

BALDWIN TOWNSHIP REGULAR MEETING

November 20, 2017

Present – Supervisors Brad Schumacher, Larry Handshoe and Tom Rush. Supervisors Jay Swanson and Bryan Lawrence absent.

Call to Order – The November 20, 2017 Baldwin Township regular meeting was called to order by Chairman Brad Schumacher at 7:01 p.m.

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

Additions/Corrections to Agenda:

- Add “Discuss Frontier Trails” to under Road Report
- Add “Approve/Disapprove Ordinance No. 700-02; Amendment to Ordinances 700 and 700-01 Governing the “Frontier Trails” Waste Water Treatment and Collection System” to under Road Report
- Add “Approve/Disapprove Adjustment to 2018 Levy” to under Road Report
- Add “Approve/Disapprove Resolution No. 17-17; Resolution Setting Frontier Trails Subordinate Service District Charges” to under Road Report

Approval of Regular Meeting Agenda With/Without Additions/Corrections - Handshoe/Rush unanimous to approve regular meeting agenda as amended.

November 2017 Preliminary Treasurer’s Report - The clerk reported receipts of \$6,046.25 and disbursements of \$202,079.61, check numbers 21555 through 21620 and 5 EFT payments leaving an unaudited balance of \$1,821,650.79.

Fire Department Report – No report.

Approve/Disapprove Submitting Grant for New Radios – Handshoe/Rush unanimous to table.

Road Report – Zac Good presented the Road Report for November 20, 2017:

Roads:

- 100th Street north of 294th (east side of road); beaver blocking waterway. Was able to get water moving and will continue to monitor the area. (Contacted Craig Hilburn to trap beavers.)

Maintenance Shop:

- Storage cabinet x 2 - \$99 at Northern Tool
- Replacement of florescent lights / conversion to LED fixtures in maintenance shop?

Trucks:

Replacement tire quotes for 1 – F-550 (State Bid)

- Poms Tire. Hankook DH07. \$1951.74 (6 tires). (Still waiting for hard copy quote.)

- Royal Tire. Firestone FD690+. &1851.48 (6 tires).
- MNDot Mandatory Vehicle Inspection. Course completed on 11/17/17.

Slide-in Truck Bed Sanders

- Salt Dogg / SHPE3000 / 3 cu. yd. \$5,800 = \$800 install.
- Salt Dogg / PRO2500 / 2.5 cu. yd. \$6,700 = \$800 install.
- Hiniker / Model 975 / 4 cu. yd. (reverse switch to clear jams & overload protection & blast control) (w/long spinner and 2" ratchet strap). \$7,249.00 = \$475 install. (Optional tarp cover \$268.)

Park:

Fire Department:

- Men's bathroom exterior wall disassembled and extra insulation installed to prevent freeze up.

Good reported that the culvert by Sandy Lake had a lot of debris in the catch basin but they got it running. He believes #3 is the best for the slide in truck bed sander. He met with Jon Bogart today to figure out where the dog house will go in Frontier Trails and he estimates that it will cost about \$200. The roof for the well at the park will hopefully go on this week.

Approve/Disapprove Sherburne County Pay Request #3 in the Amount of \$136,775.98, 136th Street Project – Rush/Handshoe unanimous to approve Sherburne County's third pay request in the amount of \$136,775.98 for the 136th Street project.

Discuss Frontier Trails – Bridget Chard was present. She read portions of the following email she had sent to the township:

"I plugged in the numbers from our meeting. Here is draft 1 to review. Bob is working on the Ordinance and contract and I will follow-up on those items with him and Cathy. Mike and Bob and Cathy have worked on the financing for certification, the rates, and the unpaid service charges.

Keep in mind the following numbers are unknown since the new construction and so the budget might yet need to be modified:

1. Need to confirm the following:
 - a. MPCA Permit fee – has this changed?
 - b. Pumping fees – is that set in the contract (since Septic Check is pumping these systems) as you can see it went up from the original fees
 - c. Testing of the system – unknown if this is different from the original permit with the landowner's association
 - d. Insurance from MAT – needs to be reviewed for additional system components. Note: If the internet components are on the system, you may wish to see if they will be covered even though you don't plan to use it right away.
 - e. Bad debt – may want to put more in that until you levy the O & M rates over annually

- f. Miscellaneous supplies – Pumps, in line filters to have on hand at the office or garage.
 - g. Emergency repairs – nothing in there for this
 - h. Repair equipment – nothing in there for this
2. We need to have on file the as-builts, any supplies delineated (the garage may or may not be secure over there so the high ticket items should be at the office under your control) and any parts manuals and replacement documents.
 3. We need to have Jon put a standardized parts list together and where to obtain it. Especially when it comes to pumps. In addition, an O & M manual needs to be provided by the Engineer and this is used by the Service Provider as the standards for maintaining this system after we have reviewed it together.
 4. The Board should consider a policy regarding how much the Service Provider can spend before there is a need to come to the Board for authorization and when there is notification of a pumping or work that exceeds a certain dollar amount.
 5. The Township needs to review the MPCA letter and the MPCA permit (dated February, 2017) and the deadlines for the criteria that must be met. In this case, the Engineer needs to complete some documents before he leaves this project. Engineer needs to contact MPCA for a walk through and completion of the project (there are formal documents that must be signed off).
 6. Perhaps a work meeting with Septic Check, Attorney, Engineer, designated Board member, and staff to build communication and understand that this system is paid for by the people living there which is a small amount of people and not the whole Township. Those people pay for anything we do on their behalf on this system.

I know that there are a couple of things that need additional clarification (which is why I wholly support an annual audit with everyone!), but this is a start to get this up and running smoothly and successfully. And it will help to build better communication and coordination with everyone.

I can make the meeting tomorrow night at 7:00 p.m. to help clarify some things further. If you have questions or if you have new numbers to plug into that budget, let me know. I don't like the high rate and think we can try to reduce it further if we can."

Chard stated that, according to the increase in costs, the monthly rates may increase from \$62 to \$99. There are additional tanks to pump. MPCA standards require 3 years to pump, not 2. She would recommend cutting to every 3 years. Schumacher stated that we are seeing clogged filters and screens. Chard replied that is an education component. The board reviewed the estimated rates. Chard stated that the debt reserve pays for the bond payment. Discussion on how many tanks should be on standby. Chard stated that she will check with Jon Bogart and suggested splitting out pumps at the treatment site and homeowner's. Homeowners have an effluent pump and not a grinder pump. Chard will coordinate setting up a meeting with herself, Septic Check, Jon Bogart, Zac Good, and possibly Bob Ruppe, MPCA and MN Department of Health.

Approve/Disapprove Ordinance No. 700-02; Amendment to Ordinances 700 and 700-01 Governing the "Frontier Trails" Waste Water Treatment and Collection System – Handshoe/Rush unanimous to approve Ordinance No. 700-02; Amendment to Ordinances 700 and 700-01 Governing the "Frontier Trails" Waste Water Treatment and Collection System.

Approve/Disapprove Adjustment to 2018 Levy – Rush/Handshoe unanimous to approve an adjustment to the 2018 levy. The adjustment is necessary to accommodate new debt incurred. The 2018 levy will be as follows:

Actual Levy

Town Revenue/General	\$213,891
Road and Bridge	\$540,000
Capital	\$ 42,000
Fire	\$130,000
Capital Fire	\$ 25,000
Park	\$ 45,000
Special Revenue	<u>\$ 15,000</u>
Subtotal	\$1,010,891

Debt Service Levies:

\$40,000 G.O. Cert. Indebt. Series 2013A	\$ 4,253
\$155,000 G.O. Cert. Indebt. Series 2015A	\$ 34,298
SCBA Lease	\$ 26,682
\$2,235,000 G.O. Cert. Indebt. Series 2017A	<u>\$270,013</u>
*Total Township Levy	\$1,346,137

Approve/Disapprove Resolution No. 17-17; Resolution Setting Frontier Trails Subordinate Service District Charges – Rush/Handshoe unanimous to approve Resolution No. 17-17; Resolution Setting Frontier Trails Subordinate Service District Charges. Schumacher stated that it was an unfortunate oversight and the cost of construction and interest charges are the difference in pricing.

Chard stated that, in regards to Septic Check's contract, look at what he doing on a weekly basis. Do you want to incorporate pumping or look for someone else? Schumacher stated that he did not think you would get a quantity discount and would be discussed at the meeting involving all parties. All pumps need to be charged the same way. A pump, check value and clean out should all be the same. Chard agreed that there should be set rates. The board needs to make it competitive. Handshoe stated that we need to show the people they are getting the most for their money. Chard stated that she thinks the township should go out for quotes. Schumacher replied that Jon Bogart has to believe that too and Jon needs to build us a product and have some people quote. Chard stated that it could also be Nick Anderson from Bogart, Pederson.

Approval of Consent Agenda – Rush/Handshoe unanimous to approve the Town Board Meeting Minutes of November 6, 2017 and approve the 2018 Planning Commission Meeting Schedule.

CONDITIONAL & INTERIM USE PERMITS: None.

PLATS: None.

VARIANCES: None.

OLD BUSINESS:

County Planning & Zoning Report – Schumacher stated that he attended the meeting for Lawrence. One plat went through subject to 7 items being addressed. The Baldwin plat was addressed with no comments and will go to the county board meeting on December 12th.

Park Committee Report – Rush reported that there was a Park Committee meeting last week. They will meet again in February 2018. The committee discussed playground equipment and determined the average cost is \$60,000. The committee suggested waiting for newer park equipment. Time would be better spent installing the Goose Lake driveway approach with tarring and tarring in front of the brown building. They will plan on what they would like to see for Goose Lake trails. They feel that there should be a comprehensive plan for parks. A consultant may have to be paid but there may be grant opportunities. They suggested looking at land we currently own that we don't do anything with and possibly sell those parcels to generate revenue. Schumacher stated that the trees at Goose Lake should be clear cut before oak wilt season begins and the area brushed out.

Baldwin Volunteer Corps Update – No meeting.

TABLED ITEMS:

Discuss/Approve/Disapprove Slide In Sanders Per Quotes for the One Ton Trucks
Handshoe/Rush unanimous to table.

Review/Approve/Disapprove Fee Schedule – Rush/Handshoe unanimous to table until the December 4, 2017 regular meeting of Baldwin Township.

Discuss/Approve/Disapprove Grant Opportunities at Young Park – Rush/Handshoe unanimous to table until the second regular Baldwin Township meeting in January 2018.

Discuss Fee/Rate Schedule; Joint Powers Agreement Regarding Zoning – It was moved to discuss the fee/rate schedule at the December 4, 2017 regular meeting of Baldwin Township.

Discuss/Approve/Disapprove Submitting 2018 Road Project List to Township Engineer for Review – Rush/Handshoe unanimous to approve submitting the 2018 road project list to the township engineer for review in order to obtain quotes.

Discuss/Approve/Disapprove Internet Service at Frontier Trails Control Panels
Rush/Handshoe unanimous to table until the December 18, 2017 regular meeting of Baldwin Township.

Approve/Disapprove 2018 Meeting Schedule – Handshoe/Rush unanimous to approve the 2018 meeting schedule.

Approve/Disapprove Office Closed, Friday, November 24 – Handshoe/Rush unanimous to approve the office closed on Friday, November 24 without compensation.

Approve/Disapprove Clerk & Deputy Clerk Attending Clerk Training, Thursday, January 11, 2018, MAT Offices – Handshoe/Rush unanimous to approve having the clerk and deputy clerk attend clerk training on Thursday, January 11, 2018 at the MAT offices.

ANNOUNCEMENTS:

- Employee Review Meeting, Tuesday, November 21st, 7:00 p.m.
- Town Hall Closed for Thanksgiving, Thursday, November 23rd and Friday, November 24th.
- PACC Dinner & Gala, Thursday, December 14th, 5:30 p.m., Madre Loca

Any Other Business:

The clerk requested time off Tuesday, November 21, 2017.

Motion to Approve Bills for Payment – Handshoe/Rush unanimous to approve for payment check numbers 21588 through 21620 and 3 EFT payments totaling \$157,844.03.

Adjourn – Handshoe/Rush unanimous to adjourn at 8:27 p.m.


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


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

12-4-17
Date

Attendees: Lester Kriesel, Bridget Chard, Zac Good