

BALDWIN TOWNSHIP REGULAR MEETING

February 1, 2016

Present – Supervisors Jay Swanson, Tom Rush and Jeff Holm. Supervisor Brad Schumacher arrived at 7:46 p.m. Supervisor Randy Atwood absent.

Call to Order – The February 1, 2016 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:03 p.m.

Pledge of Allegiance - All present recited the Pledge of Allegiance.

Additions/Corrections to Agenda

- Add "Planning Commission Update" after Sheriff's Report
- Move "Approve/Disapprove Appointment of Deborah Guy to Serve on Planning Commission for a 3-Year Term" from New Business to after Planning Commission Update
- Add "Rezone Request" to Planning Commission Update
- Add "Mini Storage Request" to Planning Commission Update
- Add "Update on Frontier Trails" to after Planning Commission Update along with moving "Approve/Disapprove Septic Check Contract" under Update on Frontier Trails
- Add "Schedule Road Workshop" to Road Report
- Add "Approve/Disapprove Request to Use Town Hall by Sherburne County Historical Society" to New Business
- Add "Discuss/Approve/Disapprove Greater MSP" to Road Report
- Add "Approve/Disapprove Putting Split Rail Fence" to Park Committee Report
- Add "Discuss Access to Goose Lake" to Road Report
- Add "Discuss Writing Letter to Mobile Home Caretaker" to Road Report
- Move Fire Report after Sheriff's Report

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Holm / Rush unanimously to approve the regular meeting agenda as amended.

Treasurer's Report:

January 2016 Final Treasurer's Report – Receipts of \$31,153.55 and disbursements of \$190,175.92, check numbers 19869 through 19967 and 8 EFT payments leaving an unaudited balance of \$753,662.83.

February 2016 Preliminary Treasurer's Report – The clerk reported receipts of \$0 and disbursements of \$35,459.18 (not including payroll), check numbers 19968 through 20012 leaving an unaudited balance of \$718,203.65.

Sheriff's Report - See below.

Fire Department Report – Chief Rademacher reported there were 17 calls in the month of January 2016. Since there is money in the budget, Rademacher is requesting \$3,000 for clothing for the firefighters. Rush/Holm unanimously to approve the request for \$3,000 for clothing.

Rademacher reported there are two probationary firefighters starting school in the month of February in Elk River. There will be no charge to our department. We have \$100 invested in each firefighter for dress pants and shirts. \$3,000 in training for \$200.

The pipes in the bathroom have been freezing again. The pipes going along the outside wall. Able to mitigate it a little by turning the heat up. He is concerned that a pipe will rupture. Swanson suggested having it looked at and get estimates. Holm suggested obtaining 2 estimates.

In regards to the ambulance title he had sent the clerk the phone number for the contact at North Ambulance. He has contacted the supervisor multiple times. He was not at the last Chief's meeting. Swanson stated that it is imperative to get the title as soon as we can.

The department will not be applying for the vehicle portion of the FEMA grant. Rush/Holm unanimous to disapprove.

Jim Buell gave an update on the tender conversion. With this conversion we now have two viable tenders. It is moving along but maybe not as fast as some would like. The drop tank they ordered did not work and they sent it back. The second one was sent back also. Another one came in. It is a 3,000 gallon drop tank that folds. A tentative meeting with Supervisor Rush is scheduled for Wednesday to go over the spreadsheet on what was spent to date. Rademacher stated that the company shot a promotional video with our truck. Relief association balance is at \$435,000.

Update on Water Truck - See above.

Update on Ambulance Title - See above.

Discuss/Approve/Disapprove Applying for Vehicle FEMA Grant – See above.

Planning Commission Update:

Approve/Disapprove Appointment of Deborah Guy to Serve on Planning Commission for a 3-Year Term – Holm/Rush unanimous to approve the appointment of Deborah Guy to serve on the Planning Commission for a 3-year term.

Bridget Chard stated what the costs of the Planning Commission were for 2015. \$6,207.10 for her services; Planning Commission wages: \$410.00; Planning

Commission mileage: \$60.95; office supplies: \$200.46; continuing education: \$210.00; notices: \$364.92. Total: \$7,453.43.

Rezone Request – There was a general inquiry for PID No. 01.009-1100 which is located in Section 9 and consists of 26.83 acres. Russell P. Bayer, Associate Coldwell Banker Commercial was on hand to make the inquiry for the Johnsons.

The following items were discussed with the Agent. Since there was no additional information, what type of business were they looking at? Agent did not have a particular business but would prefer industrial after speaking with the Zoning Administrator at Sherburne County. Agent felt this might be a good fit. It was noted that there is a large portion of the land that is covered by wetland and would need delineation. More definition such as what they intended to do and a site plan would have been helpful. Agent had not gone out to the site. It was suggested that he go and look and bring boots since it is wet and that may be why it has not been developed yet. Further stated was that two homes had burnt down to the east and had just been rebuilt and they would probably not care for an industrial use there.

Industrial versus commercial uses still would need a Public Hearing and that everyone in that area would probably be in attendance to speak to the issue. It was stated that a property to the North of this one had just recently asked about reclassification and it had been turned down. It was felt that this might be set up in the future for a Highway PUD (though there is nothing there stating that) and that it might be a fit for a commercial or industrial site sometime in the future. A concern about being so close to the City was expressed. Other issues reviewed were the type of access and the neighbor directly in front of the property.

Some of the Commissioners felt there was just not enough information to address the request at this time and recommended to Mr. Bayer to consider all of the issues brought up and if they wished to move ahead, to bring back more defined information with a site plan.

Mini Storage Request – There was an inquiry for PID No. 01.498-0010/0020 which is located in Section 21 and consists of 1.40 and 2.54 acres respectively. It was determined that the parcel under review may be Outlot A (01-498-0010) even though the drawing does not make sense and shows it on Outlot B (01-498-0020) which is tax forfeit at this time. The tax information on Beacon has them listed together for Outlot B so there was confusion with the Planning Commission.

Discussion centered on the recommendations of the Hwy 169 Task Force. It was stated that the property should be able to handle any commercial and should also be a Hwy PUD process there. There was a letter sent with the inquiry by Sherburne County regarding the conditions for the Plat from 2004 (see attached 4/29/2004 letter). The Planning Commission reviewed the letter.

Questions on the proposed storage setbacks, the site review, what they would look like and how they would fit for the future communities' needs were discussed. There were lively discussions on the proposed use of this as a town square and possibly putting the town hall down there were also discussed but dismissed.

There was no consensus with the group on this matter and the Planning Commission felt that they needed a more defined plan with a lot more information before they could do a recommendation.

A possible meeting with Nancy Riddle may be planned in April.

Update on Frontier Trails – Bridget Chard gave an update on Frontier Trails. In regards to the Septic Check contract she suggests sending two copies to them for their signature along with sending the town a copy of their Certificate of Insurance. Rush/Holm unanimous to send the contract to Septic Check. She has sent out an updated schedule to the board. She and Bob Ruppe are putting together easements. The ordinance for the homeowners is almost finished. Jon Bogart reported that the system costs are still about the same. He had estimated \$300,000 and the estimate right now is at \$270,000. A vendor came back in and lowered his costs significantly. It is a simpler system being proposed. It is a MBBR system which includes a low speed propeller. It is better than having another three pumps added to the system. He is in discussions with the Department of Health on a well that may need to be moved or we may receive a waiver. He may be able to go from design flow to measured flow. He will be submitting to the MPCA this month and should be ready to go for spring construction. The permit will also be renewed. Ms. Chard reported that the code for the lock boxes has been received. Both entrances to each site need to be plowed by the township.

Road Report – Schumacher said he would like to add \$10,000 for 2 inches of gravel to freshen up on 125th Street. The estimate for the 2nd year project is \$94,453.70. There also has been talk about a culvert under 125th Street and to try to raise the ditches on 314th Avenue. Holm/Rush unanimous to approve going out for bid on improvements to 125th Street.

Discuss Bus on 124th Street – There have been numerous complaints about a bus parked illegally on the county road with no reflectors even though the vehicle is licensed. The sheriff has been called, and there is nothing the county can do. The township has genuine safety concerns. The clerk will call the sheriff again.

Approve/Disapprove Township Engineer Going Out for Bids on Georgetown 2nd Year Project – See above.

Discuss Access to Goose Lake – Schumacher reported that when he was at the trail meeting at Sherburne County he discussed the issue with Rhonda Lewis. The town had sent a letter asking about installing a stop sign. That is not going to happen. If we want to go forward easements would need to be obtained that would cost the town

\$1,060.00. In that process, Ms. Lewis is checking to see if we have the money in park dedication fees. The next day he sat with Rachel Leonard (County Commissioner) and she had said she has written a letter to us stating she prefers using it as a trail park versus having a parking lot. Swanson stated that we, as a board, need to have a discussion of what we want to do with the park. He would like Supervisor Rush bring it back to the Park Committee and await the letter from Rachel Leonard. Holm stated he believes the county dropped the ball. Rush stated that the Park Committee's recommendation was putting in a driveway with 10-12 stalls with trails going to the water with a fishing pier and canoe access. Swanson asked if it works into a plan without parking with Rush responding he will bring up the trail suggestion to the Park Committee.

Sheriff's Report - Officer Wilson reported there were 158 calls for service in the month of January. There has been extra patrol at Young Park and extra speed enforcement on 305th Avenue. The black bus belongs to an employee of Bell Auto. The bus is not parked overnight and is not abandoned, but is parked on the county road since Bell Auto doesn't want it parked on their property. The supervisors feel that the bus is endangering other residents who drive by, and is a genuine safety concern. Holm suggested to add to the March agenda "Review of CUP for Bell Auto" to see if there is anything stated in regards to parking for employees. Schumacher/Rush unanimous to have the clerk send a letter to Bell Auto.

Wilson stated that if County Road 38 and County Road 19 were used to conduct a 5K run at the FunFest that the sheriff's department would have reserves out to do traffic control.

Continue Road Report – Schumacher reported on 313th Avenue. Rhonda Lewis prepared three letters for the town to copy and put on their letterhead that offers to buy road right-of-way. The county would build and asphalt the trail. The first owner the offer is \$543.33 (with tree) and the same for the second owner (no tree). The third owner the offer is \$441.85. Jon Bogart stated that \$1,500 total is a good price. Holm stated that he is not interested in pursuing this as he already knows what the answer will be from the residents. Rush stated that it does not hurt to ask. Swanson stated that if funding comes from the park dedication fees then it is a viable option and we are trying to work with our neighbors. The board instructed Jon Bogart to look into it and work with Rhonda Lewis. Rush/Schumacher unanimous to add the approval/disapproval of sending the letters to the three homeowners to the March 2, 2016 agenda.

Rush asked what could be done to preserve 305th Avenue longer. Swanson stated that we have had good luck with the heat and patch system from Erickson Asphalt. Bogart stated that the road is alligatored really bad and feels that the subgrade has to be junk.

Schedule Road Workshop with Town Engineer – Scheduled for February 25, 2016 at 7:00 p.m. Discussion will be on what road projects/chipseal/crackseal need to be done and the board wishes to see estimates.

Discuss/Approve/Disapprove Greater MSP – Schumacher stated that The Greater MSP is a research and analysis team who provides information to organizations helping business to expand and grow in the region. Rush/Schumacher unanimous to approve putting a link to the Greater MSP on the Baldwin Township website.

Discuss Writing Letter to Mobile Home Caretaker – Schumacher stated that EMS signs need to be posted at the mobile home park for public safety purposes. A letter will be drafted to the mobile home park caretaker and approved/disapproved at the March regular meeting.

Maintenance Department Road Report for January 2016 from Terry Carlile –

- We had 3 snow plow events
- We had 3 sand/salt and scrape events
- We purchased 310 tons sand at \$4,716.09
- We purchased 76.37 tons salt at \$6,072.18
- Installed lights on hot mix trailer
- Installed lights on truck 10 freightliner
- Installed lights on trucks #5 and #6
- Installed lights on rear of John Deere mower
- All 3 light poles are painted and in the garage at the park
- New light at park pole building will be installed as soon as it comes in
- Rush has quotes for park fence
- Quotes for blacktopping town hall
- 2 meetings set and broken with Paul at Latchem Lind. Hope to meet with him soon on sand/salt shed
- Quotes for repairs on truck #1

The quote for the fence for Young Park from Marv's True Value is \$3,384.15.

The quote for blacktopping the town hall parking lot is between \$110,000-\$137,432. Brought forward for discussion on next year's budget along with Legacy Grant discussion. The item will be added to the workshop meeting with the engineer.

Discussion on repairing the sand/salt shed. Swanson will come to the March meeting with a plan. Schumacher will call Knife River for concrete pricing.

Discussion on the pricing of a new tandem truck. Carlile stated the quote came in at \$192,000. He would like to take truck #1 and replace the front blade and wing, remove the box and see if we can clean up the frame. There is only 55,000 miles on the truck. JCraft said they could do the transfer for us. He will get dollar figures and present back to the town board by fall. Schumacher stated he feels that the township would be farther ahead by doing road projects this year. Swanson stated that there are dollars available in the Capital Fund and instructed Carlile to find out what the numbers are.

Approval of Consent Agenda – Holm/Schumacher unanimous to approve the Town Board Meeting Minutes of January 19, 2016 and to approve the Certificate of Substantial Completion for Georgetown Project.

CONDITIONAL & INTERIM USE PERMITS:

Approve/Disapprove/Comment on Amending the Sherburne County Zoning Ordinance, Interim Use Permits, Permit Expiration and Transferability Regarding Solar Farms – Rush/Holm unanimous to disapprove amending the Sherburne County Zoning Ordinance, Interim Use Permits, Permit Expiration and Transferability regarding Solar Farms with the comment ‘Baldwin Township recommends no changes to the IUP ordinance. We suggest using CUP’s for solar farms.’”

PLATS: None.

VARIANCES: None.

OLD BUSINESS:

Park Committee Report:

Approve/Disapprove Split Rail Fence – Holm/Rush unanimous to approve up to \$4,000 to install a split rail fence at Young Park at 150 feet from the pine trees and to where it drops into the wetland. The maintenance department will install the fence.

Rush reported that we are in the 2nd round for the Burlington Northern grant. The grant writer is working on the Twins grant. We should be hearing from the Bernick’s grant today.

Goals of the committee for 2016 are finish Young Park; start on Goose Lake; purchase land with SBA money for future park land; and determine some water source for drinking purposes or future restrooms at Young Park.

TCI Baldwin Volunteer Corps Update – Rush reported that most of the discussion at the Baldwin Volunteer Corps surrounded around the 2016 FunFest and possible events. Andie Bumgarner was present to consult on the details of having a 5K run. The next meeting will be February 29.

Legacy Grant Committee Update – Swanson attended as Schumacher was unavailable. It was decided that at the next meeting on February 9 that an outline for ideas will be discussed to present at the Annual Meeting.

Approve/Disapprove SBA Memorandum of Land Lease and Site Agreement
Rush/Schumacher unanimous to approve the SBA Memorandum of Land Lease and Site Agreement.

TABLED ITEMS:

Approve/Disapprove Septic Check Contract - See above.

Approve/Disapprove Resolution #16-04; Resolution Accepting Donation
Schumacher/Rush motion to approve Resolution #16-04; a Resolution Accepting Donation. With a voice vote taken Rush, Schumacher and Holm are in favor; Swanson abstains. Motion carries.

Discuss/Approve/Disapprove Distribution of Money from Settlement – Holm/Rush unanimous to table to the March regular meeting.

Approve/Disapprove 2016-2017 Winter Hours – Schumacher/Rush unanimous to table to the March regular meeting.

NEW BUSINESS:

Approve/Disapprove Appointment of Deborah Guy to Serve on Planning Commission for a 3-Year Term - See above.

Sherburne County Community Partner Meeting Update – See above.

Appoint Election Judges for March Township Election – Rush/Schumacher unanimous to appoint election judges for the March township election from the list of trained judges.

Review/Approve/Disapprove Annual Meeting Agenda – Rush/Schumacher unanimous to approve the Annual Meeting agenda.

Schedule Board of Canvass Meeting (To certify election results) – The Board of Canvass meeting will be March 8 immediately after the Annual Meeting.

Approve/Disapprove Newsletter – Schumacher/Rush unanimous to approve the newsletter with changes.

Sherburne County Historical Society – Rush/Schumacher unanimous to disapprove the use of the town hall by the Sherburne County Historical Society due to the policy of the township to not rent out the building. A friendly accepted amendment by Schumacher for the Society to use the Princeton Library community room.

Close Regular Meeting – Rush/Schumacher unanimous to close the regular meeting at 9:52 p.m.

Open Board of Audit – Schumacher/Rush unanimous to open the Board of Audit at 9:52 p.m.

Perform 2015 Board of Audit – The Baldwin Town Board of Supervisors selected the following disbursements to be audited for the year ending December 31, 2015. During the Board of Audit each Supervisor examined the invoices and claims for payment and verified that the checks written to the vendors were correct.

Supervisor Randy Atwood selected the following disbursements:

- Check #19047, dated January 20, 2015, payable to All Seasons Garage Door Co. in the amount of \$432.25.
- Check #19791, dated December 7, 2015, payable to Central Fleet Service & Parts, in the amount of \$2,427.51.
- Check #19654, dated October 5, 2015, payable to Princeton Township in the amount of \$125.00.

Supervisor Brad Schumacher selected the following disbursements:

- Check #19801, dated December 7, 2015, payable to Friedrichs Auto & Truck, in the amount of \$6,886.61.
- Check #19072, dated January 20, 2015, payable to Nordic Auto Glass, in the amount of \$190.35,

Supervisor Jay Swanson selected the following disbursements:

- Check #19062, dated January 20, 2015, payable to Finken Water Centers, in the amount of \$12.60.
- Check #19370, dated June 15, 2015, payable to Circle 9, in the amount of \$113.27.
- Check #19376, dated June 15, 2015, payable to Jims Mille Lacs Disposal, in the amount of \$6,048.50.
- Check #19848, dated December 15, 2015, payable to Minnesota Association of Townships Agency, in the amount of \$8,112.00.

The town board thoroughly approved the items found in the Board of Audit.

Close Board of Audit – Holm/Rush unanimous to close the Board of Audit at 10:03 p.m.

Open Regular Meeting – Holm/Rush unanimous to open the regular meeting at 10:03 p.m.

ANNOUNCEMENTS:

- Office Closed Monday, February 15th for Presidents Day
- Town Board Regular Meeting Cancelled for February 16, 2016

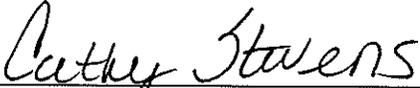
ANY OTHER BUSINESS:

Holm stated he was troubled by Jon Bogart's candor about speaking with the Minnesota Onsite Waste Association. The President is Brian Koski. Having a vendor who is part

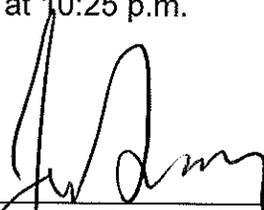
of the association and Bogart did not say they are the same person. Swanson stated he believed Bogart mentioned a different name.

Motion to Approve Bills for Payment – Rush/Schumacher unanimous to approve for payment check numbers 19968 through 20012 totaling \$40,712.85.

Adjournment – Holm/Rush unanimous to adjourn at 10:25 p.m.



Submitted By: (s/) Cathy Stevens
Clerk/Treasurer
Baldwin Township



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



Date

Attendees: Bridget Chard, Lester Kriesel, James Buell, Judy Thorson, Debbie Guy, Larry Handshoe, Terry Carlile, Jon Bogart