

BALDWIN TOWNSHIP REGULAR MEETING

October 21st, 2024

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

Jeff Holm arrived at 7:06 p.m.

Also Present – Matt Kind: Township Engineer from Hakanson Anderson

Call to Order – The October 21st, 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.

Delmas Hines Prayer Request

Additions/Corrections to Agenda

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

October 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,353,197.17, receipts of \$14,254.20, disbursements of \$133,583.18 leaving an unaudited ending balance of \$1,233,868.19.

Public Comment Requests –

- Linda Burkholder – 302nd Avenue, Linda stated she was in attendance at the October 7th Town Board meeting when the post-election review was presented by Sherburne County Community Action Team. Linda went on to say that she is in full support of election integrity goals that were presented by this group. Linda also requested the letter from the County Auditor that was dated October 10th, 2024.
- Julie Wiedenborner – 14312 314th Avenue NW, Julie wanted to respond to the outcome of the October 9th Frontier Trails meeting. She is concerned on the amount of the future utility billings for Frontier Trails residents. Julie discussed Attorney fees, tools and continuing education and wants to look at eliminating these expenses from the past years. Julie requested the Town Board follow a budget going forward. Swanson stated this isn't always possible because emergencies come up and need to be addressed immediately. Last week there was an immediate expense of \$2000.00 to clean pumps and filters.

Approval of Consent Agenda - Case/Rush unanimous to approve

- Approve Claims List – check numbers 28033 – 28071 for \$34,843.32, void check# 27987 for \$498.75, 5 EFT payments of \$5890.49 for a total disbursement of \$40,235.06.
- Approve Town Board Meeting Minutes for September 23rd and October 7th, 2024

- Approve Leave of Absence/Fire Department for Joseph Pramann
- Approve Tony Maciej coming off Medical Leave Effective 10/21/2023
- Approve Leave of Absence/Fire Department Michael Lambrecht

Engineering:

Discuss 305th Road Project – Rush spoke about the culverts on 305th.

Ditch grading also needs to be done. Swanson stated that this project started with another Engineer and got transferred to Hakanson Anderson. Swanson said that the Engineer should have reviewed the culverts while the equipment was still on site. 3 culverts and 2 driveway patching's are the quote for \$38,767.00. Rush would like to go out for additional bids for this project. **Case made a motion to get the holes by the culverts safe for the winter. The culverts will be addressed by the City Council in early spring 2025. Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Change Order for 305th Avenue of \$45,000 –

Township Engineer Kind indicated that they are questioning the extra class 5 for this project. Rush stated that both Engineers were at the pre-construction meeting, and this should have been caught. Kind recommends tabling until the Engineer and the Contractor come up with an equitable price. Swanson stated the Town is not interested in paying for their mistakes.

Discuss Culvert Replacements Done on 120th Street, 278th Avenue and 123rd

Street - Walker stated that the culvert on 123rd is not draining correctly. Kind indicated that this culvert will be dug up tomorrow. Rush questioned the culvert size on 123rd and said that the plan indicates it needs to be 60 feet. Public Works measured and this is a 40-foot culvert. Kind said this was measured today and it is 60 feet. Rush asked if there would be any change orders adding to the culvert. Kind indicated that there will be a charge for the addition to the culvert. Swanson told Matt Kind that any future decision on roads/culverts/construction needs be made by the Town Board. Sediment pile was fixed, and additional piping will be done. Swanson wants to meet the Engineer onsite.

Frontier Trails Update:

Wastewater Manager, Mike Gwynn, sent a report stating the system was out of compliance for total nitrogen by 0.7 ppm which is just barely out of compliance. Steinbrecher also came onsite to do some cleaning and checking. The financials for September 2024 were reviewed.

Road Report:

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

Discuss/Approve/Disapprove Rapid Radio Purchase for Public Works Vehicles –

The radios will be used by the snowplow drivers to communicate during plowing sessions. The quote is for 10 radios. **Case/Rush unanimous to approve quote for \$2237.63.**

Discuss/Approve/Disapprove Purchase of Woodchipper – Case asked how much we pay for rental and Public Works Supervisor said it depends on how long it's rented for. Case asked how much has been spent in the last 5 years for rental of a woodchipper. Public Works Supervisor, Good, stated about \$1000.00. Good stated that they would use it more and be more efficient if the Township owned one. **Walker/Rush unanimous to approve quote for \$22,010.10.**

Discuss/Approve/Disapprove Brush Mower Rental – Rush made a motion to table. Holm indicated if this is tabled, the work won't get done this year. **Case/Rush unanimous to approve renting brush mower.**

Discuss/Approve/Disapprove Hiring of Snowplow Drivers – Rush/Holm **unanimous to approve hiring of snowplow drivers.**

Discuss/Approve/Disapprove Snowplowing and Ice Control Policy – Swanson stated that this should be on TextMyGov. Case stated that this should be sent out when we get a significant snow fall. **Walker/Rush unanimous sending out on TextMyGov second week of November.**

Discuss/Approve/Disapprove Snowplow Wages for Upcoming Season – Rush stated that we need to work on recruitment. Rush is proposing doing a \$3.00 an hour increase. Case stated there is a spreadsheet that was set up as a percentage basis. Rush also discussed that Public Works should be paid per the snowplow hourly rate. Holm stated that snowplow drivers do not get health insurance, PERA or any benefits. Rush to work on spreadsheet to get a percentage calculated. Discussion was to have all classes, A, B and D be raised by 16%. **Case/Rush unanimous to approve raising all snowplow wages by 16%.** Clerk to add to the November 18th agenda to discuss Maintenance Staff snowplowing rates.

Holm left the meeting at 8:15 p.m.

Discuss/Approve/Disapprove Quote for Tree Removal on 99 ½ Street – **Rush/Walker unanimous to approve quote for \$1600.00.**

Discuss/Approve/Disapprove Membership for Public Works to A.P.W.A, \$516.00
Public Works Supervisor, Good, stated this is good networking and the Public Works Department gets discounted classes through membership. Good stated there are 8-10 classes that he would be interested in attending.
Rush/Walker unanimous to approve.

Discuss/Approve/Disapprove Culvert Apron Repair and Class 5 for 99 ½ and 284th Avenue Intersection – **Rush/Walker unanimous to approve estimate for \$1000.00.**

Tabled Items:

Discuss/Approve/Disapprove Resolution 24-33; Establishing Municipal State Aid Streets- The deadline for this aid is January 5th, Township Engineer, Kind, is working with the state on identifying all the roads. **Rush/Walker unanimous to table until the November 18th Town Board meeting.**

New Business:

Discuss Upcoming TextMyGov Alerts (Upcoming Election and Snowplow Policy) Swanson stated we should send a text message a week before the election.

Discuss Fire Department Election Results – Rush stated the Election was October 8th. The Fire Chief won again and Assistant Chief was 14-8 vote.

Discuss/Approve/Disapprove Public Works Supervisor Wastewater Certification – Swanson/Case unanimous to approve not to certify Public Works Supervisor. The City Council to go out for RFP.

Discuss/Approve/Disapprove Letter to HR Green including speed bumps – Swanson would like to amend the letter he drafted to include the speed bumps. **Rush/Case unanimous to approve.**

Discuss/Approve/Disapprove Closed the Day After Thanksgiving, November 29th – **Rush/Case unanimous to approve.** Case took a friendly to do as a floating holiday.

Discuss/Approve/Disapprove Election Emergency Plan – The County has the Election Emergency Plan. Case would like an Election Emergency guideline. Case will have this document completed by the end of this week. Case stated this would be guidelines and not a plan. **Rush/Walker unanimous to approve.**

Discuss/Approve/Disapprove Deputy Clerk Designated as Clerk for the Baldwin Township Planning Commission – **Rush/Case unanimous to approve.**

Discuss/Approve/Disapprove Applicant for Sign Machine – Received an applicant that has ran a sign machine with Anoka County. The applicant wants to be part-time to help with setting up the machine and to train staff. **Rush/Walker unanimous to approve.** Walker to discuss the wage with the applicant and this will be brought back to the November 18th City Council meeting.

Discuss/Approve/Disapprove Kirvida Fire Estimate for \$9898.43 – **Rush/Walker unanimous to approve.**

Schedule Board of Canvass November 8th, 2024 – Case requested meeting to be at 6:00 p.m. **Rush/Case unanimous to approve on November 8th at 6:00 p.m.**

Discuss Election Procedure – Swanson communicated that the summary report will be recorded for the Board of Canvassing meeting. Swanson talked about the letter from Sherburne County. The Town Board was disappointed on the wording of the email and letter.

Swanson stated that this meeting is the last Baldwin Township meeting. As a Chair, he communicated that it has been a pleasure working with all the Residents and Town Board.

Announcements:

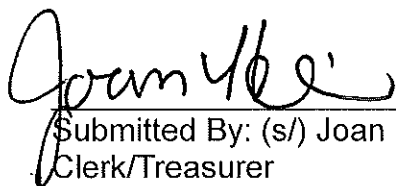
- a. Planning Commission Meeting, Wednesday, October 23rd, 2024 at 7:00 p.m.
- b. Public Accuracy Testing at Sherburne County, Tuesday, October 29th at 9:00 a.m.
- c. General Election, Tuesday, November 5th, 2024. Polls open from 7:00 a.m. to 8:00 p.m.
- d. Town Hall Closed Monday, November 11th, 2024 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.

Rush communicated that it was determined at the Park Committee meeting on October 17th that a meeting would not be held in November and December 2024.

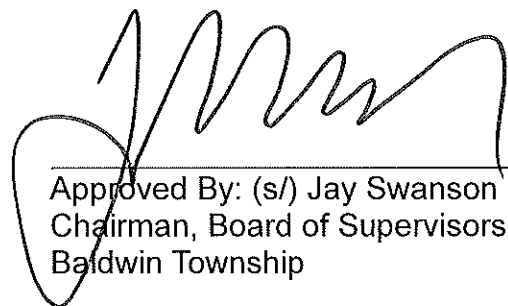
- g. Next Town Board Meeting, Monday, November 18th, 2024 at 7:00 p.m.
This will be the next City Council meeting.

Any Other Business: Rush asked about the setup of the election. He questioned if the Town Hall should be closed. The Town Board agreed that the Town Hall should remain open.

Adjourn: Rush/Case unanimous to adjourn at 8:51 p.m.



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



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

11-18-2024
Date

Attendees: Public Works Supervisor, Zac Good, Linda Burkholder, Delmas Hines, Rosie Walker, Bruce West, Julie Weidenborner, Jeremy Evans, Cartrell Cooper and Travis Ekbohm