

BALDWIN TOWNSHIP REGULAR MEETING

March 20, 2017

Present – Supervisors Brad Schumacher, Tom Rush, Jay Swanson and Larry Handshoe. Supervisor Jeff Holm not present.

Call to Order – The March 20, 2017 regular meeting of Baldwin Township was called to order by Chairman Brad Schumacher at 7:00 p.m.

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

Additions/Corrections to Agenda

- Add "Public Comment from Mr. Snow" under Road Report
- Add "Mr. Flanders' Concern" under Road Report
- Move from New Business "Discuss Church Facility" to under Road Report
- Add "Discuss Voltage for Cameras at Young Park" to Old Business
- Add "Discuss/Approve/Disapprove Old Turnout Gear" to Fire Department Report

Approval of Regular Meeting Agenda With/Without Additions/Corrections

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

Treasurer's Report:

March 2017 Preliminary Treasurer's Report – The clerk reported receipts of \$5,803.45 and disbursements of \$48,134.60 (not including all payroll), check numbers 20977 through 21002 and 5 EFT payments leaving an unaudited balance of \$791,206.83.

Fire Department Report:

Approve/Disapprove Changes to Swimming Pool Fill Ups for the 2017 Season

The fire department has no problems with the current rules. Handshoe/Rush unanimous to approve the swimming pool fill up policy for the 2017 season with an accepted friendly amendment to limit the pool fills to one (1) mile outside of the township boundary limits.

Approve/Disapprove Emergency Training for Maintenance Department

Employees – Chief Case stated that it would be a good idea for them to have the training and he would also like a couple of radios for that department also. It would require county approval and would be for emergency use only. He needs to discuss with Terry Carlile. Rush/Handshoe unanimous to table until the April 3rd meeting.

Review/Approve/Disapprove Fee Schedule, Approve Creation of Ordinance & Schedule Public Hearing

– Chief Case handed out samples of such ordinances. He would like to see an ordinance and a separate fee schedule. Swanson stated that the township attorney should also be involved and it would be helpful to get their input before a workshop. Swanson/Handshoe unanimous to schedule a workshop for April 4,

2017 at 6:00 p.m. and table approval/disapproval of a fee schedule, creation of an ordinance and schedule a public hearing until the regular meeting of Baldwin Township until April 17, 2017.

Approve/Disapprove Light Poles for West Side of Parking Lot – Rush/Swanson unanimous to approve installing light poles on the west side of the parking lot because of safety concerns.

Discuss/Approve/Disapprove Old Turnout Gear – The old turnout gear is several years old; therefore not OSHA approved any longer. Some of the retirees would like to have their old original helmets. Swanson/Handshoe unanimous to allow the fire department to dispose of the old gear at Clean-Up Day with an accepted friendly amendment to allow the retirees to retain their old helmets.

Road Report:

Discuss/Approve/Disapprove 136th Street Agreement with Sherburne County
Swanson/Handshoe unanimous to table approve/disapprove of the 136th Street agreement with Sherburne County until the April 3, 2017 regular meeting of Baldwin Township.

Aaron Snow – Mr. Snow, 284th Avenue, was present with a concern regarding damage to his home from a clogged culvert. Schumacher stated that the clerk and he had followed up with Planning & Zoning to clean out the culvert. The county said that we could. Terry Carlile, maintenance supervisor, is going to call in ground locates and go forward with it. Mr. Snow asked if the township was just cleaning out the culvert and nothing else. Schumacher replied 'yes'. Mr. Snow asked if there was a preventative maintenance plan for the future. Schumacher stated that the township could go over there annually and scoop out the sand. Swanson stated that is has been a few years since we have addressed the outflow of this culvert. Mr. Snow asked for financial help with his home repairs. Schumacher stated that the township has offered to pay for the pump but a receipt is needed. Mr. Snow asked if the neglect of the culvert was the responsibility of the township with the Town Board replying 'no'. Mr. Snow presented his claim for the pump.

Tony Flanders Update – Township engineer Jon Bogart reported that he found 2 areas with a little erosion which would require 2 shovel fulls of dirt each. One culvert on the north side by 316th Avenue on the southwest corner of that intersection of 125-1/2 Street and 316th Avenue has a shovel full of class 5 that is partially blocking that culvert. He does agree with the lack of vegetation. Swanson sated that there is culvert under Mr. Flanders driveway but he had told the board that all water, by design, was to go over his driveway. Bogart replied that was not true and he does have water flowage that is working. Discussion on the 2nd lift scheduled for this summer. He looked at it the day after Mr. Flanders was here and there was no water in the ditch. The retainage basin on 316th Avenue has one little spot still eroding away about 6 inches deep and 6 inches wide. He doesn't want to pull material out of the bottom until fixed and vegetation on the sides establishes itself. The culvert is not clogged with dirt. Across

the street from Mr. Flanders property there is an erosion problem on the property where it enters our road right-of-way.

Discuss Church Facility – Father Kevin Anderson and other representatives from the Christ our Light Catholic church were present for discussion on a proposed church facility that would encompass the Emmerich property on 293rd Avenue. They have not yet purchased the property. The property would combine the parishes from both Princeton and Zimmerman. Baldwin Planning Commission Chair Bryan Lawrence was invited to the Town Board table. Schumacher brought up the following discussion points: 1. Turn lanes requirement; 2. Discussion on a shared access and driveway issues. Father Anderson stated that they had sent out a letter to the neighboring properties 3 weeks ago and have not heard anything back. Discussion on lighting and stormwater. The church is utilizing a landscape architect. Discussion on the septic design and, if the current home is used as a rectory, the well and septic there would also need to be addressed. Discussion on whether it would require one or two conditional use permits. Discussion on signage. There is no current plan in place for the other 110 acres which includes quite a bit of wetlands. That area would need to be delineated. They would need to ask what the setback from the wetland would be as it depends on the classification of that wetland. That would decrease useable space. Discussion on the driveway being wide enough to accommodate emergency services vehicles. The church currently has 900-1,000 members. Their timeline is 10 years until the end of the build and may be done in phases. They have not raised money at this point but they have done a feasibility study. Discussion on the Zimmerman campus possibly being sold. The county may hold multiple public hearings. Father Kevin asked if the Town Board felt that this was a good or bad thing for the township. The board replied 'good'. Discussion on potential uses for that corridor. Discussion on demographics. Discussion on asking for a traffic count. Schumacher asked that they return to the township when they have a letter of intent prior to purchasing the property.

Approval of Consent Agenda – Swanson/Rush unanimous approval of the Town Board Meeting Minutes of March 6, 2017 and approval of Federated Rural Electric Insurance Exchange Release of All Claims.

Swanson/Handshoe unanimous to table the approval of the Paychex Forms: 1. Performance Evaluation for Non-Exempt Employees; 2. Employment Reference Checklist; 3. Record of Disciplinary Action; 4. Application for Employment; 5. Spanish Performance Evaluation; 6. Performance and Planning Appraisal Form; 7. Performance Appraisal Manual; 8. Interviewing and Selection Manual; 9. Compensation Manual; 10. Supervisor Procedures Manual.

CONDITIONAL & INTERIM USE PERMITS: None.

PLATS: None.

VARIANCES: None.

OLD BUSINESS:

County Planning & Zoning Report – Bryan Lawrence reported there were four items on the County Planning & Zoning agenda with three of those items being solar requests. One of the requests came from Haven Township. Even though no one who attended the meeting was in favor of the request, it was recommended for approval.

Park Committee Report – Rush reported that the committee met this past Thursday. Mandy Meeks, county health and human services attended. There is SHIP grant money available. They discussed safe zones. They discussed Goose Lake. Ms. Meeks could send a draft ordinance regarding safe zones that the township could utilize. He will invite her to speak at the county association meeting. The committee will be meeting at Young Park to determine where to place the Twins sign. Additional split rail fence, that had been bought and paid for, will be installed to past left field. The committee discussed placing boulders to defer cars from the bleacher area. The PYSBA will be installing the bleachers and bases at the ballfield. Discussion on locking the bleachers down along with the bases.

Approve/Disapprove Dan Zellner to Serve a 3-Year Term on Park Committee
Handshoe/Swanson unanimous to table approval of Dan Zellner's appointment to a 3 year term on the Park Committee since he was unable to attend the meeting.

Discuss Voltage for Camera at Young Park – Discussion on whether to mount the camera on the tall pole which is 120 volt or connect to the old landline from Kermit's house. Schumacher said there is already 110 volt available. Rush and Carlile will work on the solution.

Baldwin Volunteer Corps Update – No update.

TABLED ITEMS:

Review/Approve/Disapprove Employee Handbook from Paychex – Handshoe/Swanson unanimous to table for 30 days.

NEW BUSINESS:

Schedule Employee Reviews – The employee reviews are scheduled for Wednesday, May 3, 2017 for the fire department chief and assistant chief, the maintenance personnel and office staff. Dionne Payne from PayChex will be asked to attend the reviews. Handshoe commented that the PayChex forms needed to first be approved.

Discuss/Approve/Disapprove Letter to Sherburne County – Swanson/Handshoe unanimous to approve the letter to Sherburne County that is addressed to Zach Guttormson after making address changes.

Discuss FEMA Grant Reimbursement – Schumacher will attend the FEMA Grant meeting on March 23, 2017. The clerk has to start documenting time spent.

Announcements:

- County Meeting Regarding March 6th Tornado, Thursday, March 23rd, Sherburne County Government Center
- MAT Short Course, Tuesday, March 28th, St. Cloud Holiday Inn
- Oath of Office & Reorganization Meeting, Tuesday, March 28, 7:00 p.m.

Any Other Business: A letter will be sent to Marc Schneider asking about the county's intent to enforce the removal of debris and clean up the area around the business. If there are any questions, he can contact Supervisor Swanson.

Motion to Approve Bills for Payment – Swanson/Handshoe unanimous to approve for payment check numbers 20977 through 21004 and 5 EFT payments totaling \$12,927.48.

Adjourn – Swanson/Handshoe unanimous to adjourn at 8:59 p.m.



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


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

4-3-17
Date

Attendees: Jon Bogart, Andy Schreder, Lester Kriesel, Scott Case, Aaron Snow, Bryan Lawrence, Lila Spencer, Father Kevin Anderson, Peggy Patten