

## **BALDWIN TOWNSHIP REGULAR MEETING**

**August 2, 2010**

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

**Call to Order** – The August 2, 2010 regular meeting of Baldwin Township was called to order by Chairman Jeff Holm at 7:04 p.m.

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

**Additions/Corrections to Agenda** – None.

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

**July 2010 Final Treasurer's Report** – The clerk/treasurer reported receipts of \$133,186.10 and disbursements of \$44,328.88, check numbers 14752 – 14834 and 6 EFT payments leaving a balance of \$757,258.49. The July 2010 final treasurer's report was accepted subject to audit.

**August 2010 Preliminary Treasurer's Report** – The clerk/treasurer reported receipts of \$4,931.82 and disbursements of \$171,053.46, check numbers 14835 – 14875 and 2 EFT payments leaving a preliminary balance of \$591,306.44.

**Sheriff's Report** – The deputy present reported 137 calls for service in July. A resident had a question regarding neighbors burning household garbage. He met with the deputy after the deputy's report was made.

**Approval of Consent Agenda:**

- a.) **Approve Town Board Meeting Minutes of July 12 & July 13, 2010**
- b.) **Approve Leave of Absence for Firefighter**

Swanson/Handshoe unanimous to approve the consent agenda.

**Open Forum for Citizens:**

Phillip Brown, Monticello. Mr. Brown stated that he had acquired property on Lake Diann. The previous owner had the support of a variance by the town board. The address of the property is 27930 133 ½ Street. The septic system is built on the easement. There is nothing back in the records. Went to Sherburne County and looked at the records. He is following up with the board's recommendation to support the variance to allow him to get a garage on property. Holm stated that the board has no information tonight and suggested that Mr. Brown make a formal request to be on the September agenda.

**CONDITIONAL & INTERIM USE PERMITS:** None.

**PLATS:** None.

**OLD BUSINESS:**

**Fire Department Report** – Assistant Chief Boeke reported 14 calls in July. The department tried out the used extrication equipment and will be making a recommendation to the town board for purchase.

**Schedule Closed Employee Meeting with Fire Chief** – The purpose of the meeting is to discuss personnel issues. The meeting will be held August 24, 2010 at 7:00 p.m.

**Status of Investigation and Missing Documents** – The department computer has been returned from having deleted documents recovered.

**Relief Association Report** – Oliver reported that the balance is the same as last month. The fireworks fund raiser netted approximately \$1,000.

**Park Committee Report** – Rush had filled in for Holm at the July meeting. The prairie grass was cut last week at the Young park. Rush reported that the electrical is ~~done~~ done. 9/13/10  
e.s.  
Lester Kriesel reported that the building has the meter panel and circuit breakers in. Connexus needs to be called. The stakes were knocked down when the grass was mowed so they don't know where to install the security lights. Rush reported that they are also waiting for the survey.

**Sandy Lake Access Encroachments Update & Beach Issue** – Swanson reported that he had been informed by Darla Cruz that the encroachments have been moved and they want to install the gate. Swanson has not been to the area as he has been out of town. He had asked Ms. Cruz not to install the gate as the board needs to discuss what we want to do there with our first public beach. There is a culvert issue in the area and the township engineer has not dug into that to find out exactly what is needed. There is a host of issues that need to be discussed.

Ms. Cruz questioned what the hosts of issues were. They had been given the approval to move forward. This issue goes back to 2004. They have been on the agenda in the minutes 48 times. The culvert issue was raised by them 2 -3 years ago. She is frustrated and feels that the board is stalling the process. They have been trying to contact board members since late June and early July. They want to install the gate right the first time. The lake association has already spent \$1,000 on the materials and have been sitting on them for 1 ½ years.

Holm stated that he received here messages but also has been out of town. Ms. Cruz questioned the protocol used when the chairman is out of town. Should it have been handled by another town board member? Holm stated that he surveyed the area on July 12<sup>th</sup> and noticed that the obstructions had not been removed. He has not been down in the area since. Ms. Cruz stated that everything is out with the remaining 30

feet of fence still up. If it is taken down before the gate is installed we will have cars parking on her property.

Holm stated that the culvert concerns were brought up to a completely different board. It would be nice to take care of the culvert and, how that gets fixed, may impact the gate.

Swanson stated that the items that need to be decided on is parking; location of gate; and barrier installation. Ms. Cruz stated that it has been discussed in the past. Swanson would like to schedule another meeting to discuss further in depth. A resident questioned if the current board will not honor the previous board's agreement. Swanson replied that the meeting would be specific to talk about the culvert with the township engineer and get a parking plan. A resident stated that the discussion about buoys and garbage upkeep has been held. The association will handle everything. Rush asked <sup>if</sup> <sup>9/13/10</sup> <sup>C.S.</sup> ~~is~~ the stakes have been placed and if they just want approval of the location of those stakes. The residents in attendance answered 'yes'.

Holm questioned if it really was a big deal to move the post and gate if needed when the culvert is replaced next year. The responsibility will fall on the town. Swanson stated that the township engineer should go down there with the plan to determine if the gate will infringe on the drainage or a new culvert and place the stakes where he thinks they should go. Oliver/Rush unanimous to have Swanson contact and commission Jon Bogart, township engineer, to check the site out and pound some stakes.

**Schedule Workshop to Discuss Elk Lake Landing & Employee Handbook – August 18, 2010 at 7:00 p.m.**

**Road Report** – Swanson reported that the cracksealing is finished. The requests for bids are out for 125<sup>th</sup> Street and 313<sup>th</sup> Avenue chipsealing. He has not talked to the owners of the roller rink about their driveway problem. A new chainsaw was purchased for the maintenance department. The requests for bids for 285<sup>th</sup> Avenue are out and will be opened August 12<sup>th</sup>.

**County Planning & Zoning Report** – Holm reported that discussion took place regarding a property in the Shoreland District of Big Lake Township.

**Status of 2010 Road Projects Per Capital Improvement Plan** – Swanson reported that the requests for bids for 285<sup>th</sup> Avenue are out. 112<sup>th</sup> Street is in Livonia Township's 5-year plan.

**Joint Committee with City of Princeton Status** – Oliver reported no update.

**Approve/Disapprove Increasing Cemetery Fees & Revised Cemetery Rules & Regulations** – Handshoe/Oliver unanimous to approve with the addition of the proper date.

**Reschedule Headwall Workshop Due to Attorney Unavailability – August 26, 2010 at 7:00 p.m.**

**Approve/Disapprove Rescinding Previous Motion Regarding Speed Study in Wilderness Shores and Wilderness Shores 2<sup>nd</sup> Addition –** The posted speed is already at 30 mph and 15 mph on the curves. There can be no further reduction in speed posted. Oliver/Swanson unanimous to approve rescinding the previous motion.

**Approve/Disapprove Town Attorney to Perform an Owners & Encumbrances Report & Seek Consent of the Mortgage Holder (If Necessary) for 127<sup>th</sup> Street Easement –** Swanson/Oliver unanimous to approve.

**TABLED ITEMS:**

**Approve/Disapprove 112<sup>th</sup> Street Project Preplanning –** Handshoe/Rush unanimous to table to find out more information and to coordinate with Livonia Township. Swanson will contact Livonia Township.

**NEW BUSINESS:**

**Approve/Disapprove Claim Deadlines –** Rush stated that he has seen claims come in that were 8-12 months old. The claims should be filed within the same quarter. Swanson/Handshoe unanimous to allow ~~for~~ claims that are not older than 90 days or come to the board for the reason why they are not providing us with a claim within that time period.

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C.S.

**Approve/Disapprove Transfer of \$70,414.50 from Capital Fund to Debt Service Fund, Final Payment for Shop Expansion Certificate of Indebtedness –** Swanson/Handshoe unanimous to approve.

**Approve/Disapprove Transfer of \$6,713.33 from Capital Fund to Debt Service Fund, Fire Truck Payment –** Swanson/Handshoe unanimous to approve.

**Approve/Disapprove Speed Study, East Elk Lake Road –** Swanson/Rush unanimous to approve.

**Discuss Striping, East Elk Lake Road –** Rush questioned if this should be an item for the September agenda for approval or disapproval. Holm recommended it be added for approval when 125<sup>th</sup> Street is stripped.

**Approve/Disapprove Resolution #10-05, Resolution Amending the Town's Administrative Policy –** Oliver/Handshoe unanimous to approve.

**Approve/Disapprove Resolution #10-06, Resolution Adopting the Minnesota Townships General Records Retention Schedule –** Handshoe/Oliver unanimous to approve.

**ANNOUNCEMENTS:**

- \* Public Accuracy Test, Friday, August 6, 2010, Sherburne County
- \* State Primary Election, Tuesday, August 10, 2010
- \* Special Town Board Meeting , Thursday, August 12<sup>th</sup>, 7:00 pm
- \* Sherburne SWCD Conservation Tour, Tuesday, August 24<sup>th</sup>

**ANY OTHER BUSINESS:** None.

**Motion to Approve Bills for Payment** – Handshoe/Oliver unanimous to approve check numbers 14835 – 14875 and 2 EFT payments totaling \$171,053.46.

**Adjournment** – Swanson/Handshoe unanimous to adjourn at 8:40 p.m.



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



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

Attendees: Chuck Dondelinger, Darla Cruz, Lester Kriesel, Wade Ficek, Lou Christen, Dave Horn, Bonnie Menshek, Jim Horn, Phillip Brown, Larry Boeke, Robert Week, Elaine Philippi

JULY 2010

FINAL

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CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
Auto	EFTPS	941 fax deposit - june	\$1,804.15	\$1,055.27	\$578.34					\$170.54
Auto	MN Dept of Revenue	june tax deposit	\$314.99	\$205.93	\$87.21					\$21.85
14752	Scott Anderson	wages (jan-june)	\$346.64							\$346.64
14753	Jeremy Baly	wages (jan-june)	\$366.63							\$366.63
14754	Mark Bennett	wages (jan-june)	\$145.45							\$145.45
14755	Larry Boeke	wages (jan-june)	\$794.21							\$794.21
14756	Mathew Bounds	wages (jan-june)	\$64.72							\$64.72
14757	Michael Brinwall	wages (jan-june)	\$294.88							\$294.88
14758	James Buell	wages (jan-june)	\$609.88							\$609.88
14759	Travis Carlson	wages (jan-june)	\$592.05							\$592.05
14760	Scott Case	wages (jan-june)	\$379.05							\$379.05
14761	Jeremy Evans	wages (jan-june)	\$110.24							\$110.24
14762	Robin Fischer	wages (jan-june)	\$653.28							\$653.28
14763	Tony Fontaine	wages (jan-june)	\$162.32							\$162.32
14764	Phillip Holland	wages (jan-june)	\$427.92							\$427.92
14765	Joseph Kiel	wages (jan-june)	\$559.73							\$559.73
14766	Donald Larsen	wages (jan-june)	\$499.43							\$499.43
14767	Stephen McGinnis	wages (jan-june)	\$23.59							\$23.59
14768	Charles Nagle	wages (jan-june)	\$502.66							\$502.66
14769	Terrence Nemerov	wages (jan-june)	\$378.45							\$378.45
14770	Donald Nordeen	wages (jan-june)	\$8.31							\$8.31
14771	James Oliver	wages (jan-june)	\$620.96							\$620.96
14772	Michael Rademacher	wages (jan-june) & chief hours	\$1,061.85							\$1,061.85
14773	Justin Suckut	wages (jan-june)	\$582.08							\$582.08
14774	William Swigart	wages (jan-june)	\$388.80							\$388.80
14775	Gary Taylor	wages (jan-june)	\$705.18							\$705.18
14776	Brian Torborg	wages (jan-june)	\$459.90							\$459.90
14777	Mary Beth Torborg	wages (jan-june)	\$455.45							\$455.45
14778	Patrick Wagner	wages (jan-june)	\$2.59							\$2.59
14779	Richard Wagner	wages (jan-june)	\$336.15							\$336.15
14780	Ceryl Dobson	wages	\$89.41	\$89.41						
14781	Larry Handshoe	wages	\$292.24	\$292.24						
14782	Thomas Rush	wages	\$187.10	\$187.10						
14783	Ashworth Appliance	batteries	\$11.75	\$11.75						
14784	AT&T Mobility	cell phones	\$120.07							\$120.07
14785	AT&T Mobility	cell phone	\$46.78		\$46.78					
14786	Bogart Pederson	engineering fees	\$3,767.50		\$3,767.50					

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JULY 2010

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
14787	Bremer Bank	safe deposit box rent	\$55.00	\$55.00						
14788	Business Forms	checks	\$221.89	\$221.89						
14789	Cathy Stevens	mileage	\$26.00	\$26.00						
14790	CenterPoint Energy	gas utilities	\$20.31							\$20.31
14791	Central Hydraulics	truck parts	\$215.00							\$215.00
14792	Circle 9	fuel	\$90.25	\$54.25						\$36.00
14793	Comm Asphalt	hot mix	\$221.74		\$221.74					
14794	Connexus Energy	electric utilities	\$464.54	\$246.78						\$217.76
14795	Custom Creations	fire badges	\$53.44							\$53.44
14796	Donald Larsen	janitorial service-may/june	\$270.00							\$270.00
14797	East Central Sanitation	garbage service	\$45.64	\$22.82						\$22.82
14798	ECM Publishers	newsletter,ads,printing	\$1,935.66	\$1,935.66						\$22.82
14799	Eggens Bulk Service	fuel	\$1,461.50		\$865.75					\$595.75
14800	Finken Great Glacier	water cooler rent & water	\$35.82	\$35.82						
14801	First Love Fellowship	hcp dinner hall rental	\$350.00	\$350.00						
14802	HSBC Business	northern tool charge	\$160.90		\$160.90					
14803	Joel Stottrup	gopher (7 pair)	\$14.00	\$14.00						
14804	Kennedy & Graven	attorney fees	\$514.18	\$514.18						
14805	Larry Boeke	reimbursement	\$269.11							\$269.11
14806	Lester W. Kriesel	cemetery caretaker & mileage	\$76.00				\$26.00		\$50.00	
14807	Marvs True Value	supplies	\$283.15	\$194.08						\$89.07
14808	Michael Puffer	computer repair	\$90.00	\$45.00						\$45.00
14809	IMN Assoc of Twps	training	\$160.00	\$160.00						
14810	IMN Child Support	payment	\$6.18							\$6.18
14811	M-R Sign Co.	road signs	\$128.84		\$128.84					
14812	NESherbFireRelief	prop tax payment	\$7,234.73							\$7,234.73
14813	Office Depot	office supplies	\$87.63	\$87.63						
14814	Petty Cash	postage	\$94.66	\$94.66						
14815	Princeton Animal Clinic	animal impounding	\$224.27	\$224.27						
14816	Princeton Township	road grading	\$500.00		\$500.00					
14817	Qwest	phone & internet	\$191.39	\$191.39						
14818	Qwest	phone & internet	\$237.96							\$237.96
14819	BlueCrossBlueShield	health - august	\$649.50		\$649.50					
14820	U.S. Bank	credit card charges	\$1,156.39	\$1,156.39						
14821	James Oliver	wages	\$411.62	\$411.62						
14822	James Oliver	mileage&reimbursement	\$81.36	\$81.36						
14823	Jeff Holm	wages	\$851.30	\$851.30						
14824	Terry Carfile	wages	\$290.31		\$290.31					
14825	Zachary Good	wages	\$80.82		\$80.82					



AUGUST 2010

PRELIMINARY

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CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
Auto	EFTPS	941 tax deposit - july	\$3,088.84	\$937.27	\$347.39					\$1,804.18
Auto	MN Dept of Revenue	july tax deposit	\$210.82	\$145.94	\$63.50					\$1.38
14835	ASTECH Corp.	cracksealing	\$67,289.72		\$67,289.72					
14836	AT&T Mobility	cell phones	\$122.06							\$122.06
14837	Bank of Elk River	fire truck payment	\$6,713.33					\$6,713.33		
14838	Bogart Pederson	engineering fees	\$7,420.00			\$7,420.00				
14839	Boyer Trucks	truck repair	\$362.06		\$362.06					
14840	Cathy Stevens	mileage	\$37.95	\$37.95						
14841	Central Hydraulics	truck parts	\$160.00							\$160.00
14842	Comm Asphalt	hot mix	\$376.05		\$376.05					
14843	Connexus Energy	electric utilities	\$176.46							\$176.46
14844	Connexus Energy	electric utilities	\$167.79	\$167.79						
14845	IKON Office	copy machine maintenance	\$149.55							\$149.55
14846	IKON Office	copy machine lease	\$641.25	\$641.25						
14847	Kennedy & Graven	attorney fees	\$604.50	\$604.50						
14848	Lemke Signs	truck graphics	\$825.00							\$825.00
14849	M-R Sign Co.	road signs	\$398.26		\$398.26					
14850	Office Depot	office supplies	\$242.10	\$240.04						\$2.06
14851	Peoples Bank	cert of indebt final payment	\$70,414.50					\$70,414.50		
14852	Petty Cash	postage	\$88.00	\$88.00						
14853	Princeton Rental	chain saw & parts	\$573.36		\$573.36					
14854	Roland Thompson	animal control	\$825.00	\$825.00						
14855	West Branch	sweeping & 99 1/2 st	\$2,628.75		\$2,628.75					
14856	Lester W. Kriesel	cemetery caretaker	\$50.00						\$50.00	
14857	Michael Kaden	wages (jan-june)	\$70.55							\$70.55
14858	Callen Watson	wages (jan-june)	\$66.67							\$66.67
14859	AT&T Mobility	cell phone	\$46.60		\$46.60					
14860	Bogart Pederson	engineering fees	\$125.00			\$125.00				
14861	ECM Publishers	legal notices, envelopes	\$319.24	\$319.24						
14862	Essig Construction	road grading	\$845.00		\$845.00					
14863	George Claassen	cut four fields	\$350.00				\$350.00			
14864	Jim Oliver	mileage	\$14.00	\$14.00						
14865	Louis Christen	reimbursement	\$30.65		\$30.65					
14866	Manvs True Value	supplies	\$169.96	\$98.23	\$22.63					\$49.10
14867	Patricia Skarohlid	wolf ridge 2nd escrow refund	\$2,717.50	\$2,717.50						
14868	Qwest	telephone & internet	\$232.71							\$232.71
14869	Qwest	telephone & internet	\$180.42	\$180.42						

