

BALDWIN TOWNSHIP REGULAR MEETING

July 16, 2018

Present – Supervisors Brad Schumacher, Jay Swanson, Larry Handshoe and Tom Rush. Supervisor Bryan Lawrence arrived at 7:18 p.m.

Call to Order – The Baldwin Township regular meeting of July 16, 2018 was called to order by Chairman Brad Schumacher at 7:00 pm

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

Additions/Corrections to Agenda

- Add "Approve/Disapprove/Discuss Return to Work for Michael Muntifering as of July 6, 2018.
- Add "Discuss/Approve/Disapprove Final ASTECH payment of \$7,533.50.
- Add "Superintendent Barton, School District 477 Introduction" after Sheriff's Report.
- Move "Review/Approve/Disapprove Frontier Trails Maintenance Manual" up from New Business to under Road Report.
- Move "Discuss/Approve/Disapprove Pumping 50% of Homeowner's Tanks at Frontier Trails Subordinate Service District" up from New Business to under Road Report.
- Add "Discuss Shipwreck Property" under New Business.

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

June 2018 Final Treasurer's Report – Receipts of \$518,797.54 and disbursements of \$75,580.32, check numbers 22099 – 22162 and 6 EFT payments leaving an unaudited balance of \$1,895,334.36.

July 2018 Preliminary Treasurer's Report - The clerk reported receipts of \$258,834.86 and disbursements of \$538,097.86, check numbers 22163 – 22266 and 4 EFT payments leaving an unaudited balance of \$1,617,332.12.

Sheriff's Report – Sergeant Wilson reported 226 calls for service for the month of June.

Ben Barton – Mr. Barton introduced himself as the new Superintendent of ISD 477.

Fire Department Report: Chief Case reported 25 calls in June: 14 medical, 2 structure, 2 mutual aid structure fires, 6 hazardous conditions and 1 motor vehicle collision.

Approve/Disapprove Check in the Amount of \$1,771.15 Payable to Central Fleet – Swanson/Handshoe unanimous to approve.

Approve/Disapprove Check in the Amount of \$1,512.00 Payable to Emergency Response Solutions – Swanson/Handshoe unanimous to approve.

Approve/Disapprove Check in the Amount of \$167,420 Payable to Heiman, Inc. for Pumper/Tanker – Chief Case stated that the vehicle (new Tender 1) is coming off the line any day. He believes they will drive it here and we will take delivery and present them with the check. He is requesting that some members of the Town Board be available when it is delivered. Heiman has a final committee which ensures that it meets our specs. They will also train our guys on the rig. Rush/Handshoe unanimous to approve.

Approve/Disapprove Back to Work for Firefighter – Handshoe/Swanson unanimous to approve firefighter Shane Jacobsen return to work.

Approve/Disapprove Firefighter 6-Month Leave of Absence – Handshoe/Swanson unanimous to approve a 6-month leave of absence for firefighter Mike Lambrecht.

Approve/Disapprove Increasing Chief's Limit from \$1,500 to \$2,000 – Handshoe/Rush unanimous to approve. A friendly amendment was made to change the duty sheet to reflect the change which was accepted by both Handshoe and Rush.

Approve/Disapprove Switch to the Statewide Volunteer Firefighter Retirement Plan (PERA) – Schumacher stated that they are currently with Wells Fargo. The Town Board has met with both Wells Fargo and PERA. He contacted Bob Ruppe (township attorney) and was told that there was an uptick in transfers to PERA and there should be no problems. The question is the dollar amount that the Town Board would want to go in for with PERA (the benefit amount). Andy Walker, Relief Association, stated that \$3,000 was the motion of the relief board. Rush stated that it would be then increasing from \$2,300 to \$3,000. Schumacher stated that it would start the first of 2019. Mr. Walker stated that there would be a \$400-\$500 maximum penalty for transferring if there was a penalty at all. Lawrence asked for what the penalty would be in writing. Chief Case stated that Jim (Oliver) will be retiring soon and they have no one to fill that position and there would be no need for that position if going to PERA. Mr. Walker stated that there would be one more audit. Lawrence/Swanson unanimous to approve moving to the statewide PERA program at the \$3,000 level as long as we get assurance to major penalties from current (Wells Fargo).

Approve/Disapprove Firefighter Muntiferer Return to Work – Swanson/Handshoe unanimous to approve firefighter Muntiferer return to work.

Road Report:

Review/Approve/Disapprove 96th Street Culvert Replacement Quotes – Three (3) quotes were received all dated July 12, 2018:

TS Dirt Works, LLC: \$18,565.10

Helmin Construction, Inc.: \$27,362.00

West Branch Construction: \$24,975.50

The engineers estimate was \$15,018.71 (including contingencies). Swanson/Handshoe unanimous to approve TS Dirt Works, LLC in the amount of \$18,565.10.

Approve/Disapprove Crack Seal Partial Payment, Fahrner Asphalt Sealers, LLC – Handshoe/Rush unanimous to approve crack seal partial payment to Fahrner Asphalt Sealers in the amount of \$54,338.77 with a retainage of \$2,859.93.

Approve/Disapprove Seal Coat Partial Payment, Asphalt Surface Technologies Corp. – Rush/Handshoe unanimous to approve seal coat partial payment to Asphalt Surface Technologies Corp. in the amount of \$178,133.74 with a retainage of \$9,375.46.

Approve/Disapprove 2017 Chip Seal Final Payment, Asphalt Surface Technologies Corp. – Handshoe/Swanson unanimous to approve chip seal final payment to Asphalt Surface Technologies Corp. in the amount of \$7,533.50.

Review/Approve/Disapprove Frontier Trails Maintenance Manual – Jon Bogart presented the Town Board with a draft operation and maintenance manual. He is waiting for the final permit from the MPCA. There are 5 parts to the manual. Swanson mentioned the cracked and repaired tank and wants to ensure that that is included in the manual. Swanson asked if Bogart knew why all the tanks were pumped. Bogart stated he does not have an answer and will contact Septic Check. Lawrence stated that the system finally had the right balance of bugs and chemicals. Swanson stated that there was also a surprise bill for \$1,800 for Micro C. How much did they actually have to drive into the system? Bogart stated that he will find out. Swanson/Handshoe unanimous to approve the manual in draft form when the permit and tank warranty is added. For the first year it could be a living document.

Approve/Disapprove Pumping 50% of Homeowners Tanks at Frontier Trails Subordinate Service District – Swanson asked Bogart if it was time to start pumping tanks. Bogart replied that he will talk to Septic Check. His recommendation is individual tanks be pumped at 25% of sludge and scum in the tank with the maximum time in-between pumping septic tanks being 3 years. The other tanks for the treatments he suggests 4 inches of sludge on the bottom. Swanson stated that he does not know if we got a report of what they (Septic Check) found. Bogart stated that he has not received one yet. Lawrence asked if it was spelled out in the manual regarding pumping and questioned if it should be. Bogart stated that the tanks should be checked quarterly. Swanson/Handshoe unanimous to table for 30 days and have Bogart talk to them and have them go out and test randomly with Bogart picking 5 tanks. The item will be added to the August 20, 2018 agenda. Septic Check will be doing the testing.

Road Report:

Zac Good reported on issues on the boat access on the north side of Sandy Lake. He feels it is dangerous and, since it is a township asset, should be repaired. He met with the DNR today and they are not interested in a small lake like that. It would have to be up to the Township and lake association for repairs. He estimates it would cost \$2,700 to have the maintenance department tear out the pylons, rent a mini excavator and recycle the concrete. The Town Board would want it in writing that no permit is needed to do the work. Swanson made the suggestion that we may need a Shoreland Alteration permit from Sherburne County as we would be changing ingress and egress. Lawrence stated that he would like to see what Zac is proposing for a replacement. The item will be placed on the August 6th meeting agenda along with a diagram of the plan. Good stated that the DNR recommended geotextile fabric for the south side of Sandy Lake. We did add Class 5 and funneled it to the catch basin. If the DNR provided grants then they would have that link of the Sandy Lake access on their website. Lawrence stated that Soil and Water may have some assistance. He also asked if the lake association can do the repair and we don't get involved. Maybe the lake association does not need permits. Swanson stated that there is a process we have to follow. There is no way to sign off tonight. Schumacher stated that we will address it again on August 6th. It might be rough and bumpy but it works and is not impassible.

Good reported that they are working on tree trimming all over the township and pothole patching. In regards to ditch mowing they are planning on the end of September and will need to let the rental company know a week before hand.

Approval of Consent Agenda

- a. Approve Town Board Meeting Minutes of June 18 & June 19, 2018
- b. Approve Transfer of \$8,109.54 From Special Revenue Fund to General Fund
- c. Approve EMS Sign Order

Handshoe/Swanson unanimous to approve the Consent Agenda.

CONDITIONAL & INTERIM USE PERMITS: None.

PLATS: None.

VARIANCES: None.

OLD BUSINESS:

Park Committee Report – Rush reported that the Park Committee will be meeting at Goose Lake on Thursday. The committee talked about finishing the boardwalks at Young Park and the possibility of asking the owner adjacent to the park for an easement. We will send a letter if the Town Board is in favor. Lawrence suggested meeting with them face-to-face as he may be considering selling in the future and the Township may have the option to purchase in the future. Rush reported that we have a candidate who is interested in both the Park Committee and Planning Commission.

Approve/Disapprove Adding Phone Number of Maintenance Employee to Park Pavilion Rental Agreement – Schumacher/Swanson unanimous to add the cell phone number of Supervisor Tom Rush to the agreement.

TCI Baldwin Volunteer Corps Update – Swanson reported that he was not at the meeting so he has no report.

Planning Commission Report – Lawrence reported that he did not attend the meeting. The commission is working on the comprehensive plan. We need additional members as 3 members discontinued their term.

County Planning & Zoning Report – Lawrence reported that there is a meeting this Thursday but has not looked at the agenda. We had the Board of Adjustment last week and Mr. Hipsag's variance was denied. The garage one was approved.

City of Princeton Council Report – Handshoe reported that there was no discussion about annexation of the property by the golf course. Jim Oliver did retire from the Princeton Fire Department. They are buying a new grass rig.

Airport Advisory Board Report – Handshoe reported that they are working on Kruse Aviation. There was no discussion on the runway.

Approve/Disapprove Check #22147, Payable to Septic Check, in the Amount of \$3,466.71 – Handshoe/Rush unanimous to table until August 6, 2018.

TABLED ITEMS:

Discuss/Approve/Disapprove Mutual Aid Agreement with City of Princeton & Mille Lacs County – Swanson/Handshoe unanimous to table until the September 10, 2018 meeting.

Discuss/Approve/Disapprove Septic Check Contract Termination Language – Swanson/Handshoe unanimous to table until the August 20, 2018 meeting.

Discuss/Approve/Disapprove Sherburne County's Offer to Purchase Permanent Easement in Amount of \$5,250 and Sign Permanent Easement, Parcel #01-014-3100 – Schumacher acknowledged the thank you letter received for using the town hall. Lawrence stated that this hinges on knowing the possibility of getting flashing stop signs on the east-west bound lane for the safety of the residents. David Roedel, Sherburne County, stated that the cost would be \$1,500-\$2,000 each. The conditions that warrant an all way stop is that traffic volumes are equal in both directions and there has to be more than 3 accidents in the last 3 years. The county's concerns is that LED stop signs becoming more commonplace. When the county does their safety update they will be looking at schematics and take those parameters and apply it to this intersection. The conversation has been that the county does not want to install LED's. Lawrence questioned if the township paid for the signs could they be installed? Mr. Roedel stated

that there is a stop and proceed issue at this intersection. Rush asked about sight lines. Mr. Roedel stated that you can stop and proceed forward without going through the through lane. The sight line is good at that point and he doesn't want to suggest tree removal. There has been 2 accidents at that intersection since 2010 and one was with a deer. Discussion on how the township would pay for the signs and battery life. Mr. Roedel stated that there would be no impact to the cemetery and they will make adjustments to avoid relocating the park fence. The construction will begin next summer. Lawrence/Swanson unanimous to recommend approval of the proposal from the county of the purchase of the right-of-way in the amount of \$5,250 contingent that we can secure flashing LED stop signs for the east-west at a cost of up to \$4,000.

Approve/Disapprove Sherburne County's Offer of \$75.00 for a Temporary Construction Easement, Parcel #01-014-3100 - Lawrence/Swanson unanimous to recommend approval of the proposal from the county of the purchase of the temporary construction easement in the amount of \$75.00 contingent that we can secure flashing LED stop signs for the east-west at a cost of up to \$4,000.

Discuss/Approve/Disapprove Costs for a New Truck Bed for Truck #6 Compared to Repair Cost – Swanson/Handshoe unanimous to table until the August 6, 2018 meeting.

Approve/Disapprove Advertising for Maintenance 2 Position – Discussion on wages. Good will revise the job description and have available for the August 6 meeting. Swanson/Schumacher unanimous to table until August 6, 2018.

NEW BUSINESS:

Review/Approve/Disapprove Access for IUP – Lawrence stated that this is a on a township road. Carla Mertz was present with a site plan and stated that there is an existing driveway when it was a separate residence. The address is gone but the driveway access is still there and access is needed to go along with the Interim Use Permit (IUP). Schumacher/Lawrence unanimous to approve using the access that went with the previous residence with a friendly amendment made by Lawrence that no on-street parking allowed.

Discuss/Approve/Disapprove Chairman Schumacher's Letter – Schumacher read a letter stating that he would be resigning from the Town Board effective August 6, 2018 at 9:00 p.m. Swanson questioned if the Town Board needs to accept his resignation by motion. Schumacher stated that it needs to be by resolution. Swanson/Handshoe motioned to accept the resignation and ask the clerk to make up a resolution for the August 6th meeting. Upon voice vote, the motion carried with Lawrence opposed.

Approve/Disapprove Appointing Election Judges for the August Primary Election Lawrence/Swanson unanimous to approve the list of trained election judges.

Review Monthly Building Permits – The Town Board reviewed the May 2018 building permit list.

Discuss Shipwreck Property – Swanson stated that they have an interim use permit for boat repair and storage for that facility and they are not conforming with no screening. He is asking that the township talk to the county and questioned if this was temporary. Schumacher stated that owners split. Swanson stated that it may even be a conditional use permit and not an interim use permit. Schumacher stated that will call the county and follow-up again at the August 6, 2018 meeting.

ANNOUNCEMENTS:

Election Judge Poll Book Training, Thursday, July 26, 10:00 a.m., Baldwin Town Hall – Swanson/Rush unanimous to approve.

Any Other Business: None.

Motion to Approve Bills for Payment – Swanson/Handshoe unanimous to approve check numbers 22163 – 22266 and 4 EFT payments totaling \$538,097.86.

Adjourn – Handshoe/Rush unanimous to adjourn at 9:27 p.m.



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



Approved By: (s/) Brad Schumacher
Chairman, Board of Supervisors
Baldwin Township



Date

Attendees: Lester Kriesel, Zac Good, Jon Bogart, Scott Case, Andy Walker, Carla Mertz, Ben Barton, David Roedel