

BALDWIN TOWNSHIP REGULAR MEETING

February 2, 2009

Present – Supervisors Jeff Holm, Lester Kriesel, Bryan Lawrence, Jim Oliver and Paul Vollkommer.

Call to Order – The February 2, 2009 Baldwin Township regular meeting was called to order by Chairman Bryan Lawrence at 7:03 p.m.

Additions/Corrections to Agenda – It was requested by Jeff Holm to remove letter 'f' "Approve/Disapprove Park Director Duties" from Old Business.

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Kriesel/Holm unanimous to approve regular meeting agenda as amended.

January 2009 Final Treasurer's Report – The Clerk reported receipts of \$1,122.70 and disbursements of \$149,381.18, check numbers 13387-13491 and 7 EFT payments leaving a balance of \$530,953.80. The January 2009 final treasurer's report was accepted subject to audit.

February 2009 Preliminary Treasurer's Report – The Clerk reported receipts of \$40,491.88 and disbursements of \$37,464.30, check numbers 13482-13566 and 2 EFT payments, leaving a preliminary balance of \$534,694.38.

Approval of Consent Agenda – Kriesel/Vollkommer unanimous to approve the Baldwin Township Regular Meeting minutes of January 5, 2009, the Baldwin Township Regular Meeting minutes of January 6, 2009 and the Baldwin Township Special Meeting minutes of January 13, 2009.

Open Forum for Citizens – Kriesel/Oliver unanimous to approve using the Baldwin Town Hall for a candidate forum as requested by Elaine Philippi as long as there is no conflict with other meetings.

OLD BUSINESS:

Fire Department Report – Fire department representative, Jeremy Evans, reported 14 calls for January. He said that Chief Torborg is requesting a sealed the bid process to get rid of the old grass 2 rig. They would like to have this process done prior to the first Tuesday in March. The radios, lights and graphics have been removed.

Sheriffs Report – Officer Wilson informed the Baldwin Town Board that Sheriff Anderson has retired, and that Sheriff Brott has now taken over. For the month of December 2008 133 calls for service were received. In January 2009 there were 108

calls received. Cumulative for 2008 there were 1,379 calls for service. It's a county wide problem with snowmobilers taking advantage of open spaces in subdivisions. Wilson said to call the sheriff's office when you see this happening.

Fire Department Personnel Status – Number of Active with FFI, FFII, 1st Responder/Current Officers Meet Requirements Presented & Approved By The Board – Jeremy Evans handed out the current information on FF1 and FF2 responders. All the firefighter officers except for one are currently meeting requirements.

Evans said that in order to get money from FEMA into the township account, a purchase order and bill is needed. Listed are the purchase orders to date with more being anticipated:

- 1 thermal imaging camera \$9,800 (purchase order 509968)
- 10 firefighting boots \$130 each for a total of \$1,300 (purchase order 509969)
- 1 6000 psi cascade system \$4,000 (purchase order 509970)
- 16 1-3/4 hose (red) \$110 each for a total of \$1,760 (purchase order 509971)
- 2 saberjet 2.5" nozzle at \$739.80 each for a total of \$1,479.60 (purchase order 509972)
- SCBA grant 5% and packs at \$8,392 (purchase order 509973)
- 3 turn out gear sets \$5,000 (purchase order 509974)
- 4 pagers \$550.00 each for a total of \$2,200 (purchase order 509975)
- 1 ground monitor at \$3,000 (purchase order 509976)

Approval/disapproval of purchase orders will be added to the February 3, 2009 meeting.

Motion to Train with Princeton Under Their Guidelines. How Much Has Been Completed, Etc. – Paul Vollkommer. In order for the board to have time to review, this item is added to the Tuesday, February 3, 2009 meeting.

Approve/Disapprove Automatic Mutual Aid with City of Princeton – Holm/Kriesel unanimous to table to the Tuesday February 3, 2009 meeting.

Park Committee Report –The park ordinances and how to have it work with the Sandy Lake group was discussed at the January meeting of the Park Committee according to Jeff Holm. Dave Patten is waiting to hear back from the Sandy Lake people. Bryan Lawrence questioned if the lakes should be exempt. Holm will forward to the Park Committee.

Annexation/Incorporation Committee Update – Jeff Holm stated that the committee has been discussing on providing information to the public on hiring a new administrator. It will be discussed further in depth later in the meeting.

Cul-De-Sac Issues –Ross Perry wants to know what the board will be doing with the cul-de-sac issue. According to the June 25, 2001 minutes it states, "Jess Hall stated that the Township has used the turnaround for over 7 years. The turnaround is partially located on Duane Bursch's property."

Oliver/Vollkommer unanimous to approve having Bogart do a survey. It may be an opportunity to settle the cul-de-sac issue and/or acquire additional property, if needed. If a bigger cul-de-sac is needed, Bogart will be able to figure out how much.

Approve/Disapprove July 7, 2008 Town Board Meeting Minutes Addendum – Vollkommer/Kriesel unanimous to table since the July 7, 2008 town board meeting minutes addendum is not complete.

Approve/Disapprove Township Attorney Attending Annual Meeting – Oliver/Kriesel motion to approve township attorney attending the annual meeting. Roll call taken with Oliver and Kriesel affirmation; Vollkommer, Holm and Lawrence opposed. Motion failed.

Approve Rescheduling November 2009 Regular Meeting Dates – Vollkommer/Oliver unanimous to approve rescheduling the November 2009 regular meeting dates to November 9 and 10, 2009. Motion carried with Vollkommer out of the room.

CUP Revocation Discussion – Holm/Kriesel unanimous to approve sending an email to Nancy Riddle to postpone any action on CUP revocation until after the workshop scheduled with Nancy Riddle and Jon Sevald.

Approve/Disapprove Obtaining Township Attorney Opinion on Requiring Annual Reviews on all Existing and New Conditional Use Permits – Holm said he talked with Nancy Riddle and it appears that requiring annual reviews on all existing conditional use permits cannot be done. Holm said, though, that he would like to approach Gilchrist to ask what the options are. Holm/Oliver unanimous to approve having the clerk contact the township attorney through the use of email to ask what the township options to requiring on what basis the township can require existing conditional use permits to have annual reviews in front of the township board.

Vollkommer/Kriesel unanimous to approve to ask Gilchrist if a conditional use permit can be removed if already granted.

NEW BUSINESS:

Program Fire Truck Purchases & Tanker Conversion to Automatics – Paul Vollkommer began a discussion on the use of program trucks versus custom trucks. There is a demo unit here tonight with a price tag of \$273,421. The change in NFPA and emission standards would add \$10,000 to the price of a truck. A demo truck will have full warranty. Vollkommer is a believer in program trucks and he would like to hear the boards' opinion on doing a program truck that costs \$206,000 versus \$274,000. A cord reel, which is on the demo truck, is needed. A rear feed would be nice but not necessary. A front preconnect can be done without. Mary Beth Torborg stated that the price tag of \$273,421 includes all modifications. Bryan Lawrence questioned what the price would be with a program truck and adding modifications with Vollkommer

responding that it would probably be the same dollar amount. He is questioning the options. Vollkommer questioned if there were any problems with the current Engine 2. Jeremy Evans responded that it is capable but it does not move us up enough in the ISO ratings. Engine 2 is over 30 years old and it limits strategies and tactics. Vollkommer stated that he is also concerned with the original tankers as they are sticks and a lot of guys that have left the department are truck drivers. The trucks are 10 speed Rockwells. He can see how younger guys will have trouble transitioning. He would like to look into converting them into Allison automatics. With a cost of \$12,000-\$15,000 it would be cheaper than buying new tankers. Evans stated that the fire chief had looked into it and the estimate was \$12,000-\$24,000 and they would not stand behind the conversion. Vollkommer stated that he would be on board with the program truck if equipped well.

Fire Department Expenses – Buildings, Administration Costs Over \$200 Motion –
The clerk will find the motion which addresses costs over \$200 for fire administration expenses.

Citizen Questions – Ross Perry was present. He asked the following question of Supervisor Lester Kriesel as it was listed on Mr. Perry's agenda request form: "Were you intimidated by any township supervisors or former township supervisors in regards to the dive team controversy or any other issues." Lester Kriesel responded stated that he cannot answer due to the pending lawsuit.

Ross Perry asked the following question of Supervisor Paul Vollkommer as it was listed on Mr. Perry's agenda request form: "Why in your current litigation did you not chose to include and or name Jess Hall the ex chairman of Baldwin Township as he also served and voted on the contested issues." Paul Vollkommer said Perry would have to refer to his attorney.

Ross Perry asked the following question that was listed on his agenda request form: "To all board members, with the advent of the new public safety building in Zimmerman, what can we do to better our relationship with the Sherburne County Sheriff's department so that we can possibly take advantage of any upcoming proposals that might come to the township's direction." Perry stated that he would like the township to get back into good graces with the sheriff's department. Bryan Lawrence stated that Sheriff Anderson did not have any ill feelings with Baldwin Township. In future relations with the sheriff's department and the township, a formal setting is preferred which would prevent individuals stopping in and trying to negotiate.

Smoking Regulations for Township Buildings & Vehicles – Paul Vollkommer stated since there is a state statute in place the township should have a policy that follows up on the statute. Bryan Lawrence stated that the township needs to find out about the vehicle portion of the statute to get it correct and would like to ask the township attorney about the vehicle issue. A memo to the employees stating that, according to state statute, no smoking allowed which includes fire department employees.

Vollkommer/Holm unanimous state on the memo what the state laws are and to ask Troy Gilchrist the vehicle question

Clarification on “Administrator Duties & Salary Prior to Annual Meeting” –
Included under ‘Approve/Disapprove Administrator Informational Meeting on Tuesday, February 24, 7:00-8:30 p.m.’

Approve/Disapprove Administrator Informational Meeting on Tuesday, February 24, 7:00-8:30 pm – Bryan Lawrence stated that the meeting needs to be a board meeting, not a committee meeting and either Jeff Holm or Jim Oliver bring the committee’s findings and present that evening. The public needs to know the cost of a part time, a contract person and a full time person. Jeff Holm stated that the public needs to know what it is going to cost and what is going on here. Paul Vollkommer stated that he believed Troy (Gilchrist) told the board that an administrator is only for a city. Lawrence read the following:

OPTIONAL TOWNSHIP PLANS

by
Troy J. Gilchrist, Attorney

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not placing the position up for election. It is not clear when the supervisor position to be eliminated actually expires since there will be no swearing in of a new officer to mark the transition of the position. Nevertheless, it seems appropriate to treat the position as expiring at the end of the seven day election contest period. Beyond that point, the dissolved supervisor would no longer be eligible to perform any of the functions or powers of the position and must return all town property in their possession.

4) OPTION B - Appoint Clerk or Treasurer

- a) **Described:** This option allows the town to make either the town clerk or treasurer position, or both, appointed by the town board. The question must reflect which offices are to be made appointive (indicated by the language in ff below).
- i) **Question:** "Shall option B, providing for the appointment of the [clerk] [treasurer] [clerk and treasurer] by the town board, be adopted for the government of the town?"
- ii) **Implementation:** If Option B is adopted, the elected office expires when the term is up. For example, if the clerk's position is made appointive in an even numbered year (i.e., the year in which clerks are elected) or when the position is open because of a vacancy, the election for that position is nullified and the position is filled by appointment by the town board. If the option is passed for a position in which the incumbent still has one year remaining in the term, he or she is allowed to finish the term. At the end of the term, the position is vacated and the board then appoints to fill the position. If the incumbent officer resigns before the end of the term, the position becomes vacant and is filled by town board appointment.
- (1) **Because adopting Option B changes the position from elected to appointed, the person the board appoints to the position does not need to be a resident of the township. However, the person should otherwise be eligible to hold office in the township.**
- iii) **Upon Abandonment:** If the question to abandon Option B will be asked at an election, the position or positions to which it applies must be filled conditionally at the election. Therefore, the clerk must be sure to place the appropriate position(s) up for election. The ballot must indicate that the successful candidate shall take office only if the option is abandoned at the election. The term of the position would apparently either be one or two years, depending on whether the question was asked in an even or odd year. The clerk must be aware of this and advertise the position accordingly.

* 5) OPTION C - Town Administrator

- a) **Described:** This option provides for the appointment of a town administrator.
- b) **Question:** "Shall option C, providing for the appointment of a town administrator by the town board, be adopted for the government of the town?"¹³
- c) **Implementation:** If Option C is adopted, the town board is required to appoint an administrator as soon as practicable after the election on the terms the board deems advisable.¹⁶ The person appointed does not need to be a resident of the town, but the administrator must be chosen solely on the basis of training, experience, and administrative qualifications. The town clerk may be appointed as the administrator if he or she meets the qualifications. The appointment is for an indefinite period. The board may appoint a qualified person to perform the administrator's duties

during absence or disability. An administrator may be removed by the board at any time. However, if the administrator has served for at least one year, he or she may require the board to make written charges and hold a public hearing on the charges before the final removal takes effect. Until the hearing, the board may suspend the administrator, with or without pay.

D) The powers and duties of the administrator are set out in the statute.¹⁷

d) Upon Abandonment: If abandonment of Option C is approved, as soon as practicable after the election the board must abolish the office. The position should be abolished by town board resolution. Once abolished, the duties and responsibilities of the position shall be assumed by the town board or by the officer having responsibility for the function prior to the appointment of the administrator.

6) **OPTION D - Combined Clerk-Treasurer Position**

e) Described: This option allows for the combining of the offices of the clerk and treasurer.¹⁸ The combined position is either appointive or elective, depending on how the board or the petitioners, depending on who initiated the question, approach the issue. If the intent is to have the position appointed instead of elected, both the Option D and the Option B questions are asked on the ballot. Next to the Option B question, language must be inserted indicating that the approval of Option B is contingent on the simultaneous approval of Option D.¹⁹ If the combined position is to be elected and the existing clerk and treasurer positions are currently elected, it appears the town would just ask the Option D question without having to alter the language of the question. On the other hand, if either the clerk or treasurer positions are currently appointed, it is advisable to highlight the position would be combined as an elected position as indicated below.

b) Question: "Shall option D, providing for the combining of the offices of clerk and treasurer as an [elected] position, be adopted for the government of the town?"

If the position is to be appointed, the following question would also be included on the ballot:

"Shall option B, providing for the appointment of the clerk-treasurer by the town board, be adopted for the government of the town?"

Note: Approval of the option B question is contingent on the simultaneous approval of option D.²⁰

c) Implementation: Implementation of this option is not specifically described in the statute. However, by using the procedures for implementing option B as a guide, the following seems to be the appropriate procedures under the various circumstances that may be present in the year in which the option is passed.

i) Treasurer up for election and the clerk-treasurer position is made elective: The election for the treasurer's position is nullified and the incumbent clerk performs the combined duties of the clerk-treasurer. The clerk-treasurer position goes up for election in the following year (i.e., follows the same cycle as the clerk's position).

ii) Treasurer up for election and clerk-treasurer position is made appointive: The election for the treasurer's position is nullified. The incumbent clerk performs the combined duties of the clerk-treasurer until the next election at which a vacancy occurs in the position that is filled by town board appointment.

2007 Minnesota Statutes

367.35 TOWN ADMINISTRATOR.

Subdivision 1. Appointment; removal. As soon as practicable after adoption of option C in a town, the town board shall appoint an administrator upon the terms it deems advisable. The administrator shall be chosen solely on the basis of training, experience, and administrative qualifications and need not be a resident of the town. The town clerk may be designated the administrator if the clerk meets these qualifications. The administrator shall be appointed for an indefinite period and may be removed by the board at any time, but after having served as administrator for one year the administrator may demand written charges and a public hearing on the charges before the board before final removal takes effect. Pending a hearing and removal, the board may suspend the administrator from office, with or without pay. The board may appoint a qualified person to perform the duties of the administrator during absence or disability.

Subd. 2. Powers and duties. (a) The town administrator shall be the administrative head of the town and be responsible for the administration and supervision of the affairs of the town as assigned.

(b) The administrator shall, with the approval of the town board, coordinate the various activities of the town.

(c) The administrator shall exercise the authority and responsibilities assigned by the town board by ordinance or resolution which may include the following duties:

- (1) to provide for the execution of all ordinances, resolutions, and orders of the board and all laws of the state required to be enforced through the town board, by the administrator or by officers under the administrator's direction and supervision;
- (2) to recommend to the town board the appointment, suspension, and removal of all town personnel whose appointment, suspension, or removal is a function of the town board by law;
- (3) to provide for town purchases in accordance with statutory procedures;
- (4) to prepare and submit to the town board a proposed annual budget, including detailed estimates of revenue and expenditures, and enforce the budget as adopted by the board;
- (5) to attend all meetings of the board and recommend measures for adoption as the administrator deems advisable or expedient;
- (6) to advise the board as to the financial condition and needs of the town;
- (7) to perform other assigned ministerial, non-discretionary duties.

Subd. 3. Abolishing office of administrator. If option C is abandoned, the town board shall, as soon as practicable, abolish the office. Duties and responsibilities assigned to the administrator shall be assumed by the town board or by the officer having responsibility for the function prior to the appointment of the administrator.

History: 1975 c 274 s 6; 1986 c 444; 1990 c 401 art 1 s 1

Holm/Kriesel unanimous to schedule a meeting on February 24, 2009 from 7:00 p.m.- 8:30 p.m. for Jim Oliver and Holm to present the findings and suggestions from the advisory committee with accordance to state statute for a town administrator.

Approve/Disapprove Sending Postcards to Residents Regarding Administrator Meeting – Holm/Kriesel unanimous to approve sending postcards to all residents regarding the administrator meeting to include the date of the meeting and the topic. A friendly amendment from Vollkommer, and accepted by Holm/Kriesel, to be added that any township resident wants to receive email to contact the clerk.

Election Judge Conflict/Rules Governing Elections – Paul Vollkommer presented the following:

February 2, 2009

Baldwin Township Supervisors
30239 128th St. NW.
Princeton, MN. 55371

Re: Township Elections

To: Baldwin Township Supervisors

This letter is to inform the Baldwin Township Supervisors that there is a potential conflict of interest with respect to the upcoming March 2009 election.

Since I am seeking re-election in March and currently have an active civil lawsuit that involves two sitting board members, as well as the township clerk/treasurer, Cathy Stevens, I feel that there is a definite conflict with the respect to the election process.

Since Cathy Stevens normally oversees the election process for Baldwin, including the handling of absentee ballots, I am requesting that she be either removed from the process or switched with someone in a neighboring township for this particular election.

Sincerely,



Paul W. Vollkommer

2008 Minnesota Statutes

10A.07 CONFLICTS [OF] INTEREST.

Subdivision 1. Disclosure [of] potential conflicts. A public official or a local official elected to or appointed by a metropolitan governmental unit who in the discharge [of] official duties would be required to take an action or make a decision that would substantially affect the official's financial interests or those [of] an associated business, unless the effect on the official is no greater than on other members [of] the official's business classification, profession, or occupation, must take the following actions:

- (1) prepare a written statement describing the matter requiring action or decision and the nature [of] the potential [conflict] [of] [interest];
- (2) deliver copies [of] the statement to the official's immediate superior, if any; and
- (3) if a member [of] the legislature or [of] the governing body [of] a metropolitan governmental unit, deliver a copy [of] the statement to the presiding officer [of] the body [of] service.

If a potential [conflict] [of] [interest] presents itself and there is insufficient time to comply with clauses (1) to (3), the public or local official must orally inform the superior or the official body [of] service or committee [of] the body [of] the potential conflict.

Subd. 2. Required actions. If the official is not a member [of] the legislature or [of] the governing body [of] a metropolitan governmental unit, the superior must assign the matter, if possible, to another employee who does not have a potential [conflict] [of] [interest]. If there is no immediate superior, the official must abstain, if possible, in a manner prescribed by the board from influence over the action or decision in question. If the official is a member [of] the legislature, the house [of] service may, at the member's request, excuse the member from taking part in the action or decision in question. If the official is not permitted or is otherwise unable to abstain from action in connection with the matter, the official must file a statement describing the potential [conflict] and the action taken. A public official must file the statement with the board and a local official must file the statement with the governing body [of] the official's political subdivision. The statement must be filed within a week [of] the action taken.

Subd. 3. [Interest] in contract; local officials. This section does not apply to a local official with respect to a matter governed by sections 471.87 and 471.88.

History: 1974 c 470 s 7; 1975 c 271 s 6; 1978 c 463 s 33; 1986 c 444; 1990 c 608 art 2 s 1; 1974 c 470 s 7; 1975 c 271 s 6; 1978 c 463 s 33; 1986 c 444; 1990 c 608 art 2 s 1; 1999 c 220 s 50

2008 Minnesota Statutes

15B.26 [CONFLICT] [OF] INTEREST.

Subdivision 1. Elements. (a) A person has a [conflict] [of] [interest] under this section if:

- (1) the person is a board member, or is employed or retained by the board;
- (2) the person has a financial [interest] in a business enterprise or activity within the Capitol Area, or in constructing or maintaining a facility within the Capitol Area for the enterprise or activity; and
- (3) the board's approval is in any way required by law for the business enterprise or activity or for constructing or maintaining the facility.

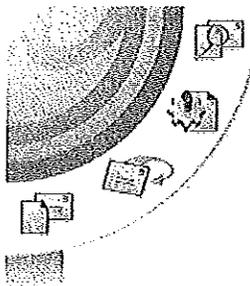
(b) For purposes [of] this section, it does not matter whether the financial [interest] mentioned in paragraph (a), clause (2), is direct or indirect.

Subd. 2. Penalty. A person who has a [conflict] [of] [interest] under subdivision 1 is guilty [of] a gross misdemeanor.

History: 1969 c 1150 s 4; 1974 c 580 s 7; 2003 c 17 s 1, subs 45,46;2

https://www.revisor.leg.state.mn.us/statutes/?id=15B.26&year=2008&keyword_type=all&k... 2/1/2009

The clerk had received the following response from the Secretary of State's office:



[Read Mail](#) [Compose](#) [Search Email](#) [Calendar](#) [Addresses](#) [Folders](#) [Settings](#) [Help](#) [Logoff](#)

From: Elections Dept <Elections.Dept@state.mn.us> **Sent:** Mon Feb 2 11:57
To: "baldwintwp2@qwestoffice.net" <baldwintwp2@qw ...> **Priority:** Normal
Subject: Response to concerns regarding lawsuit of candidate for town office **Type:** Embedded HTML/Text

 Reply

 Reply All

 Forward

 Delete

 Address Book

 Print

 Block Sender

 View Headers

 Next

 Previous

OFFICE OF THE MINNESOTA SECRETARY OF STATE
ELECTIONS DIVISION

Date: February, 2, 2009

To: Cathy Stevens
Baldwin Township Clerk/Treasurer

From: Brad Anderson
Election Administrator
Office of the Minnesota Secretary of State

SUBJECT: Conflict of Interest issue regarding Town Clerk

Thank you for contacting the Office of the Minnesota Secretary of State with your concerns regarding conflicts of interest. As I understand it your concern is if a member of the town board who is up for re-election this year has filed a lawsuit against the town clerk, can the town clerk serve as the election administrator for the election.

Minnesota Statutes §205.13, subdivision 1 provides that: "An individual who is eligible and desires to become a candidate for an office to be voted for at the municipal general election shall file an affidavit of candidacy with the municipal clerk. Subject to the approval of the county auditor, the town clerk may authorize candidates for township offices to file affidavits of candidacy with the county auditor." I am not aware of an elections related statute that requires a town clerk to step down if one of the candidates has filed a lawsuit against the clerk, but you should consult with your legal counsel for more specific information relating to conflicts of interest. This office is not authorized provide an official legal opinion. You may also want to discuss the possibility of authorizing the candidates to file their affidavits with the county auditor, if the county auditor would agree to that arrangement.

I hope that this information is helpful. If you have any questions please let me know. Thanks again for contacting the Office of the Minnesota Secretary of State with your concerns.

Oliver/Kriesel unanimous to approve contacting the township attorney regarding conflict of interest.

Approve/Disapprove Applying for Assistance from University of Minnesota's Community Growth Options Program – No action taken at this time since this is an ongoing program.

Discuss Pending Sale & Franchise Agreement for Connections, Etc. –
Holm/Kriesel unanimous to have Troy Gilchrist review the pending sale and franchise agreement for Connections.

Approve/Disapprove TowerCo Memorandum of Lease for Cell Tower – Holm/Oliver unanimous to approve having Troy Gilchrist review the TowerCo memorandum of lease for cell tower.

Approve/Disapprove Sending Out Requests for Quotes for 2008 Audit –
Oliver/Kriesel unanimous to approve sending out requests for quotes for the 2008 audit.

Approve/Disapprove 2009 Clean Up Event Application – Kriesel/Oliver unanimous to approve 2009 clean up event application.

Approve/Disapprove CATCO Credit Application – Kriesel/Oliver unanimous to approve CATCO credit application.

Approve/Disapprove Central Fleet Service Credit Application – Vollkommer/Oliver unanimous to approve Central Fleet Service credit application.

Approve/Disapprove Renewing Cemetery Certificate of Deposit – Kriesel/Oliver unanimous to approve renewing the Cemetery Certificate of Deposit with Edward Jones.

Appoint Election Judges for March Township Election – Kriesel/Oliver unanimous to approve the list of election judges for the March Township Election. The clerk will check with Gilchrist regarding the administrator and review if needed.

Review/Approve/Disapprove Annual Meeting Agenda – Oliver/Kriesel unanimous to approve the annual meeting agenda with changes.

Schedule Special Workshop Meeting with Nancy Riddle & Jon Sevald Regarding County Comprehensive Plan Update – Holm/Kriesel unanimous to approve a special workshop meeting with Nancy Riddle and Jon Sevald for February 18, 2009 at 7:00 p.m. regarding the county comprehensive plan update.

Schedule Board of Audit Meeting – Vollkommer/Holm unanimous to approve scheduling a Board of Audit meeting for February 18, 2009 at 8:30 p.m.

Schedule Board of Canvass Meeting – Holm/Vollkommer unanimous to approve scheduling a Board of Canvass meeting for March 12, 2009 at 8:00 a.m.

Policy on Heating Temperatures for Town Hall/Shop – Jeff Holm went to an energy use conference. He suggested looking into a programmable thermostat for the shop and town hall.

Discussion on Making Township Buildings Energy Efficient – See above.

Approve/Disapprove Energy Audit for Township Buildings – Oliver/Holm unanimous to approve having an energy audit done on the township buildings at no cost to the township.

Approve/Disapprove a 4-Day Work Week – Holm/Vollkommer approve to table a 4-day work week for the maintenance workers to the Tuesday February 3, 2009 meeting.

Discussion on Moving Maintenance Department Office & Time Clock – Moved to the Tuesday February 3, 2009 meeting. Oliver set up an employee meeting for Friday February 6, 2009 at 8:30 a.m.

Approve/Disapprove Setting Start/End Times for Maintenance Employees – Holm said he is looking for clarity on this issue. At the employee meeting Oliver will address start times and time management with the employees.

Guidelines for Non-Employees During Work Hours – Jeff Holm stated that he is working on employee manual type of issues including policies and procedures. He wants to make sure employees are on track and productive. Terry Carlile stated that these types of issues should be brought up to the employee first rather than coming on a board agenda. Paul Vollkommer stated that if we move to incorporating we need to become more structured and city like in how we operate. We could use more structure and he is not saying somebody is not doing their job. Holm stated that he felt it was a board matter and feels Jim Oliver should work with the employees and get their feedback. He realizes that it is viewed as personal against the maintenance department but he wants to make thing more clear and efficient. It is not meant as a judgment statement.

Approve/Disapprove Purchasing GPS Systems – Oliver/Kriesel unanimous approve to table until the February 3, 2009 meeting in order to obtain more information.

Review the Necessity of Filming Town Board Meetings & Costs – Jeff Holm questioned why the town board meetings are filmed. Bryan Lawrence responded “documentation”. Paul Vollkommer questioned when the board moved to have Terry Carlile here to film meetings as he has never seen a motion. The township could use a fixed camera. Lawrence stated that he would like to see the meeting videotaped.

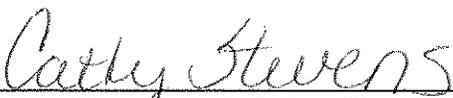
ANY OTHER BUSINESS:

Rhonda Lewis, Sherburne County Public Works, will be attending the Tuesday, February 3, 2009 town board meeting.

Fire Department budget discussion and review to be added to the Tuesday, February 3, 2009 town board meeting agenda.

Motion to Approve Bills for Payment – Kriesel/Vollkommer unanimous to approve payment of the bills from check number 13482 to 13566 totaling \$37,464.30 plus 2 EFT payments

Adjournment – Kriesel/Oliver unanimous to approve adjournment at 10:56 p.m.



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



Approved By: (s/) Bryan Lawrence
Chairman, Board of Supervisors
Baldwin Township

Attendees: Dennis Lindberg, Jesse Ewert, Kevin McGinty, Jeremy Evans, Jess Hall, Ross Perry, Mark Otis, Elaine Philippi, Stephanie Ketterl, Terry Carlile, Mary Beth Torborg

JANUARY 2009

FINAL

| CHECK | TO WHOM | FOR WHAT | AMOUNT | GEN | R & B | ENG. | PARK | CAPITAL | CEM | FIRE |
|-------|------------------------|----------------------------|-------------|------------|-------------|------|------|---------|-----|-------------|
| 13423 | EastCentral Sanitation | garbage service | \$22.82 | \$11.41 | | | | | | \$11.41 |
| 13424 | Eggens Direct | fuel | \$1,630.64 | | \$1,108.91 | | | | | \$521.73 |
| 13425 | Circle 9 | fuel | \$76.64 | | \$43.50 | | | | | \$33.14 |
| 13426 | Petty Cash | postage | \$46.80 | \$46.80 | | | | | | |
| 13427 | Wachovia Securities | fire relief | \$11,143.51 | | | | | | | \$11,143.51 |
| 13428 | Cathy Stevens | mileage | \$108.22 | \$108.22 | | | | | | |
| 13429 | Dennis Lindberg | dot physical reimbursement | \$87.00 | | \$87.00 | | | | | |
| 13430 | Zachary Good | dot physical reimbursement | \$87.00 | | \$87.00 | | | | | |
| 13431 | Lester W. Kriesel | wages | \$232.75 | \$232.75 | | | | | | |
| 13432 | Lester W. Kriesel | mileage & reimbursement | \$93.55 | \$93.55 | | | | | | |
| 13433 | Bryan Lawrence | wages (2 months) | \$332.10 | \$332.10 | | | | | | |
| 13434 | Bryan Lawrence | mileage (2 months) | \$49.14 | \$49.14 | | | | | | |
| 13435 | Brian Torborg | wages (2 months) | \$446.83 | | | | | | | \$446.83 |
| 13436 | Sherburne Co Auditor | 283rd avenue project | \$95,100.23 | | \$95,100.23 | | | | | |
| 13437 | U.S. Bank | 941 tax deposit - december | \$4,079.79 | \$1,257.01 | \$2,774.02 | | | | | \$48.76 |
| Auto | MN Dept of Revenue | december tax deposit | \$731.05 | \$212.14 | \$512.56 | | | | | \$6.35 |
| 13438 | Jim Oliver | wages | \$420.97 | \$420.97 | | | | | | |
| 13439 | Marv's True Value | supplies | \$314.47 | \$61.73 | \$134.43 | | | | | \$118.31 |
| 13440 | U.S. Bank | credit card charges | \$53.93 | \$37.13 | | | | | | \$16.80 |
| 13441 | ECM Publishers | election notice | \$31.00 | \$31.00 | | | | | | |
| 13442 | EastCentral Sanitation | garbage service | \$23.16 | \$11.58 | | | | | | \$11.58 |
| 13443 | Circle 9 | fuel | \$168.63 | | \$168.63 | | | | | |
| 13444 | O'Reilly Automotive | supplies | \$68.15 | | \$68.15 | | | | | |
| 13445 | Princeton Vet Clinic | animal impounding | \$85.30 | \$85.30 | | | | | | |
| 13446 | CenterPoint Energy | gas utilities | \$141.93 | | | | | | | \$141.93 |
| 13447 | CenterPoint Energy | gas utilities | \$571.27 | \$571.27 | | | | | | |
| 13448 | Paul Vollkommer | wages (3 months) | \$327.43 | \$327.43 | | | | | | |
| 13449 | Brian Torborg | reimbursements | \$538.25 | | | | | | | \$538.25 |
| 13450 | Custom Creations | engraved plaques | \$47.93 | | | | | | | \$47.93 |
| 13451 | Elk River Ford | vehicle parts | \$22.06 | | | | | | | \$22.06 |
| 13452 | Neft Auto Supply | supplies | \$70.54 | | \$70.54 | | | | | |
| 13453 | Plaisted Companies | sand | \$3,029.87 | | \$3,029.87 | | | | | |
| 13454 | Eggens Direct | fuel | \$3,016.93 | | \$3,009.11 | | | | | \$7.82 |
| Auto | PERA | town board contribution | \$140.00 | \$140.00 | | | | | | |
| 13455 | void | void | | | | | | | | |
| 13456 | Jeffrey Holm | wages | \$233.87 | | | | | | | |
| 13457 | Bryan Lawrence | wages | \$140.32 | \$140.32 | | | | | | |
| 13458 | Bryan Lawrence | mileage | \$6.60 | \$6.60 | | | | | | |
| Auto | PERA | town board contribution | \$25.00 | \$25.00 | | | | | | |

FEBRUARY 2009

PRELIMINARY

| CHECK | TO WHOM | FOR WHAT | AMOUNT | GEN | R & B | ENG. | PARK | CAPITAL | CEM | FIRE |
|-------|-----------------------|--------------------------------|------------|------------|------------|----------|------|----------|-----|----------|
| 13519 | Paul Vollkommer | wages | \$187.10 | \$187.10 | | | | | | |
| 13520 | Jeffrey Holm | wages | \$327.43 | \$327.43 | | | | | | |
| 13521 | Jeffrey Holm | mileage & reimbursement | \$255.00 | \$255.00 | | | | | | |
| 13522 | Lester W. Kriesel | wages | \$380.00 | \$380.00 | | | | | | |
| 13523 | Lester W. Kriesel | mileage | \$45.10 | \$45.10 | | | | | | |
| 13524 | Bryan Lawrence | wages | \$403.44 | \$403.44 | | | | | | |
| 13525 | Bryan Lawrence | mileage & reimbursement | \$169.50 | \$169.50 | | | | | | \$147.50 |
| 13526 | Mary Beth Torborg | secretarial services | \$147.50 | | | | | | | \$240.00 |
| 13527 | Don Larsen | janitorial services (2 months) | \$240.00 | | | | | | | |
| 13528 | Cathy Stevens | mileage & reimbursement | \$76.40 | \$76.40 | | | | | | |
| 13529 | Zachary Good | mileage | \$64.90 | | \$64.90 | | | | | |
| 13530 | Jeremy Evans | reimbursement for maps | \$180.76 | | | | | | | \$180.76 |
| 13531 | MN Child Support | payment | \$13.84 | | \$13.84 | | | | | |
| 13532 | MN Child Support | payment | \$20.48 | | \$20.48 | | | | | |
| 13533 | Joel Stottrup | gopher - 8 pair | \$12.00 | \$12.00 | | | | | | |
| 13534 | Jim Oliver | wages | \$327.43 | \$327.43 | | | | | | |
| 13535 | Jim Oliver | mileage | \$30.80 | \$30.80 | | | | | | |
| 13536 | MN Assoc of Twps | training registration | \$40.00 | \$40.00 | | | | | | |
| 13537 | Wolgaest Plumbing | repair water heater | \$450.00 | | | | | \$450.00 | | |
| 13538 | Crysteel | headlight kit | \$31.35 | | \$31.35 | | | | | |
| 13539 | Brand Mfg. | r&b repairs | \$857.66 | | \$857.66 | | | | | |
| 13540 | Med Compass | quantitative fit testing | \$640.00 | | | | | | | \$640.00 |
| 13541 | Cheryl Goetz | mileage | \$5.50 | \$5.50 | | | | | | |
| 13542 | Central Hydraulics | hydraulic hose | \$213.81 | | \$213.81 | | | | | |
| 13543 | IKON Office | copy machine maintenance | \$113.08 | | | | | | | \$113.08 |
| 13544 | Bogart, Pederson | engineering | \$430.00 | | | \$430.00 | | | | |
| 13545 | St. Cloud Truck | strobe light assembly | \$111.95 | | \$111.95 | | | | | |
| 13546 | North Am Salt Co | road salt | \$3,023.02 | | \$3,023.02 | | | | | |
| 13547 | Princeton Township | snowplowing | \$750.00 | | \$750.00 | | | | | |
| 13548 | Central Fleet Service | truck repair | \$167.09 | | \$167.09 | | | | | |
| 13549 | MN Fire Service Cert | training registration | \$60.00 | | | | | | | \$60.00 |
| 13550 | Office Depot | office supplies | \$61.56 | \$61.56 | | | | | | |
| 13551 | SherbCoAssocofTwps | annual dues | \$1,716.53 | \$1,716.53 | | | | | | |
| 13552 | St. Cloud Tech Coll | training registration | \$400.00 | | | | | | | \$400.00 |
| 13553 | Resource Training | one year membership | \$78.00 | | \$78.00 | | | | | |
| 13554 | Interlight | mini max strobe light | \$106.89 | | \$106.89 | | | | | |
| 13555 | Billings Service | tire | \$247.93 | | \$247.93 | | | | | |
| 13556 | Jones Chassis | repair plow shoe | \$97.50 | | \$97.50 | | | | | |
| 13557 | Pety Cash | postage | \$74.39 | \$64.68 | | | | | | \$9.71 |

