (MSAS) CITY

A new MSAS city is determined by Statutory Authority. The Statutory Authority to create and administrate the Municipal State Aid Street System resides in State Statutes 162.09 thru 162.18.

State Statute 162.09 Sub. 4 states in part:

In determining whether any city has a population of 5,000 or more, the last federal census shall be conclusive, except as otherwise provided in this subdivision

And.....

(e) The population of a city that is not receiving a municipal state-aid street fund apportionment shall be determined, upon request of the city, by the most recent population estimate of the Metropolitan Council or state demographer. A municipal state-aid street fund apportionment received by the city must be based on this population estimate until the next federal decennial census or special census.

The Municipal Screening Board resolutions state, in part:

The MSAS population apportionment shall be determined using the latest available federal census or population estimates of the State Demographer and/or the Metropolitan Council. However, no population shall be decreased below that of the latest available federal census, and no city dropped from the MSAS eligible list based on population estimates.

STEP 1: The city is notified by the Metropolitan Council or the State Demographer's Office that the most recent population estimate has estimated their population to be over 5,000. The city should then contact their Mn/DOT District State Aid Engineer (DSAE) to inform him that they now qualify to be included as an MSAS city and that they wish to be included in the next MSAS allocation.

STEP 2: The city must designate a City Engineer. The DSAE will set up a meeting with the City Engineer to discuss the steps that follow and provide them with the training and/or assistance they need to be able to complete all the requirements. The DSAE would also give them input into how they select their routes.

STEP 3: The next step is for the city to start filling out the **Certification of Mileage form**. This form must be filled out to proceed with the process of becoming an MSAS city. The form is used to determine the maximum miles a city is allowed to designate as MSAS. The Certification of Mileage form and instructions can be downloaded from the MSAS website.

<http://www.dot.state.mn.us/stateaid/msas.html>

Go to the State Aid Municipal web page. Click on the Line by Line Instructions and use these for reference. Next click on the Certification of Mileage Form to download, then fill out the form by using the Line by Line Instructions.

TO START THE FORM: a city only fills out the first four columns to start (I, II, III, & IV). Once they've done this, Line 17 of the form will show the city's 20% available mileage to designate. The city engineer should send this partially completed form to the DSAE.

FINAL STEP: CREATING THE MSAS SYSTEM: The City Engineer must draw their proposed MSAS system on a map. The City Engineer then meets with the DSAE to review it. (The County Engineer could be included in the meeting if any County State Aid Highways (CSAH's) are affected by MSAS designations.)

After the DSAE recommends approval of the proposed MSAS system from the local perspective, the DSAE sends it to the State Aid Needs Unit at the Mn/DOT Central Office to review.

After the Needs Unit Manager recommends approval of the request, it is reviewed by the State Aid Engineer who has final approval.

After the State Aid Engineer approves, the Needs Manager assigns route numbers to the segments and sends the approval letter to the City Engineer and DSAE.

After the City Engineer receives the assigned route numbers, they can begin to input the Needs into the Needs Update program. The Needs have to be input in the program and submitted to the DSAE by December 1st. If this does not happen, the city will have its Needs based upon zero ADT assigned to the eligible mileage until the DSAE approves the traffic counts. (DSAE will need to approve of the AADT for new routes)

After the system has been approved by the State Aid Engineer, the system can be presented to the City Council and a resolution can be passed. If any CSAH's or County Roads are affected, a County Board Resolution and concurring City Council Resolution must be submitted. After all required resolutions are received by the MSAS Needs Unit, the Commissioner's Order, which verifies system approval, will be written.

TO FINISH THE MILEAGE FORM: now that a city has finished their first MSAS System – they need to complete the Certification of Mileage Form by filling out the middle four columns (V, VI, VII, VIII). When finished, the city engineer needs to sign the Form and send it to State Aid.

NOTE:

The city's allocation is divided into construction and maintenance accounts. Unless the City Engineer notifies the Needs Office differently, the minimum of \$1,500 per improved MSAS mile will be used to calculate the maintenance apportionment.



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

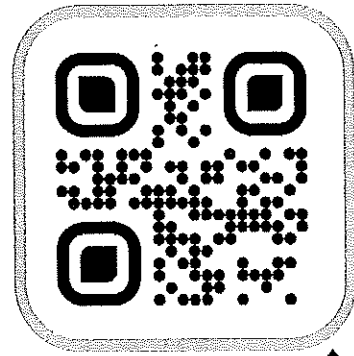
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BALDWIN

to: **91896**

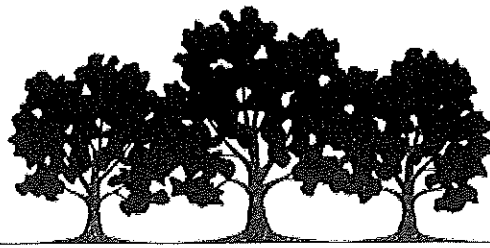


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BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

Telephone: (763) 389-8931

Fax: (763) 389-2751

October 21st, 2024

HR Green
Court International Building
2550 University Ave W.
Suite 400N
St. Paul, MN 55114-2015

Dear Tim,

We disagree, Mr. Thoreen.

HR Green did not identify any on site road right-of-way boundaries, forcing us to employ emergency surveying to keep the project on schedule. Driveways, culverts and the clearing of brush should have been addressed as well. None of which it turns out was included in your design or bid package. We now find existing culverts buried 18" to 24" deeper than the bottom of the final ditch grade. This too should have been addressed during the design stage. The plan and bid package you provided also included shortages of 600 yards of class 5 and almost 1,500 tons of required topsoil. You blatantly failed to even bring any of these issues to our attention. This leads us to believe you were either unaware or deliberately decided not to address them. Since HR Green overlooked or missed these issues, we've had to address them all as change orders during the construction phase of this project. Included is a \$45,000 increase for the previously mentioned material shortages. Baldwin Township is very disappointed with your performance and the lack of attention to detail on our project. We were counting on your guidance through what you called a relatively simple reclaim and overlay project. That didn't happen. We do find it very revealing, however, that you've included itemized charges for creating your invoices.

Baldwin Township paid HR Green \$107,000 for a complete set of plans for our 305th Ave. road project and you did not provide one. We will not be penalized for your lack of oversight and/or mistakes. Please waive in full, invoices #177830 for \$4,410.25 and #178748 for \$306.25 as reimbursement to the Township for such lack of oversight on HR Green's part. Otherwise, we will send you an invoice for the documented missed materials of \$45,000 and subsequent invoices pertaining to the culverts once they are established and addressed? The choice is yours.

Baldwin Township Board of Supervisors

Mission Statement

To make Baldwin Township a proud place to live by safeguarding property rights, encouraging agriculture, commercial communities and residential growth.



PLANNING COMMISSION BYLAWS

ARTICLE I NAME OF COMMISSION

The name of this organization shall be the Baldwin Township Planning Commission.

ARTICLE II AUTHORIZATION

The authorization for the establishment of this Planning Commission is set forth under Minnesota Statute § 462, the Planning Statute, and any amendments and supplements thereto. Powers and duties are delegated to the Planning Commission by the Baldwin Town Board of Supervisors by Ordinance No. 200 dated the 7th day of March, 2011 in accordance with the above-mentioned enabling law.

ARTICLE III COMPOSITION OF PLANNING COMMISSION

Section 1. Membership shall consist of seven landowners who are residents to be appointed by the Baldwin Town Board of Supervisors. The seven commissioner positions shall be identified by the letters A, B, C, D, E, F, and G. The terms of positions A, B, and G shall expire on April 1 of years having a remainder of two when divided by three (2021, 2024 etc.). The terms of positions C and D shall expire on April 1 of years evenly divisible by three (2022, 2025 etc.). The terms of positions E and F shall expire on April 1 of years having a remainder of one when divided by three (2023, 2026 etc.). One Township Supervisor will be a representative from the Baldwin Township Board of Supervisors and will act in an ex-official capacity. An appointment to fill a vacancy shall be only for the un-expired portion of the term.

Section 2. Each member, with the exception of the ex-officio member shall be entitled to one vote.

Section 3. The Baldwin Township Board of Supervisors shall have the authority to remove any member of the Planning Commission or any sub-committees of the Planning Commission by a simple majority vote of the Baldwin Town Board. The Baldwin Township Board of Supervisors can remove a member for valid cause, including but not limited to the following: a). missing three (3) or more consecutive meetings without just cause or notification to the Planning Commission, b). neglect of duties of the office, c). failure to disclose a conflict of interest, d). misrepresentation of the organization, and e). conviction of a felony or other illegal activities.

ARTICLE IV OFFICERS

Section 1. The officers of the Baldwin Township Planning Commission shall consist of a Chairperson and Vice Chairperson.

Section 2. The Clerk for the Baldwin Township Planning Commissioner will be designated by the Baldwin Township Board of Supervisors.