

## BALDWIN TOWNSHIP REGULAR MEETING

July 6, 2015

**Present** – Supervisors Jay Swanson, Jeff Holm, Brad Schumacher, Tom Rush and Randy Atwood.

**Call to Order** – The July 6, 2015 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**

- Add 'Tony Flanders Drainage' after Plats
- Move Jon Bogart to the top of the Agenda
- Move 'Approve/Disapprove The Highlands Drainage Project' with Jon Bogart
- Move 'Approve/Disapprove 3<sup>rd</sup> Driveway Off of 125 ½ Street' from under New Business to with Jon Bogart
- Add 'Discuss/Approve/Disapprove Selling Air Packs' to under Fire Department Report
- Add 'Discuss MnDot Removing Township Road Signs from Highway 169' to New Business

### **Approval of Regular Meeting Agenda With/Without Additions/Corrections**

Rush/Atwood unanimous to approve the regular meeting agenda as amended.

### **Treasurer's Report:**

**June 2015 Final Treasurer's Report** – Receipts of \$348,193.93 and disbursements of \$39,502.60, check numbers 19349 through 19402 and 7 EFT payments leaving an unaudited balance of \$757,838.86.

**July 2015 Preliminary Treasurer's Report** – The clerk reported receipts of \$1,072.77 and disbursements of \$11,416.56 (not including payroll), check numbers 19403 through 19468 and 3 EFT payments leaving an unaudited balance of \$747,495.07.

**Sheriff's Report** – Officer Wilson reported there were 187 calls for service in the month of June. Referencing a Baldwin Township Ordinance, Schumacher wants a truck ticketed that parks on the road right-of-way on 286 ½ Avenue. Extra patrol is requested for speeding vehicles on 105 Street.

**Fire Department Report** – Chief Rademacher reported 23 calls for service in the month of June. An agency has contacted the fire department with interest in buying all the old air packs plus bottles that meet certification. Prices range from minimal value to \$1100 to \$1400 per old pack plus bottles. There was discussion on putting the air packs out for bid. Schumacher/Rush unanimous to table until the July 21<sup>st</sup> meeting.

**Approve/Disapprove Swimming Pool Waiver & Release Form Change -**

Schumacher/Rush unanimous to approve the Swimming Pool Waiver and Release form changes to item 7 stating "\$75.00 per load for well water and \$105.00 per load for city water."

Rademacher said there are 8 low pressure air packs and 16 bottles. Atwood asked if they have any scrap value. Model numbers and pictures will be needed along with setting up viewing times.

There was discussion about a vehicle replacement timeline. Rademacher said that good deals disappear with the potential of saving tens of thousands of dollars if the transaction has to wait until a next board meeting. The clerk will contact MAT regarding government to government selling.

Baldwin Fire Department was called to assist a call on Cantlin Lake. Collins brothers hooked up the car from the lake.

The Fireman's Dance is August 29<sup>th</sup>. A representative from the fire department will attend the Baldwin Volunteer Corps meetings since the details of Baldwin FunFest are being finalized.

**Approval of Consent Agenda** – Rush/Schumacher unanimous to approve the Town Board Meeting Minutes of June 9 (2 sets), June 15 and June 23, 2015; to approve the Bremer Bank Pledge Substitution; and to approve the application for Property Tax Exemption for Baldwin Cemetery.

**CONDITIONAL & INTERIM USE PERMITS:** None.

**PLATS:** None.

**Drainage Plan, Tony Flanders, Georgetown 2<sup>nd</sup> Addition, Lot 1, Block 1** - Township engineer Jon Bogart explained that Mr. Flanders is preparing to split it into 3 lots and he does have some concerns. If John Oliver and Associates resolves the issues then he is fine with it. He would recommend approval and would appreciate the town board saying that this does not grant approval for the plat to happen. Holm stated that the township has a plan of putting our drainage pond back there in our right-of-way. If that parcel was subdivided is that road going to be suitable for what the proposed parcels would be used for? Bogart responded that he does not know what type of uses he is proposing. If he is proposing to plat then he would be required to build the road to township standards and that is not what he is asking for at this time. Bogart commented that the township needs to get their ducks in a row for commercial stuff and quickly. Swanson stated that soon Bogart will have this conversation with our Planning Commission and come up with a permitting process of some sort. Give this to the Planning Commission to look at, come up with the scope and plan and recommend to the board and get Bogart here (to attend Planning Commission meeting). The county is asking for a recommendation. We do approve Bogart's recommendations and with no guarantee

that a plat will be approved. Atwood suggested approving as written with no guarantee approval of future plats. Bogart stated that the grading plan works for a dirt lot with no buildings and number was used for gravel, not bituminous. Schumacher motioned to approve with Jon's comments:

"July 6, 2015

Cathy Stevens  
Baldwin Township Hall  
P.O. Box 25  
30239 128th Street  
Princeton, MN 55371

Re: Lot 1 Blk 1 Georgetown 2<sup>nd</sup> grading review

Dear Cathy,  
I am in receipt of:

A Grading Plan dated 6/17/2015, revised 6/22/15  
A Hydrocad report dated 6/23/2015  
Confirmation or a NPDES permit being in place dated 6/23/2015  
A Sherburne County Zoning Administration Grading Permit Application

My understanding is that Mr. Flanders is requesting a grading permit for his lot under the requirements of the Townships engineering requirements section 110.20. My understanding also that at this time is that Mr. Flanders is not asking for a preliminary plat or the creation of any lots, even though the grading plan certainly implies the creation of three lots. Thus my comments shall address only drainage and grading issues.

The grading appears to presume three lots. The most westerly lot is provided access the middle lot via what appears to be a proposed access easement. The grading and drainage plan reflects that presumption. I don't know if the County will allow this this particular lot configuration.

The drainage plan directs all runoff to a single basin. The drainage calculations call for a rainfall event of 7.2 inches. The drainage standards under the engineering standards section 310 calls for 7.2 inches of runoff for sizing a detention basin in a land locked area. The difference represents almost two inches of runoff. The drainage calculations should reflect this.

The drainage plan calls for a contributing drainage area of 155,700 SF which is 3.57 acres. I believe that this area represents the balance of Lot 1, Blk 1 that does not drain to the road system. I did not receive a drawing delineating the proposed drainage area so I cannot confirm this. A copy of the delineated watershed needs to be given to the Township.

The curve number used to calculate runoff I think is too small. The curve number used (85) is for gravel roads. I suspect that long term that the parking areas and certainly the roofs will be impervious blacktop or roof area and the appropriate curve number to be used is 98.

The infiltration rate used is 1 inch/hour. The soil as per the USGS Soil Survey is a Zimmerman fine sand with a hydrologic group of A. The Minnesota Storm Water Manual, Table 12.Inf.7. gives a design infiltration rate of 0.8 in/hr for this type of soil. The calculations should be corrected to reflect this.

There are certain areas designated to be used for septic systems in each of the three designated lot areas. There is no information on the plan so as to tell if the reserved areas are adequately sized.

Subject to these corrections I would recommend approval of the grading and drainage plans subject to the recognition by the applicant that approval by this Board for the grading and drainage does not grant approval to any future plat, and that there may be required changes to the grading and drainage plan to allow the plat to be approved.

If you have any questions, please feel free to give me a call.

Sincerely,  
Jon Bogart, P.E.  
Town Engineer”

Bogart stated that there is a process with a MPDES permit. If a building permit is applied for then it would be the county. Then the county will come back to us. Atwood seconded the motion. Holm made a friendly amendment that we assume that this drainage is good up to only what it is good up to. Bogart stated that if they pave and regrade it then they will need to change their calculations again. The friendly was taken by both Schumacher and Atwood. Motion carried.

**Approve/Disapprove Highlands Drainage Project** – Swanson stated that the township wants a letter signed by the property owner. He and the clerk will write that letter and bring it back to the board for approval on July 21<sup>st</sup>. Bogart stated that as soon as we get it back from the property owner then it will go out to bid. Schumacher/Rush unanimous to table.

**Approve/Disapprove 3<sup>rd</sup> Driveway Off of 125 ½ Street** – Pat Fitzpatrick was present as owner of Wholesale Auto. Bogart stated there is no issue with a culvert going in there and the district is different in nature than a residential or collector road. It is a local commercial street. Atwood asked the reason for the 3<sup>rd</sup> access that the other 2 accesses or not providing. Mr. Fitzpatrick questioned if a light fixture on the corner of 125-1/2 Street was going to be installed. Swanson replied that it not part of this project. Mr. Fitzpatrick stated that he thought it would be for safety and security has he has had some issues. His lot is almost 4 acres and the back lot would need access to 125 ½ Street. Bogart suggested not putting the culvert in yet as the access should be placed with where the building and access will be unless he really has some need for it now. Mr. Fitzpatrick questioned if it would be cheaper to do it now. Swanson stated that everything for the driveway has to be paid for in full by him and it has nothing to do with the township. You can talk to Helmin but it will be between you and them and it would be the same for the inspection. Atwood stated that, in the future, it may not be in the ideal spot. Holm stated that having that driveway does not guarantee approval of a split. If it is able to be split then why wouldn't we not give an access off of that street? If you get zoning approved than another driveway would not be the hurdle. If you think you will save enough now or if you think you want to subdivide and hold off on the access it will not be a problem. Atwood stated that if it is approved tonight it will be at where he is proposing the access to be. Schumacher/Atwood unanimous to approve.

## **VARIANCES:**

**Approve/Disapprove 80' Variance in Setback from the OHWL of Cantlin Lake for a Holding Tank** – Brad Krotzer was presented. He stated that it had been approved back in 2012. But, because the setback figure was miswrote the holding tank is 20 feet too close to Cantlin Lake. The sealed 2,000 gallon tank is already installed but requires less maintenance. Rush/Holm unanimous to approve the 80' variance in setback from the OHWL of Cantlin Lake with an accepted friendly amendment that black dirt and grass seed will be put down as soon as possible.

## **OLD BUSINESS:**

**Park Committee Report** – Rush stated that has been a report of someone sleeping in the park that has been taken care of. He has talked to JTO Landscaping and they will be meeting with Terry to go over the basketball court, dirt work and take care of the handicap ramp. We are up to speed with the Funfest. The park bench that was almost stolen has been taken out for now. The outside light has been upgraded to LED. Discussion regarding the parking lot with possible solutions to add parking stalls. Holm stated that some woody brush is coming into some of the fields that were planted in prairie. Should we cut them down? Swanson stated that is a good discussion for the Park Committee to have and bring it back to the board.

**Approve/Disapprove Shelli Urness Going Out for Grant Opportunities** – Rush reviewed the list of recommended grants given by Shelli Urness:

1. Initiative Foundation – Letter of inquiry due July 24, 2015 - \$2500-\$5000
2. Kopp Family Foundation - \$30,000 – meet monthly
3. BN Foundation - \$10,000 – meet monthly
4. Sam's Club, Walmart - \$2000 each – ongoing
5. Mille Lacs Band of Ojibwe - \$1000 – ongoing
6. Bernicks – Central Minnesota Community Foundation - \$5000 – September 1 due
7. Otto Bremer Foundation if you get a hold of Lew. I think we could try for the October 6 deadline. The July one is coming up too quickly.
8. Blandin Foundation - \$5000 – call Wade Fauth or a program officer to discuss.
9. Wells Fargo – contact Emerlinda Castlejo
10. Minnesota Twins Community Fund – check back January 2016

Rush stated that the Otto Bremer Foundation does not really do a lot with sports. The Twins Foundation he was given the wrong date. It was June 30<sup>th</sup> so that one is done. Holm suggested checking with the Mystic Riders snowmobile club. Rush stated he has talked to Don Hickman (Initiative Foundation). The board determined that the Clerk will do #5 (Mille Lacs Band of Ojibwe). Rush/Holm unanimous to approve up to \$1,000 for Shelli Urness to pursue #1, #2, #3 and #6.

**TCI Baldwin Volunteer Corps Update** – Schumacher gave the following written report: Heidi Sheldon will do face painting for \$50 per hour. She says it will take 2 to 5 minutes

per child. The Fire Department will be asked to help with a possible 5K run for the 2016 FunFest. Baldwin maintenance will provide a 30' plus long extension cord for the live music at FunFest. The Baldwin Volunteer Corp is saying that they recommended to the Park Committee that they search for another person to help with the Kermit Young stone if it not placed by June 24, 2015. They also sent Dave Patten an email and letter stating the same thing. The BVC has a new volunteer husband and wife team as well as the help of Sue Hix.

**Approve/Disapprove Resolution 15-10; Resolution to Create the Frontier Trails Subordinate Service District** – Schumacher/Atwood unanimous to approve Resolution 15-10; a Resolution to Create the Frontier Trails Subordinate Service District.

**Legacy Grant Committee Update** – Schumacher has been taking applications and will discuss them at the July 21, 2015 general meeting.

**Approve/Disapprove Eviction of Cell Tower** – Swanson/Schumacher unanimous to approve starting the eviction process of SBA. The Clerk will contact the township attorney with their decision as well as a copy of the minutes.

#### **TABLED ITEMS:**

**Approve/Disapprove Dirt Work at Young Park Quote** – Schumacher/Rush unanimous to table until the July 21, 2015 general meeting in order to provide a bid sheet for up to 75 yards of dirt and crushed granite.

**County Request for Comments on Zoning Ordinance Amendment, Shoreland Residential District** – Swanson/Holm unanimous to disagree with the county request on a zoning ordinance amendment since it does not work for Baldwin Township. Atwood made a friendly amendment that it is a good plan for the township that requested it but not for Baldwin Township. The friendly amendment was accepted.

**Approve/Disapprove Sale of Tax Forfeited Land** – Rush motions to disapprove sale of tax forfeited land Parcel No. 01-498-0020 worth \$38,700 and Parcel No. 01-404-0390 assessed value at \$2,400. Motion dies for lack of a second. Atwood/Schumacher motion to inquire about Parcel No. 01-404-0390 and bring information back for the next regular meeting. With a voice vote taken Holm, Schumacher, Swanson and Atwood voted yes; Rush is opposed. Motion carried.

**Approve/Disapprove The Highlands Drainage Project** – See above.

**Approve/Disapprove Employee Discipline Form/Employee Handbook Changes** Schumacher/Rush unanimous to table to the August 3, 2015 general meeting.

#### **NEW BUSINESS:**

**Discuss/Approve/Disapprove Cemetery Rule Changes** – Holm/Schumacher unanimous to add to the Rules and Regulations Adopted for the Care and Preservation of Baldwin Township Cemetery to under Cremation item no 4. No casket or urn shall be interred in the cemetery unless it is enclosed in a concrete vault or cement box.

**Approve/Disapprove 3<sup>rd</sup> Driveway Off of 125 -1/2 Street** – See above.

**Approve/Disapprove Sherburne County Ordinance 209; Section 17.1-Stormwater Management and Erosion Control** – Rush//Schumacher unanimous to disapprove Sherburne County Ordinance 209; Section 17.1 concerning Stormwater Management and Erosion Control.

**Approve/Disapprove Sherburne County Ordinance 210; Ordinance Relating to Illicit Discharge Detection and Elimination** – Rush/Schumacher unanimous to disapprove Sherburne County Ordinance 210; an ordinance relating to illicit discharge and elimination.

**Approve/Disapprove Resolution 15-09, Resolution Authorizing Contract with Interested Officer** - Atwood/Schumacher motion to approve Resolution 15-09; an Resolution Authorizing Contract with an Interested Officer. With a voice vote taken Holm, Schumacher, Rush and Atwood in favor; Swanson abstains. Motion carried.

**MS4 Workshop Recap** – Swanson attended the MS4 Workshop held in Elk River and gave a recap of the meeting. Atwood suggested that this topic be brought to the next SCAT meeting for conversation along with inviting other county town boards to our meeting with MPCA officials.

**Approve/Disapprove Abandoned Well Sealing Cost Share Agreement**  
Atwood/Holm unanimous to locate the 3 sand point wells at Young Park, obtain bids to seal the wells, and submit the contract with Sherburne Soil and Water Conservation District for reimbursement.

**Discuss/Approve/Disapprove Applying Calcium Chloride** – Rush/Schumacher unanimous to go out for quotes on applying calcium chloride and have them available at the July 21, 2015 regular meeting.

**Approve/Disapprove Road Maintenance Coordinator Job Description**  
Schumacher/Atwood unanimous to approve the Road Maintenance Coordinator job description.

**Approve/Disapprove Promoting Terry Carlile to Road Maintenance Coordinator Position** – Atwood/Schumacher unanimous to approve promotion Terry Carlile to the road maintenance coordinator position.

**Approve/Disapprove Hiring Seasonal Maintenance Part Time Employee -**

Schumacher/Swanson unanimous to approve hiring Brad Iacono as a part time employee for \$8.00 per hour with a background check and drug testing.

**MnDot Removal of Baldwin Township Signs** – Swanson will draft a letter to be sent to MnDot, the state representatives, senators, county commissioners, and the governor with a copy to MAT to get clarification on why MnDot is removing the Baldwin Township signs along Highway 169. Atwood/Schumacher unanimous to approve.

**Announcements:**

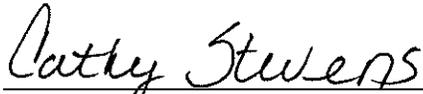
- Planning Commission Lakeshore Public Meeting, Wednesday, July 8<sup>th</sup>, 6:30 p.m.
- Joint Meeting with Planning Commission, Wednesday, July 15<sup>th</sup>, 6:00 p.m.

**Any Other Business** – Discussion on the common courtesy to inform the clerk if unable to attend a scheduled meeting. A joint meeting with the planning commission is not needed.

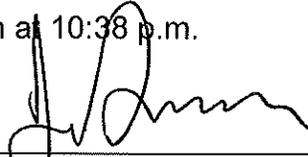
Bogart is aware of road complaints from Tim Wolff.

**Motion to Approve Bills for Payment** – Rush/Atwood unanimous to approve for payment check numbers 19403 through 19468 and 3 EFT payments totaling \$33,044.39.

**Adjournment** – Holm/Rush unanimous to adjourn at 10:38 p.m.



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



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

7-21-2015

Date

Attendees: Lester W. Kriesel, Judy Thorson, Brad Krotzer, Elaine Philippi, Pat Fitzpatrick, Jon Bogart