

BALDWIN TOWNSHIP REGULAR MEETING

September 14, 2020

Present – Supervisors Jay Swanson, Tom Rush, Larry Handshoe, Bryan Lawrence and Patrick Hudson.

Call to Order – The September 14, 2020 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:01 p.m.

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

Additions/Corrections to Agenda

- Move Agenda Item “a” Under New Business to after Sheriff’s Report
- Add ‘Anonymous Letter sent to Jay Swanson’ under Sheriff’s Report
- Add ‘Discussion on Drones’ under Sheriff’s Report
- Add ‘Approve/Disapprove Hiring Firefighters Pending Physicals’ under Fire Department Report
- Add ‘Letter Addressed to Whom It May Concern’ under Road Report
- Add ‘Sherburne County Association of Townships Meeting’ under Announcements
- Add ‘Clean Up Day Update’ under New Business
- Add ‘Midco Trenching’ under New Business
- Add ‘Buck Run’ under Plats

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

Treasurer’s Report:

August 2020 Final Treasurer’s Report – Receipts of \$547,843.95 and disbursements of \$564,331.44, check numbers 24045 through 24135 and 13 EFT payments leaving an unaudited balance of \$2,081,304.99.

September 2020 Preliminary Treasurer’s Report - The Clerk/Treasurer reported receipts of \$3,341.25 and disbursements of \$52,886.15, check numbers 24136 through 24190 and 4 EFT payments leaving an unaudited balance of \$2,027,871.66.

Sheriff’s Report – Officer Wilson reported 145 calls for service in August.

Anonymous Letter Sent to Jay Swanson – Swanson stated he received a letter in the mail and does not know what it means. The letter is accusing him of something and, this may be a formal complaint, and he wants it as a matter of public record. Swanson read the letter.

Discussion on Drones – Swanson stated that a neighbor’s doorbell camera caught a drone looking through their entryway and looking into windows at 4:30 a.m. What

should we do if we have drones flying around? Officer Wilson stated that there are no laws about them but if they are looking through windows that is different. It becomes a violation of someone's rights. Officer Wilson will stop and talk to Swanson on Wednesday. Hudson questioned if a drone goes down in anyone's yard that is doing this type of activity do you have the capability of seeing where the drone came from? Officer Wilson replied that he believes so. Lawrence asked if the drones are being used for burglary in this area. Officer Wilson replied that he has not been on duty for any drone calls. The letter does not sound criminal in nature. He will talk with Swanson more on Wednesday.

Approve/Disapprove Application for Exempt Permit – Flight Expo/Sharon Sandberg was present. The application is for a raffle. Handshoe/Rush unanimous to approve. Mrs. Sandberg also spoke on the terrible shape the ditch in front and on the side of her building located on 125th Street and 314th Avenue. Swanson stated that he will be speaking with the township engineer on this issue and other issues regarding the 125th Street project.

Fire Department Report:

Approve/Disapprove Purchases Using Coronavirus Relief Fund Dollars – Chief Case stated that they have been directed to look at what we can use, and they continue to make those purchases. He would like to double check with the Town Board if he needs to come over if it is over \$2,000. The clothing has been purchased. Swanson stated that anything we purchase to be eligible must be here and in service by November 15. Case stated that he understands that COVID related calls through the end of the year that payroll is eligible. Swanson stated that the quotes that the Town Board agreed to and approved were the F150 trucks, safety vests, extraction gloves, etc. Case stated that the washing machine and dryer are under the \$2,000 dollar amount. Rush stated that we have 2 months and maybe bump it up to \$5,000 for 60 days. Swanson suggested having one of the Town Board members be Case's immediate contact. Hudson questioned the EOC/command center equipment and what capabilities the fire department was expecting because then he can put together a list of what is needed. Lawrence suggested going to the Princeton fire department or sheriff's department to see what they have. Hudson will work with Chief Case and therefore the Town Board will be approving a system up to \$20,000 for two systems. Lawrence suggested designing it as a training tool and it should be set up if we want to televise our meetings. Swanson/Lawrence unanimous to approve up to \$20,000 for EOC's. The item "approve/disapprove purchases was moved to letter 'a' under Any Other Business.

Approve/Disapprove BOE Electric Quote for Natural Gas Generators – Their quote was \$36,590 for 2 outside generators for the fire station and town hall. Lawrence questioned if they can be installed and vented. He considers them a wise long-term investment for the township but would like to see them inside. Lawrence moved to approve proceeding ahead contingent being installed inside and installed before the time is up. Hudson seconded the motion. Upon voice vote, the motion carried.

Approve/Disapprove AED Quotes – Rush/Hudson unanimous to approve 5 AED's at a cost of \$1,500 apiece. Case stated that 3 will be in vehicles, one at the town hall and one spare.

Approve/Disapprove Resolution 20-13; Resolution Accepting Donations – Rush/Hudson unanimous to approve. The donation is a 2010 Chevrolet van donated by North Memorial Health Care.

Approve/Disapprove Travis Carlson Retirement – Rush/Hudson unanimous to approve and instructed the clerk to send a letter of gratitude for his years of service. Swanson thanked Travis also.

Approve/Disapprove Advertising for Sealed Bids for Air Compressor – Rush/Hudson unanimous to go through Kbid.

Approve/Disapprove Purchase of 2015 Ford Police Interceptor Utility Vehicle from Princeton Police Department in the Amount of \$5,700 – Chief Case stated that he envisions the use of this vehicle to send people for training and township maintenance or Town Board could drive. He believes it is worthwhile. Lawrence questioned if a 3rd F-150 would qualify for COVID money. Case replied that he believes that would be pushing our luck. Lawrence/Handshoe unanimous to disapprove.

Discuss/Approve/Disapprove Increasing Pension to \$3,500 – Chief Case informed the Town Board that it is currently at \$3,000 and it would be 121% funded if increased to \$3,500. Both entities to the north and south of us are above \$4,100 or more. Lawrence/Hudson unanimous to approve.

Discuss/Approve/Disapprove Changing Fire Department Name – Chief Case is requesting to change the name to Baldwin Fire or Baldwin Township Fire. If there is a cost, he will find out. The Northeast Sherburne Fire & Rescue name adds more work to his job. The Relief Association can be dissolved, and the money transferred. The citizens do not know who the Northeast Sherburne Fire Department is. The new graphics on the vehicles say, 'Baldwin Fire'. Rush/Hudson unanimous to change the name to Baldwin Fire Department.

Approve/Disapprove Hiring Firefighters Pending Physicals – Rush/Handshoe unanimous to approve the following pending passing their physicals: Jordan Sorenson, Jeg Schottenbauer, Kevin Wessel and Brandon Larson.

Fire Department Miscellaneous – Chief Case reported 49 calls in August. He retired from St. Paul fire as of last month. He asked if the Town Board wants the department to pursue getting a 3rd F-150. Lawrence responded if there is a necessity for one then yes. Case responded that a third one would be used by duty officers on their weekend, however, it used by Baldwin Township then it would not qualify for CARES funding. Swanson stated that the Town Board needs to know by the next meeting if there is one available and how much.

Road Report:

Discuss Right-of-Way Alteration, 100th Street, North Side of Sandy Lake –

Handshoe stated that they have been in violation with the county. Good stated that the property owner has been in violation of the OHWL mark last spring. The whole road right-of-way has been removed and the grade of the road has changed substantially. A permit was not obtained. Handshoe will contact the county.

Shed Encroaching the North Sandy Lake Boat Access – Hudson/Rush unanimous to send a letter to the property owner giving them 30 days to move the shed within receipt of the letter. The shed encroaches onto township owned property (boat access).

Tree Removal – A quote from Hanson's Tree Service to remove a tree that is leaning over the boat launch on Sandy Lake in the amount of \$500 was received. Swanson stated that the township needs to talk to the county first and determine if a Shoreland Alteration Permit is required.

Fence Encroaching the North Sandy Lake Boat Access – Good stated that the fence is on the same property as the shed and is close to the road right-of-way. Lawrence stated that the fence is used for people not parking in their yard and thinks it is serving a purpose for us as a township. Swanson stated that if we do that, we accept liability. Hudson/Handshoe unanimous to include moving the fence along with the shed in the letter.

Discuss Dock, 287th Avenue Public Access, West Side of Elk Lake – Hudson motioned, and Rush seconded the motion to go and pull it. Lawrence stated that there are 2 houses there and would not like to see Good be put in the middle of it. Hudson stated that he does not believe it is one of the two. Swanson stated that if Good runs into flack the Town Board does not expect him to take on a resident and would recommend getting the sheriff involved. A friendly amendment was made that if Good runs into opposition give Good the capability to give them 24 hours to remove. Both Rush and Hudson accepted the friendly amendment. Upon voice vote, the motion carried.

Discuss Ponding on 320 ½ Avenue & 125th Street – Good stated that there is a large hole and it is holding water. Wes Davis, Bogart, Pederson & Associates, wants to groove it when it rains and plans on getting it done before the winter months. Swanson stated that the north inlet to Marv's is holding water also. The embroidery business ditch was supposed to be taken care of and the fix was apparently discussed with the owner. The owner said it did not happen. Swanson will talk to Wes Davis as there is no reason for a ditch between that property and 125th Street. Swanson will ask that this issue be fixed at Bogart, Pederson's cost. The concrete culvert needs to be dug out and filled in to give the property owner a proper ditch. This is an engineering problem. Discussion on the roller rink and other drainage issues.

Approve/Disapprove Ditch Mower Rental – Handshoe/Swanson unanimous to approve.

Approve/Disapprove Advertising for Seasonal Snowplow Drivers – Lawrence/Handshoe unanimous to advertise using the newsletter, the townhall, Marv's True Value and the website.

Letter Addressed to Whom It May Concern – Swanson read the letter that was sent to the township anonymously. It has been turned over to Sherburne County.

Approval of Consent Agenda – Rush/Handshoe unanimous to approve the Town Board meeting minutes of August 3 and August 17, 2020; the renewal of Minnesota Special Fuel Dealer License with a \$25.00 renewal fee and Amendment to the Sherburne County Zoning Ordinance No 002; Ord No – 248.

CONDITIONAL & INTERIM USE PERMITS: None.

PLATS:

Buck Run – The Town Board reviewed the preliminary plat of Buck Run as Lawrence explained there has been changes in the lots. He would like to have the Town Board suggest shared driveways. He will find out more at the county meeting Thursday night. Swanson stated that the developers should turn the lots like the Town Board asked. Lawrence questioned if the board wants driveways combined or separate? Should the township require driveways go onto internal roads with single driveways on 301st Avenue and combined on 136th Street.

VARIANCES: None.

OLD BUSINESS:

Park Committee Report – Rush reported that the committee met at the Sandy Lake boat launch, Elk Lake rain garden where the 2 lots that the township purchased was discussed, Lake Helene, Lake Diann, Young Park and Goose Lake park. The committee identified the parcels of land the township owns. Hudson/Rush unanimous to have Supervisor Hudson go out with the maintenance employees to handle the private property signs on township property by Lake Diann.

Baldwin Volunteer Corps Update – Rush reported that they did not meet last week as he believes we are under a good situation. The fire department is not cooking. Hudson is looking at getting a food truck. There will be fire department trucks and maintenance trucks present. The Sherburne County mounted police will be there. The car show will be held, and the plaques are on order. Discussion on park trail damage from last year's hayride during The Funfest. Swanson will bring his tractor and trailer.

Planning Commission Report – See 'Plats' discussion above.

County Planning & Zoning Report – See ‘Plats’ discussion above.

City of Princeton Council Report – Handshoe reported that they are still picking on the public utilities.

Airport Advisory Board Report – Handshoe reported that the meeting has been postponed until the 17th of September.

Discuss Clerk/Treasurer Compensation – Lawrence stated that the clerk did not make an official request to him or complaint. In 2011 she received an increase of \$1.00 and in 2008 she received an increase of \$4.00. She has taken on increased responsibility and has always watched out for the township’s best interest. He would like to see her hourly wage increased by \$4.00 an hour which would be an \$8,300 per year. That is his proposal. Swanson stated that he would entertain a motion to allow the motion to be heard tonight or put it on the next meeting agenda as “Approve/Disapprove a \$4.00/Hour Increase for the Clerk”. Rush questioned where the \$4.00 increase come from. Lawrence responded that with added responsibilities the clerk has taken on. We are in transition with a deputy clerk, fire department tasks, checks and payroll. It takes more time. There is nowhere specific where the dollar amount came from. He believes the clerk is due for a wage increase.

TABLED ITEMS:

Review/Approve/Disapprove North Metro Animal Care and Control Standard Animal and Impound Services Agreement – Rush/Handshoe unanimous to table until October 5.

NEW BUSINESS:

Approve/Disapprove Individual Tank Pumping at Frontier Trails & Other Issues Brought Forward from Septic Check – Swanson informed the Town Board that Jon Bogart is back and willing to take that lead and take both maintenance employees to Frontier Trails. Swanson would like authorization for Jon to go ahead and get the ball rolling. Rush/Handshoe unanimous to authorize Jon Bogart and table any action until the October 5 meeting.

Review Sherburne County Sign Regulations (For Possible Sign at Townhall) – Swanson motioned to give Mr. Hudson up to \$15,000 for a sign using CARES money. Lawrence seconded the motion. Upon voice vote, the motion carried unanimously.

Review MATIT Insurance Renewal Documents – Hudson/Lawrence unanimous to renew insurance at a rate of \$17,914.00.

Schedule Public Hearing to Review Budget and Certify Delinquent Community Sewer Treatment Fees (Must be Certified by November 30) – Lawrence/Hudson unanimous to schedule for November 16, 7:30 p.m.

Review Monthly Building Permits – The Town Board reviewed the July and August 2020 building permit list.

Clean Up Day Update – Rush reported that \$5,200 was collected which was down from last year. The receipt part is used to keep track of the car count. He estimates between 150-200 cars came to the event.

Midco Trenching – Rush asked for contact information for Midco.

ANNOUNCEMENTS:

- a. FunFest & Car Show, Saturday, September 26, 11:00 a.m.-3:00 p.m., Young Park
- b. Sherburne County Association of Township, September 30, 7:00 p.m.

ANY OTHER BUSINESS:

Lawrence informed the board that he is meeting with Lester Kriesel at the cemetery on Saturday, September 19th for a documentary.

Rush informed the board that he did talk with Tim from the newspaper and he will try to get back here next month.

The clerk informed the board that she is still investigating voting booths as the one vendor she thought could get the booths here on time has a \$600+ shipping charge.

CARES Dollar Balance – The Town Board reviewed the purchases and balance for the CARES Act fund.

Moved from Fire Department Report – Assistant Chief Robin Fischer was present to discuss purchasing the vehicle from Princeton. This vehicle is to replace the Crown Victoria. The department will use the Princeton vehicle to go to training and not pay mileage. The \$5,700 is less than wholesale auction price. This is not adding another vehicle. Hudson/Rush unanimous to revisit the previous motion. A friendly amendment was made by Lawrence that it is based on new information. Rush accepts the friendly amendment. Hudson/Rush unanimous to purchase the vehicle for \$5,700 using the Capital Fire Fund.

From Fire Department Report – The Fire Department has spent \$105,262.50 from the CARES Act fund. Rush/Lawrence unanimous to approve.

Motion to Approve Bills for Payment – Rush/Handshoe unanimous to approve bills for payment, check numbers 24136 through 14190 and 4 EFT payments totaling \$58,277.48.

Adjourn – Rush/Handshoe unanimous to adjourn at 10:24 p.m.

Cathy Stevens

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

Tom Rik

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

10/5/20

Date

Attendees: Sharon Sandberg, Zac Good and Phil Fadden