

## BALDWIN TOWNSHIP REGULAR MEETING

November 1, 2010

**Present** – Supervisors Larry Handshoe, Jim Oliver, Tom Rush, Jeff Holm and Jay Swanson.

**Call to Order** – The November 1, 2010 Baldwin Township regular meeting was called to order by Chairman Jim Oliver at 7:00 p.m.

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

**Additions/Corrections to Agenda** – Letter 'f' under Old Business is moved up to above letter 'a' under Old Business. Handshoe under New Business added "Employee Meeting". Holm under Old Business added the word Purchase to "Approval/Disapproval of Park Boundary Signs" as well as added "Discuss Young Parking Lot." Under New Business is added under the letter 'i' "Pay Raise for Employee" and letter 'j' Joint Meeting with City of Princeton".

**Approval of Regular Meeting Agenda With/Without Additions/Corrections** – Holm/Swanson unanimous to approve the regular meeting agenda with additions and no corrections.

**October 2010 Final Treasurer's Report** – The deputy clerk reported receipts of \$20,831.04 and disbursements of \$41,948.49, check numbers 14952 through 15020 and 6 EFT payments leaving a balance of \$525,809.36. The October 2010 final treasurer's report was accepted subject to audit.

**November 2010 Preliminary Treasurer's Report** – The deputy clerk reported receipts of \$2,321.87 and disbursements of \$185,575.92, check numbers 15021 through 15072 and 4 EFT payments leaving a preliminary balance of \$342,704.17.

**Sheriff's Report** – There were 137 calls for service in the month of October.

**Approve Town Board Meeting Minutes of September 29, October 4 and October 13, 2010 and Approve Hiring Two Back Up Snowplow Operators** – Handshoe/Holm unanimous to approve the Town Board meeting minutes of September 29, October 4 and October 13, 2010 and hiring two back up snowplow operators.

**Open Forum for Citizens** – Michael Brubaker, Executive Director of the Sherburne History Center, introduced himself. He wants to reach out to every area of the county, and, in particular, wants Baldwin Township's input on how to make information more assessable to the public as related to the township.

Chuck Nagel, 131st Street, said that as overworked as most town boards are, as well as fire chiefs, his suggestion is to reconsider the discussion about allowing the fire chief to hire an administrative assistant of his choosing.

**CONDITIONAL & INTERIM USE PERMITS:**

**Annual Review for an Interim Use Permit for a Retreat Facility** – Even though Debra Sorenson was not present she provided the board with a written update for a retreat facility. Holm/Handshoe unanimous to approve.

**PLATS:** None.

**OLD BUSINESS:**

**Road Report** – Swanson said the chip sealing, cracksealing and striping should be put to bed by December. Bogart was present to give estimates for the work to be done. It was determined to move forward and tag on with the City of Princeton for the completion of the work that needs to be done.

Bogart said with the expression of interest from the Baldwin Town Board he is willing to explore the availability of a grant to cover the engineering costs for the landing on Little Elk Lake. The Soil and Water Conservation District will work with the owners of the properties to resolve any issues; regardless either way the money is available. Swanson/Holm unanimous to provide a letter of support for Bogart to pursue the grants.

**Approve/Disapprove 285<sup>th</sup> Avenue Change Order and Partial Payment**

**Certification** – Bogart explained that the change order of 800 more yards of sand was within the 10% contingency range for 285<sup>th</sup> Avenue. Swanson/Handshoe unanimous to approve the change order and partial payment certification.

**Fire Department Report** – Chief Rademacher reported it had been a busy month with the Northeast Sherburne Fire and Rescue Department.

**Approve/Disapprove Fire Department Election Date Change to First Sunday in**

**December** – Rademacher explained to the Town Board that the fire department voted unanimously to change the date of elections to the first Sunday in December. A motion was made by Jim Oliver and seconded by Tom Rush to approve the change. Oliver, Handshoe, Rush and Holm in agreement. Swanson opposed. Motion carried.

**Approve/Disapprove Captain Resignation** – A letter of resignation had been forwarded to the Clerk/Treasurer regarding the resignation of one of the captains. Swanson/Handshoe unanimous to approve said resignation.

**Investigation Status** – The investigation was completed by October 18<sup>th</sup>. It was in unanimous agreement that a report be distributed to the individual involved.

**Approve/Disapprove Hiring New Candidates** – Holm/Handshoe unanimous to approve hiring four new candidates to the Baldwin Fire Department.

**Approve/Disapprove Firefighter Running for Officer Position** – Swanson/Holm unanimous to approve a firefighter with 20 years experience to run for an officer position, if he so chooses, in the Baldwin Fire Department.

**Schedule Two Separate Employee Meetings** – Two separate employee meetings were scheduled for the night of November 15, 2010. The first meeting is scheduled from 7:00 p.m. to 7:30 p.m.; the other from 7:30 p.m. to 8:00 p.m.

**Approve/Disapprove Elk Lake Gas Tank** – As long as compliance is met with all federal, state and county requirements, Holm/Swanson unanimous to approve a 1000 gallon gas tank from Beaudry Oil Company.

**Discuss/Approve/Disapprove Selling Engine 2** – While it would be prudent to find out what amount of dollars could be gotten for Engine 2, Holm/Handshoe unanimous to approve selling Engine 2, without a timeline, as well as to decommission the engine.

It was suggested to figure out what is needed for parts for Engine 3 and use parts and pieces from Engine 2; then putting Engine 2 up for sale. Holm stated because of ongoing maintenance cost, storage, etc. that it doesn't seem prudent to hold on to the engine just for mutual aid.

**Relief Association Report** – See "Discuss Relief Benefit Level Increase" below.

**Discuss Relief Benefit Level Increase** – Discussion with the town board informing them that the relief benefit has been increased to \$1,600 with no contributions from the township. If the town board decides to approve it, they would be liable if the fund falls below 100%. If they don't, and the fund falls below that level, the benefit would go back to the previous benefit level the town board had approved.

**PAVC Update** – No report.

**Park Committee Report** – Holm reported on the progress at the Young Park. Included in the discussion were: Survey has been completed; posts are ready to go in; Rick Johnson to be contacted regarding parking lot and how much class 5, etc. is needed; closed for hunting at the park; continue to have hikes at the park. If the parking lot is in, the next issue is plowing in the hopes to have snowshoeing, skiing, etc. events.

**Approve/Disapprove Quotes to Repair Garage Doors at Park** – A report has been filed. The deductible is \$500.00. Holm/Handshoe unanimous to approve the quote from Gave Garage Door Co of \$500.00 to install a brown door for the garage at the park.

**Review Attorney Response Regarding Ownership of Elk Lake Beach** – The township attorney has replied that the township owns the property, and there is nothing Baldwin can do. Residents have agreed to put together a summary of arguments, materials and information for the township attorney's review.

**Approve/Disapprove Purchase of Boundary Signs** – Holm/Swanson unanimous to approve the purchase of 28 green lettering with white background boundary signs.

**Regional Park Committee Update** –The next meeting is November 19, 2010.

**County Planning & Zoning Report** – Bryan Lawrence provided the town board with a copy of all the written documentation from the October 21, 2010 Planning Advisory Commission. A copy of which was included in each town board members agenda packet.

**Joint Committee with City of Princeton Status** – Oliver and Rush will contact the City of Princeton regarding a joint committee with the City.

**Approve/Disapprove Revised Cemetery Rules & Regulations** – Holm/Handshoe unanimous to approve the revised cemetery rules and regulations.

**Approve/Disapprove Right-of-Way Easement Document for 127<sup>th</sup> Street** – Holm/Swanson unanimous to approve the right-of-way easement document for 127<sup>th</sup> Street.

**Update on Federal Transportation Enhancement Funding** – Holm said that right now Baldwin doesn't have a project for this funding, but that the Federal Transportation Enhancement plan is something to definitely keep an eye on.

**TABLED ITEMS:**

**Approve/Disapprove Linoleum/Tile for Fire Station** – Swanson/Handshoe unanimous to approve the bid of \$2,675.00 plus a 6.875 sales tax for the removal and installation of tile from Trophy Flooring.

**NEW BUSINESS:**

**Indefinite Administrative Leave of Firefighter Charles Nagel as Authorized by the Town Board on October 22, 2010** – Nagel is requesting clarification since nothing is in the Handbook regarding the definition of administrative leave. A meeting for November 15h at 8:00 p.m. is scheduled in order to talk about the issues.

**Approve/Disapprove Special Fuel Dealer License Renewal** – Swanson/Handshoe unanimous to approve the Special Fuel Dealer License renewal.

**Approve/Disapprove Applying for Sherburne County Statewide Health Improvement Program Mini Grant** – Holm/Handshoe unanimous to approve applying for the Sherburne County Statewide Health Improvement mini-grant.

**Approve/Disapprove Full Time Status for Clerk/Treasurer** – Swanson/Holm unanimous to approve no more than 40 hours per week for the clerk/treasurer. A review of the township hours will be discussed at the December meeting.

**Approve/Disapprove Health Insurance Renewal for 2010** – Holm/Handshoe unanimous to table until the December meeting.

**Approve/Disapprove 2011 Town Board Meeting Schedule** – Holm/Handshoe unanimous to approve the 2011 town board meeting schedule.

**Approve/Disapprove Line of Credit, St. Joseph Equipment** - Holm/Swanson unanimous to approve adding Lou Christen as an authorized signature on lists pertinent to the maintenance department as well as to St. Joseph Equipment.

**Approve/Disapprove Assignment of 6 Radios Appropriated from County Grant to Baldwin Township Public Works** – Holm/Swanson unanimous to approve.

#### **Announcements**

- Town Board Special Meeting on Thursday November 4, 2010 at 7:00 p.m.
- Headwall Workshop on Wednesday November 17<sup>th</sup> at 7:00 p.m.
- MAT Annual Conference on November 18 – 20 in Duluth.
- Office Closed on November 25<sup>th</sup> for Thanksgiving.
- Jim Oliver Resignation as Chairman as of December 1, 2010.
- November 2<sup>nd</sup> is Election Day.

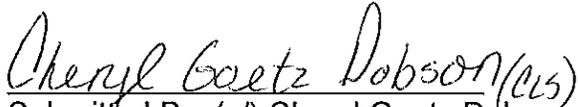
Since Jim Oliver will be moving into another township he is resigning as chair. Nominations were made. Swanson nominated Handshoe who declined. Handshoe nominated Swanson who declined. Swanson nominated Holm. Rush nominated Swanson who declined. A motion was made by Swanson and seconded by Handshoe to appoint Holm as the new chair starting December 1, 2010. Motion carried with Holm abstaining.

**Any Other Business** – Nagel asked if the fire department meetings are public meetings. Oliver will check on whether Nagel is able to vote in fire department matters.

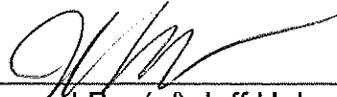
#### **Motion to Approve Bills for Payment**

Rush/Handshoe unanimous to approve check numbers 14952 through 15072 and 9 EFT payments in the amount of \$227,524.41 for payment.

**Adjournment** – Handshoe/Holm unanimous to adjourn at 9:52 p.m.



Submitted By: (s/) Cheryl Goetz Dobson  
Deputy Clerk  
Baldwin Township



Approved By: (s/) Jeff Holm  
Chairman, Board of Supervisors  
Baldwin Township

Attendees: Michael Brubacker, Blane Ding, Tech Huntington, Lou Christen, Scott Case,  
Lester Kriesel, Dean Kleinhans, Brain Bumgarner, Larry Boeke

OCTOBER 2010

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
14952	Almelund Fire	tools	\$3,000.00							\$3,000.00
14953	Ambrie Thompson	gopher - 2 pair	\$4.00	\$4.00						
14954	ANCOM	communications	\$1,196.19							\$1,196.19
14955	Anderson Inc.	load & haul mower	\$300.00		\$300.00					
14956	AT&T Mobility	cell phone	\$120.32							\$120.32
14957	AVENET	website maintenance	\$396.00	\$396.00						
14958	Banyon Data	software maintenance	\$1,758.88	\$1,758.88						
14959	Bogart Pederson	engineering	\$1,000.00			\$1,000.00				
14960	Connexus Energy	electric utilities	\$379.35							\$379.35
14961	Connexus Energy	electric utilities	\$450.47	\$450.47						
14962	Diversified Inspections	truck inspection	\$1,141.85							\$1,141.85
14963	Donald Larsen	jan. service & reimbursement	\$146.69							\$146.69
14964	Dorn Thompson	gopher - 26 pair	\$52.00	\$52.00						
14965	Essig Construction	road grading	\$780.00		\$780.00					
14966	Finken Great Glacier	water cooler rent & water	\$35.82			\$35.82				
14967	Jim Oliver	reimbursement - hcp	\$84.40			\$84.40				
14968	Jeff Holm	mileage	\$15.00			\$15.00				
14969	Jery Fink	gopher - 27 pair	\$54.00	\$54.00						
14970	Julius Donweiler	gopher - 13 pair	\$26.00	\$26.00						
14971	Keeps	clothing supplies	\$428.52							\$428.52
14972	Kennedy & Graven	attorney fees	\$498.50	\$498.50						
14973	Lester Kriesel	cemetery caretaker	\$50.00						\$50.00	
14974	M-R Sign Co.	road signs	\$2,250.80		\$2,250.80					
14975	Office Depot	office supplies	\$287.60	\$287.60						
14976	OSI Environmental	oil disposal	\$75.00		\$75.00					
14977	Plaistad Companies	class 5	\$241.55		\$241.55					
14978	Princeton Rental	limb saw rent & chains	\$96.54		\$96.54					
14979	Princeton Township	road grading	\$250.00		\$250.00					
14980	Rays Auto Body	supplies	\$198.00		\$198.00					
14981	Shane Thompson	gopher - 12 pair	\$24.00	\$24.00						
14982	St. Cloud Fire Eg	fire extinguisher service	\$147.00	\$147.00						\$94.50
14983	St. Cloud Tech Coll	continuing education	\$656.20							\$656.20
14984	State of MN	dot decals	\$8.00		\$8.00					
14985	Small Engine Shop	supplies	\$90.25		\$28.86					\$61.39
14986	Tim Becker	gopher - 25 pair	\$50.00	\$50.00						
Auto	EFTPS	941 tax deposit - september	\$1,517.12	\$854.04	\$523.38					\$139.70
Auto	MN Dept of Revenue	september tax deposit	\$242.19	\$137.73	\$97.27					\$7.19

OCTOBER 2010

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
Auto	PERA	town board contribution	\$102.20	\$102.20						
Auto	PERA	employee contribution	\$380.01	\$290.07	\$89.94					
14987	AT&T Mobility	cell phone	\$47.01		\$47.01					
14988	CenterPoint Energy	gas utilities	\$13.06	\$13.06						
14989	CenterPoint Energy	gas utilities	\$4.93							\$4.93
14990	Circle 9	fuel	\$36.63		\$36.63					
14991	Commercial Asphalt	hot mix	\$83.36		\$83.36					
14992	Jim Oliver	mileage	\$53.50	\$53.50						
14993	Jeff Holm	mileage	\$5.00	\$5.00						
14994	Jeremy Baty	reimbursement	\$94.00							\$94.00
14995	Marvs True Value	supplies	\$117.91	\$10.22	\$68.76					\$23.99
14996	MAT Agency	insurance	\$13,118.00	\$8,980.00			\$14.94			\$4,138.00
14997	Neft Auto Supply	supplies	\$335.26		\$335.26					
14998	Office Depot	office supplies	\$844.30	\$844.30						
14999	Princeton Animal Clinic	animal impounding	\$493.20	\$493.20						
15000	Qwest	phone & internet	\$232.24							\$232.24
15001	Qwest	phone & internet	\$181.65	\$181.65						
15002	BlueCrossBlueShield	health - november	\$649.50		\$649.50					
15003	Small Engine Shop	void	\$0.00		\$0.00					
15004	Timmer Implement	supplies	\$379.96		\$379.96					
15005	U.S. Bank	credit card charges	\$100.00	\$50.00	\$50.00					
15006	Terry Carlile	wages	\$353.03		\$353.03					
15007	Louis Christen	wages	\$662.04		\$662.04					
15008	Cheryl Dobson	wages	\$268.01	\$268.01						
15009	Cathy Stevens	wages	\$1,394.54	\$1,394.54						
15010	Larry Handshoe	wages	\$186.07	\$186.07						
15011	Jeff Holm	wages	\$248.84	\$248.84						
15012	Jim Oliver	wages	\$295.62	\$295.62						
15013	Tom Rush	wages	\$179.52	\$179.52						
15014	Jay Swanson	wages	\$144.07	\$144.07						
15015	Terry Carlile	wages	\$312.73		\$312.73					
15016	Louis Christen	wages	\$558.00		\$558.00					
15017	Cheryl Dobson	wages	\$163.20	\$163.20						
15018	Zachary Good	wages	\$103.14		\$103.14					
15019	Dennis Lindberg	wages	\$14.65		\$14.65					
15020	Cathy Stevens	wages	\$1,364.95	\$1,364.95						
Auto	PERA	employee contribution	\$347.52	\$265.38	\$82.14					
Auto	MN Dept of Revenue	september fuel tax	\$28.60		\$28.60					



NOVEMBER 2010

PRELIMINARY

CLAIMS		FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
CHECK	TO WHOM									
15021	Terry Carlile	wages	\$337.24		\$337.24					
15022	Louis Christen	wages	\$561.20		\$561.20					
15023	Milton Fick	wages	\$38.06		\$38.06					
15024	James Given	wages	\$37.98		\$37.98					
15025	Cheryl Dobson	wages	\$46.06	\$46.06						
15026	Dennis Lindberg	wages	\$56.79		\$56.79					
15027	Cathy Stevens	wages	\$1,209.16	\$1,209.16						
15028	Joseph Zabilla	wages	\$42.23		\$42.23					
15029	Larry Boeke	wages	\$494.07							\$494.07
15030	Michael Rademacher	wages	\$420.50							\$420.50
15031	Larry Handshoe	wages	\$301.08	\$301.08						
15032	Jeff Holm	wages	\$411.62	\$411.62						
15033	Alert-All Corporation	open house supplies	\$213.44							\$213.44
15034	ANCOM Comm.	communications	\$105.15							\$105.15
15035	AT&T Mobility	cell phones	\$122.84							\$122.84
15036	Bogart Pederson	engineering	\$14,892.50			\$14,892.50				
15037	Cathy Stevens	mileage	\$18.50	\$18.50						
15038	Clareys Safety Eq	supplies	\$965.00							\$965.00
15039	Connexus Energy	electric utilities	\$48.13	\$48.13						
15040	Da-Ran Inc.	vehicle repair	\$811.14							\$811.14
15041	Donald Larsen	janitorial - 2 months	\$270.00							\$270.00
15042	East Central Sanit	garbage service	\$45.64	\$22.82						\$22.82
15043	ECM Publishers	advertising	\$100.81	\$100.81						
15044	Essig Construction	road grading	\$1,560.00		\$1,560.00					
15045	IKON Office	copy machine maintenance	\$149.55							\$149.55
15046	IKON Office	copy machine lease	\$641.25	\$641.25						
15047	Iler Radiator & Air	vehicle repair	\$68.00		\$68.00					
15048	Jim Oliver	reimbursement	\$16.20	\$16.20						
15049	Jeff Holm	mileage	\$40.00	\$40.00						
15050	Jesse Ewert	tree limbing	\$456.89		\$456.89					
15051	Joel Stottrup	gopher - 7 pair	\$14.00	\$14.00						
15052	Kelly Taylor	open house reimbursement	\$173.79							\$173.79
15053	Lester W. Kriesel	cemetery caretaker	\$50.00						\$50.00	
15054	Marvs True Value	supplies	\$546.33	\$144.96	\$387.74		\$4.25			\$9.38
15055	Milton Heim	gopher - 22 pair	\$44.00	\$44.00						
15056	Nordic Auto Glass	flagpole light repair	\$34.22	\$34.22						
15057	North American Salt	road salt	\$3,374.41		\$3,374.41					

NOVEMBER 2010

PRELIMINARY

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15058	NE Sher Fire Relief	fire state aid	\$19,700.00							\$19,700.00
15059	Office Depot	office supplies	\$158.71	\$158.71						
15060	Petty Cash	postage	\$92.90	\$72.10						\$20.80
15061	Princeton Rental	supplies	\$30.98		\$30.98					
15062	Princeton Township	road grading	\$250.00		\$250.00					
15063	Qwest	telephone & internet	\$233.02							\$233.02
15064	Qwest	telephone & internet	\$178.63	\$178.63						
15065	Rays Auto Body	truck repair	\$60.00							\$60.00
15066	Resource Training	health - december	\$649.50		\$649.50					
15067	Riverland College	training	\$120.00							\$120.00
15068	Rum River Contract	285th avenue partial payment	\$132,665.88		\$132,665.88					
15069	St. Cloud Truck	supplies	\$9.81		\$9.81					
15070	The Small Engine Sho	supplies	\$62.63		\$62.63					\$4.22
Auto	PERA	employee contribution	\$301.08	\$214.20	\$86.88					
Auto	EFTPS	941 tax withholding - october	\$1,634.19	\$1,069.56	\$564.63					
Auto	MN Dept of Revenue	october tax withholding	\$285.45	\$182.54	\$102.91					
15071	Jim Oliver	wages	\$299.36	\$299.36						
15072	Jim Oliver	mileage	\$17.00	\$17.00						
Auto	PERA	town board contribution	\$109.00	\$109.00						
		<b>totals</b>	<b>\$185,575.92</b>	<b>\$5,393.91</b>	<b>\$141,339.54</b>	<b>\$14,892.50</b>	<b>\$4.25</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$23,895.72</b>