

BALDWIN TOWNSHIP REGULAR MEETING

April 4, 2011

Present – Supervisors Jay Swanson, Larry Handshoe, Tom Rush, Randy Atwood and Kimberly Good.

Call to Order – The April 4, 2011 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:03 p.m.

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

Additions/Corrections to Agenda – Move “Approve/Disapprove Charitable Gambling License, Elk Lake Easy Riders, Fairway Shores Golf Course” to under item ‘b’ Old Business. Delete item ‘d’ “ Relief Association Report “ under Old Business. Move “Approve/Disapprove HCP Consulting Services” under New Business item “o” to Old Business between item’s ‘p’ and ‘q’. Add Qwest Plans under New Business ‘u’.

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Handshoe/Rush unanimous to approve regular meeting agenda with corrections.

March 2011 Final Treasurer’s Report – The clerk reported receipts of \$3,869.89 and disbursements of \$45,226.72, check numbers 15377 through 15452 and 4 EFT payments leaving a balance of \$406,983.19. The March 2011 final treasurer’s report was accepted subject to audit.

April 2011 Preliminary Treasurer’s Report – The clerk reported receipts of \$2,914.44 and disbursements of \$27,370.01, check numbers 15453 through 15514 and 3 EFT payments leaving a preliminary balance of \$382,597.82.

Sheriff’s Report – The CAD Summary from the Sherburne County Sheriff’s office reported 128 calls for service in the month of March. Included in the report are 3 animal complaints. Supervisor Good questioned how many calls each township had. The information will be emailed to the Baldwin Township clerk.

Approval of Consent Agenda – Good/Handshoe unanimous to approve Town Board Meeting Minutes of March 7, March 8 (Board of Canvass), March 14 and March 16, 2011.

Open Forum for Citizens – Andy Schreder of 111 ½ Street commented that he was discouraged to hear about the increase in wages as voted on by the board. In his opinion this is not the time to increase salaries, and would like the board to seriously reconsider the decision. Schreder also would like defined where the extra \$200,000 allocated to Road and Bridge is going since not having an accurate accounting appears detrimental. Swanson said that where the dollars go is a matter of public record. Swanson further explained that Road and Bridge got cut to go towards the Debt Service

Fund. In 2010 road and bridge will stay about the same as it was. It was the board's intention to add back in 2013. In 2012 will actually feel the same as 2011. When we do any type of road project it will be spelled out and there always will be a record.

Chuck Nagle of 131st Street said two people are working on a job description for the planning commission. Once they finish there will be a meeting between the town board and the task force. Since they are already working on a job description call on the same people before a request for a proposal goes out for services. The Task Force might be a good asset to use.

Conditional & Interim Use Permits: None.

Plats: None.

OLD BUSINESS:

Presentation of 2010 Audit – Andy Grice, Kern, DeWenter, Viere presented the 2010 audit to the town board and members of the audience.

Approve/Disapprove Charitable Gambling License, Elk Lake Easy Riders, Fairway Shores Golf Course & Ridgewood Bay – Representing Elk Lake Easy Riders was Frank Matz who handed out a list of donations that was dispersed from their gambling funds. A motion was made by Handshoe and seconded by Good to approve Elk Lake Easy Riders' charitable gambling license for Fairway Shores Golf Course and Ridgewood Bay. In favor is Good, Handshoe and Rush. Abstaining is Swanson and Atwood. Motion carries.

Review Attorney Response Regarding Elk Lake Beach – As the citizen who had requested the information was not present the board instructed the clerk to mail the information to him.

Fire Department Report – Fire Chief Mike Rademacher reported 15 calls in March.

* **Approve/Disapprove Firefighter Leave of Absence** – Handshoe/Rush unanimous to approve a 6 month leave of absence for Rick Wagner.

* **Wildland Protection Agreement** - Rademacher questioned if official action is needed by the town board to enter into this agreement or would the board leave it to the chief's discretion. It is very similar to mutual aid agreement already in place. Swanson stated that he would like to read the agreement in its entirety. Rademacher stated that it is just for the town board's information.

Rademacher stated that the department did make a motion to follow the same schedule as last year with no meetings in June or August.

Rademacher asked what the town board thoughts would be on increasing minutes on cell phone personal plans. The department would cover any additional usage which would save \$40-\$50 a month. Good stated that she is working hard on this issue. Rademacher stated that the phones are about 5 years old and 2 are down. Good stated that the board is close to a resolution. Rademacher stated that they are trying to reduce the number of phones they are carrying.

Rademacher reported that there a few firefighters that are interested in the water rescue equipment. He believes it would be best to bid on individual pieces instead of selling it as a package.

Rademacher reported that the department has acquired another \$3,000 dollar subscription fee payable to the Sheriff's department. By 2013 the department will need to have all old pagers upgraded to new pagers. We have been upgrading the last 2 years. We need to purchase 2 this month and one every month. Good discussed the possibility of AT&T having phones available that can also take in pages. Rush stated that the bottom line is \$3,000 for radios and \$6,000 for pagers.

Schedule Closed Employee Meeting - A closed meeting is scheduled for April 25, 2011 at 7:00 p.m.

Mobile Radio Units, What is Range? – Rademacher said he could talk to somebody in Rochester if there is a tower. Good was speculating whether the maintenance department would be able to take advantage of the units since there are some areas in the township where coverage is not good. Rademacher commented that according to the grant received the units are used only for firefighting. Terry Carlile commented that he was told that only the 800 MHz radios were to be used by emergency personnel only. Good questioned if the VHF radios could be available for the maintenance department to use. Rademacher stated that, for the most part, there are no issues with those radios. Swanson stated that it would a transfer thing only.

Relief Association Report – Removed from the agenda.

PAVC Update – Good reported that the PAVC is working on an amphitheatre in Princeton. They are have a fundraising dinner on April 28th at Stevens Restaurant themed Rhythm on the Rum. The tickets cost \$50.

Park Committee Report – Rush reported that Jeff Holm is working on grant from Knife River for the parking lot. The committee has discussed getting larger signs. Clean up day at the park has been scheduled for April 16th from 8 a.m. until noon. The park event is coming up in May. They are looking at a rock for the monument as well. Dave Patten reported he has talked to Rick Johnson about preliminary bids for the trails with discussions including phasing in of the trails as it would cost approximately \$3 million for the boardwalks and trails. The biggest expense is wetland mitigation, with an overall cost, including grading and planting, 30-35 cents per square foot. The county wants \$1.00 per square foot in escrow which would amount to approximately \$52,000. The

committee is looking at different phasing plans to ensure getting the trails in. Phase 1 would consist of putting boardwalk one, five and six in so there is a loop to go around. We would try to minimize the wetland mitigation that would need to be done. There is no wetland mitigation that needs to be done where the bridges will be going. The signs have been designed and have talked to Ken Gustafson who will donate his help on them. Rock has been located and Ken will also help out with that. Patten discussed the PAVC dinner in further detail. He also discussed the wellhead protection plan that was also discussed at the PAVC meeting. There is 1.8 miles of trail in the park. Elaine Philippi questioned if the building that needed painting in the park was done. Jeff Holm stated that it has been determined that it would be a good building to retrofit and become a park pavilion and have a maintenance free exterior. The paint job has become obsolete.

Regional Park Committee Update – Dave Patten reported that the 4R Board was cancelled last month. Patten just wanted to ensure that the trail plan was received, and requested that the trail opportunity be treated as an economic opportunity.

HCP Task Force(s) Update:

Approve/Disapprove Spring Event at Young Park, May 15th, 3 pm-6 pm and Approve/Disapprove Expenditure of Not More than \$400 for Food and Refreshments – Handshoe/Rush unanimous to approve the Spring Event at Young Park. Handshoe/Rush unanimous to approve of not more than \$400 for food and refreshments to the Spring Event at Young Park. Dean Kleinhans explained that \$200 of the monies would come from the S.H.I.P Grant with the additional \$200 from township funds.

Approve/Disapprove Expenditure of \$1,800 for 3 Bicycle Racks for Young Park out of S.H.I.P. Funds (Condition of Grant) – Kleinhans said the labor to install the bicycle racks will be contributed. Handshoe/Atwood unanimous to approve the expenditure of \$1,800 for three bicycle racks for Young Park with funds from the S.H.I.P Grant.

Approve/Disapprove Expenditure of Not More than \$300 for Materials to Install and Secure the Bicycle Racks Before the May 15th Young Park Spring Event – Handshoe/Good unanimous to approve expenditure of not more than \$300 for materials to install and secure the bicycle racks before the May 15th Young Park Spring Event.

Approve/Disapprove Expenditure of Not More than \$150 for Banner Costs to Advertise Young Park Event (\$100 Included in S.H.I.P Grant) – Handshoe/Good unanimous to approve expenditure of not more than \$150 for banner costs to advertise Young Park Event.

Approve/Disapprove Expenditure of Not More than \$990 for Advertising May 15 Young Park Spring Event (Included in S.H.I.P.) – Handshoe/Rush unanimous to

approve expenditure of not more than \$990 for advertising the May 15th Young Park Spring Event.

The next Parks/Social Capital Task Force meeting is scheduled for Wednesday, April 6th at 7:00 p.m.

Government Innovations Task Force – Elaine Philippi stated that the task force needs to start recruiting. The first project was address signing. A public meeting has been held and the town board is going to set up a workshop. The task force is requesting to determine what the town board needs from the task force. Swanson stated that he will let her know. The task force is working on an initial mission statement and bylaws for the planning commission and will be bringing to the town board. The task force has not started the budget project. The task force will be meeting this Thursday, the 7th at 7:00 p.m. The task force will be moving to meeting one time per month. Tentatively, Tuesday the 19th at 7:00 p.m. is scheduled for the second meeting. Rich Harris stated he would like to be involved in the job description and mission statement for the planning commission.

Steering Committee – John Bowen stated that a representative from the Initiative Foundation, Dan Frank, was present at the last Steering Committee meeting. He informed the committee that HCP money can be used for comprehensive plan services and in-kind services can be considered with matching portions from the township. Carol Swanson stated that in-kind means market value. The committee asked for clarification of their grant calendar and was informed that when the first \$10,000 is done we need to apply for a new grant. We need to get that ball rolling. Dean Kleinhans stated that the significant thing with the next grant is that \$10,000 needs to be matched by the township. Jeff Holm stated that when the 2nd year is started the township does not have to contribute the \$10,000 right at the beginning but we do need to show where the \$10,000 came from (can come from in-kind service). John Bowen stated that the committees need to plan for the next phase of the grant and feels it would be good to have township representation present. The financials need to be obtained from the clerk. Jeff Holm stated that each task force needs to come up with a narrative answering their questions on where the money went. Each task force needs to bring a draft form to the Steering Committee for comment and then bring it to the town board for their approval. This all should be done prior to the next Steering Committee meeting. John Bowen stated that he has been instructed to ask for funding to send 3 people to a GTS workshop on planning and zoning. The next workshop is this week. The 3 people would be Andy Schreder, Dale Nordby and Jay Swanson. Andy Schreder stated that he has already gone through the workshop. John Bowen stated that it is also planned to invite this organization to come here and hold a course. He is asking for funding but he is not sure that we need it. Swanson stated that if the GTS staff could be brought here they could create a program for us. Carol Swanson stated that Don Hickman can also train. Andy Schreder stated to have someone come in and customize the course would be very beneficial. The newsletter due date to the office is April 11th with distribution April 18th.

Approve/Disapprove Reducing Liaison Expenditures for Committees –
Handshoe/Rush unanimous to approve one meeting a month expenditure for the Government Innovations Committee liaison.

Economic Development Update – Carol Swanson reported that they are working on the May 10th event with invitations and other methods of inviting businesses such as a call list. Jeff Holm is working on the business list. The invitations need to be sent out before the board meets again. Jeff Holm stated that the board has approved the money and event and the board would just need to approve a survey and postcard with postage. The list is under 200. The event will be held at the Finish Line Café. Jay Swanson stated that the board needs to approve the letter that will be going out. The board scheduled a special meeting to approve the newsletter and economic development mailing for Tuesday, April 12, 2011. Town board members attending will be Randy Atwood, Kim Good and Larry Handshoe as the other board members are not available. Larry Handshoe will chair this meeting.

Road Report – Handshoe reported that the township sold the culvert that has been on town hall property to West Branch Construction. Swanson reported that 104th Street will not be included in projects done this year. The county has approved a grant to alleviate runoff in Elk Lake Estates. Livonia Township has 112th Street roadwork on their 2012 calendar and Jon Bogart suggests beginning talks with Livonia.

Status of 2011 Road Projects Per Capital Improvement Plan – See above.

Approve/Disapprove Requesting Princeton Township to Grade 111 ½ Street –
Handshoe/Good unanimous to approve requesting Princeton Township to grade 111 ½ Street.

Maintenance Department Equipment Request – Swanson stated that a wheel dolly is being requested to enable the maintenance department to perform brake jobs. Good questioned how much it does cost to have this done out of house. Terry Carlile reported \$500. By doing it in house the township could save \$200-\$300 per year.

The following is the list provided to the town board by Terry Carlile, Maintenance Department:

MEMO TO THE BOARD REGARDING MAINT. DEPT. EXPENDITURES FOR 04-04-2011

Need to replace cement apron, floor concrete becoming a hazard. Also East end of garage apron deteriorating.

Need to repair south side shed

Need to resurface parking lot, can it be brought in to striping or reeds. Also have a request of reshiping West Elk Lake Road by Resident.

REQUESTING A TOOL/EQUIPMENT EXPENDITURE OF \$ 3000.00 FOR THE PURCHASE OF...

Wheel Dolly for removing tire disks on Trucks A 1,3,4	\$ 200.00 for 1500 lb cap.
Heavy duty air Jack 22 ton.	\$ 300.00 for 22 ton cap.
Pressure Washer	\$ 500.00 for 3000 psi
Portable Pump	\$ 300.00 for 3" 16,500 gpm
Miller Cybermig Welder	\$ 1600.00 for 308 material
Used Tool Box	\$ 300.00 to 500.00 for excess tools to lock up

THESE DON'T ALL HAVE TO BE BOUGHT THIS YEAR, BUT WE DO HAVE A REAL NEED, AND WILL HELP US IN OVERALL PRODUCTIVITY, SAFETY, AND SECURITY.

Tony C. Carlile
Maint. Dept.
3/31/11

Thank You

Rush stated that there is a concern regarding missing equipment. Carlile stated that he has found items at the fire department and other places. Good stated that some items seem urgent such as a tool box and a floor jack. Handshoe stated that the department can spend up to \$1,000 without board approval. Swanson suggested purchasing the jack and toolbox. Carlile stated he would like to purchase the jack, toolbox and pressure washer. Rush stated that Carlile needs to keep it under \$1,000 and, if not, it would need to be tabled until next month. Good/Handshoe unanimous to authorize up to \$300 for a tool box.

County Planning & Zoning Report – Bryan Lawrence was not present but wanted the town board to be aware of concerns he has with page 97 of the Sherburne County draft comprehensive plan.

Joint Committee with City of Princeton Status – Tom Rush reported that Jay Blake has resigned.

Reschedule Meeting with Animal Control – Good discussed the possibility of using the Sheriff's department for animal control issues. The current animal control contractor

that the township uses has a cell phone that only the Sheriff's department knows about. She will bring new ideas back to the board at a later date. Swanson suggested sending the current animal control contractor a letter to ask him if wants to continue to do this for the township along with asking for his cell phone number. The item will be added to the May regular agenda.

Schedule Special Meeting to Discuss Property Identification (Address Signs) & Approve – A workshop to discuss property identification signs is scheduled for April 28, 2011 at 6:00 p.m.

Schedule Special Meeting to Approve Annexation Attorney and Discuss County Comprehensive Land Use Plan – Scheduled a workshop to open the bids received, establish parameters and interview criteria for April 28, 2011.

Approve/Disapprove Town of Baldwin Organization List – Rush/Handshoe unanimous to approve with the addition of Kimberly Good as Telecommunications Coordinator.

Approve/Disapprove Increasing Deputy Clerk Hours – Handshoe/Good unanimous to increase the Deputy Clerk's hours from up to 10 hours per week to up to 20 hours per week.

Approve/Disapprove Attendance at Steering Committee Meetings by Either Clerk or Deputy Clerk – Handshoe/Rush unanimous to approve attendance at the Steering Committee meetings by either the Clerk or Deputy Clerk.

Independent Consulting for HCP – Rush stated that this would be an at-will employment at 8-10 hours per week and reviewed the proposal that was submitted by Jeff Holm:

HCP/Community Development Consulting Proposal – Jeff Holm

10 hours per week

No more than 40 per month

\$18/per hour

Claims paid monthly

Holm attends (4) HCP meetings, (1) Regular Town Board Meeting

Holm Provides technical support to the township board, staff, committees, commissions, & task forces.

Holm will conduct research, prepare reports, and write grants with the remaining hours in his weekly schedule.

Holm will submit a monthly written report and give an oral report to the town board each month.

Claims will include detailed description of work performed in accordance with Minnesota State Statutes.

All necessary legal requirements will be finalized and submitted to the township before any claims are paid.

The consulting services agreement will remain as an "at will" relationship, and periodical reviews of the agreement should be conducted. Adjustments can be made to accommodate the needs of the township.

Rush stated that an example of charges by a graduate student would be higher than what Holm is proposing. Holm would attend all four meetings of the HCP committees and that would allow town board members not to attend. Holm will give a once-a-month meeting update. Part of the 8-10 hours would be attending the meetings as well. Holm stated that his proposal is to get the ball rolling and he would like to formalize an agreement with a memorandum of understanding. He would work a month on a trial basis up to 10 hours per week. He will receive a 1099 from the township. His proposal encompasses not just everything HCP. He will help the task forces obtain a greater context of where we are going, how to get there and what is possible and not possible. Rush stated that with Holm's wealth of knowledge no board members would need to attend the task force meetings. Swanson stated that he can still see the clerk or deputy clerk attending the Steering Committee. How would we benchmark this? Return on the investment of \$780/month? Holm stated that there is also the potential for additional grants. Holm stated that he is saying **up to** 10 hours a week. It would be in the board's best interest to have some kind of structure to this. In the short term, he would be putting together the closure of the current grant and finalizing the documents to be submitted as he is familiar with what the Initiative Foundation asks for. The board will need to be clear on direction and, with a memo of understanding, it will make his role clear as to what the board expects. It is common to have 10% of administrative costs. Swanson stated that Holm has been instrumental in all things HCP when he was a town board member.

Elaine Philippi questioned why an ad would not be put out. Rush responded that it is not required. Elaine Philippi stated she would recommend an ad.

Tim Kane stated that it is an awesome idea and it is needed. Mr. Holm has the skill set for it, academically, but it comes off as a shady background deal. Ugly on the surface. It should be an open application. This position crops up here in the middle of the night with no advertising in the paper. What if there is another candidate out there? When he

was on the board he offered himself for \$12/hour and now it is \$18/hour. It is coming off as ugly.

Chuck Nagle stated that he has the same position. Our task force briefly discussed this. We recognize that the board needs help. The concept was to pursue this and investigate this. It is a good idea and maybe someday it could lead up to a township administrator. This is absolutely the wrong way to go about it and it is too soon. It is all about citizen participation. We are all volunteers and this was last minute on the agenda with a generic name. Ugly.

Swanson stated that he would not have a problem advertising this. In the interim he would like to see things moving forward as fast as could be and in the proper direction. He doesn't think this is a back door thing. He is concerned that we continue to move forward and not spin our wheels. Nagle stated that the message our Government Innovations Task Force has received is to slow down. Terry Carlile suggested try it on a trial basis and then introduce it to the public again. Jeff has a lot of good ideas on a lot of the grants. Elaine Philippi stated that she doesn't want to lose the whole purpose of the Initiative Foundation involving citizens. This would involve many layers of paid people. Carol Swanson stated that the immediate need right now is closing the current grant and opening a new grant and volunteers may not always have the time.

Holm stated that no township has done a HCP. Only cities and counties with the host city dedicating staff to coordination. The task forces are still working on things, holding meetings, making decisions. The job of the consultant is to help you do their work and putting the pieces together. Elaine Philippi stated that we do need something. Holm stated that this is not back and it has been discussed at previous board meetings. He had been asked by a task force member, board members and the general public to bring in a proposal. He would come in and provide balance and sound advice. If they don't want me, then don't hire me (referencing the residents in the room). Rush stated that Holm as been very knowledgeable and was shot down in December. The clerk's are overwhelmed. Good stated that Holm knows everything from the inception of the plan.

Good/Rush moved that the board approve at least a one month trial basis for Jeff Holm.

Tim Kane stated that Holm is the right guy and the issue has been discussed and it can come off as back door. He feels Holm is on an interview tonight.

Chuck Nagle stated that he has worked as a mediator and he has never liked to see it come down to a line in the sand. The way to start this is for a grant writer which would also include the fire department. He will not continue on the Government Innovations Task Force. One of our projects was to take on this very subject. He can tell the board that the close out of the last grant was going to get done before Don Hickman returned.

Holm respectfully withdrew his proposal. It is off the table at this point as he is not interested in creating animosity within the HCP task forces at this time.

Swanson stated that, on the May regular meeting agenda, there will be an item to schedule a meeting with the Steering Committee and Don Hickman and any other committee members as he does not want to happen what happened tonight.

Approve/Disapprove Advertising Water Equipment for Sale – Swanson stated that the equipment should be available for daytime viewing. Atwood suggested contacting an auction house and have them sell it as it would encompass a larger audience than posting the items at Marv's True Value and the township newsletter. It would save administrative costs by having them do the leg work. Handshoe/Rush unanimous to table until May in order for Atwood to investigate further.

Approve/Disapprove Supervisor Pay Increases – Swanson stated that at the March 16, 2011 oath of office and reorganization of the town board meeting two supervisors did not say anything. If you read Roberts Rules of Order, there were three people that voted. Two voted it up and one was down. Swanson is proposing that the board does a role call vote. Andy Schreder questioned why the two supervisors did not vote. Atwood stated that he intended to abstain as he did not formally know that he needed to say anything. He felt he was not knowledgeable enough to vote and needed to do additional research to determine. Rush stated he thought that Atwood had voted yes. Handshoe motioned to approve the supervisor pay increases with Kimberly Good seconding the motion. Upon voice vote, the motion carried with Handshoe, Good and Atwood in favor and Rush and Swanson opposed. Atwood stated that he voted in the affirmative based on research he had done on what other town board supervisors were being paid.

Approve/Disapprove Revised Resolution No. 11-03, Resolution Establishing a Compensation Policy – Good/Rush unanimous to approve the revised Resolution No 11-03, Resolution Establishing a Compensation Policy which changes the rates of pay.

Approve/Disapprove Ad for Planning Commission Applicants – Rush/Handshoe unanimous to table until the regular meeting in May.

TABLED ITEMS:

Sandy Lake Access Encroachments Update, Beach Issue & Approve/Disapprove Installing Culvert on 284th Avenue (From 9/13/10 Mtg) – Rush/Handshoe unanimous approving obtain quotes for the installation of the culvert on 284th Avenue.

NEW BUSINESS:

Approve/Disapprove Charitable Gambling License, Elk Lake Easy Riders, Fairway Shores Golf Course – See above.

Approve/Disapprove Payment to Fire Relief Association for Clean Up Day – Handshoe/Rush unanimous to make a \$600.00 payment to the Fire Relief Association for their work on clean-up day.

Approve/Disapprove Resolution 11-05, Resolution to Support Princeton Youth Hockey Association's Recreational Programs – Handshoe/Atwood unanimous to approve Resolution 11-05, Resolution to Support Princeton Youth Hockey Association's Recreational Programs.

Authorize/Approve/Disapprove Videotape of All Town Board Meetings – Chuck Nagle was present. Handshoe/Atwood motion to approve videotaping of all town board meeting. Upon voice vote, the motion carried with Handshoe, Atwood and Swanson in favor and Good and Rush opposed.

Authorize/Approve/Disapprove Webcast of Town Board Meetings – Chuck Nagle requested that he would be allowed to bring in a laptop to the meetings and have an audio webcast of the meetings at no cost to the town board. Swanson stated that the equipment would need to be township owned. Handshoe/Rush move to disapprove. Handshoe/Good unanimous to call the vote. Motion carried to disapprove.

Establish Yearly Township Goals – Handshoe/Rush unanimous to table to the May agenda to schedule a workshop.

Approve/Disapprove Revised Fee Schedule – Good would like to propose that meeting DVD's not leave the town hall. The revised fee schedule is as follows:

BALDWIN TOWNSHIP FEE SCHEDULE
 Approved by Baldwin Town Board on October 7, 2002
 Fee Schedule effective on November 1, 2002

NOTARY FEE	\$1.00
DVD'S	\$10.00 each
PHOTO COPIES	
Letter Size	\$.25 (0.35 color)
Legal Size	\$.50 (0.60 color)
Ledger Size	\$1.00 (1.10 color)
MARKING COPIES	
First three copies	\$1.00
Additional each	\$.25
NSF CHECK FEE	\$40.00
NO ELECTRONIC TRANSMISSION EXCEPT AS APPROVED BY THE BOARD	
FAX TRANSMITTAL	2.50 ADDL. 50 Pgs.
PAYABLE THROUGH PAYPAL	
PUBLIC HEARING FEES	
Includes fee to conduct 1 public hearing Town administration fee, Attorney fees and Engineering fees. If actual cost is less than \$1,000, that amount will be refunded. If actual cost is more, the cost will be billed to person requesting the hearing. Fees will be deposited into a non-interest bearing expense account. No public hearing will be noticed until the applicant has signed a fee responsibility agreement with the Township.	
FEES OTHER THAN PUBLIC HEARING	
Publication fee	As charged by newspaper
Attorney fee	As charged by township attorney
Engineering fee, if applicable	As charged by township engineer

Revised 5/10/07

Good/Handshoe motion that the board approve the changes to the fee schedule and that our DVD's cannot leave our building. Swanson offered a friendly amendment that the fee schedule not include electronic transmission and that the original DVD cannot leave the building. Upon voice vote, the motion failed with Rush, Atwood and Swanson opposed and Good and Handshoe in favor.

Approve/Disapprove Oil Recycling Station – Handshoe/Rush unanimous to disapprove.

Approve/Disapprove East Side Oil Handling Shop Hazardous Fluids – Handshoe/Rush unanimous to disapprove.

Review/Advise, Town Hall Concrete Repairs, Sand & Salt Shed & Old Aluminum Sign Disposal – Terry Carlile stated that the concrete at the main entrance is deteriorating and needs to be cut out and repaired. The sand/salt shed should be repaired this year. Aluminum signs can be recycled and the highest price per pound was found to be BNG. Atwood stated that they should use BNG. Swanson stated that the concrete should cost approximately \$220 with the maintenance personnel cutting out the concrete.

Approve/Disapprove Participation in Township Officer Group Life Plan –
Rush/Handshoe unanimous to disapprove.

Approve/Disapprove Resolution 11-06, Resolution Accepting Donation –
Handshoe/Rush unanimous to approve Resolution 11-06, Resolution Accepting
Donation. A note should also be sent to Rachel Leonard.

Appoint 2 Town Board Members to Wellhead Protection Plan Committee – The
board appointed Larry Handshoe and Jay Swanson.

**Approve/Disapprove Baldwin Township as an Emergency Zoning Office Location
(March 22nd Memo from Nancy Riddle) –** Good/Handshoe unanimous to approve
Baldwin Township as an emergency zoning office location.

Approve/Disapprove HCP Consulting Services – See above.
see above.

Approve/Disapprove Transfer of Funds to Replenish Capital Fund –
Rush/Handshoe unanimous to transfer \$35,403 from the General Fund to the Capital
Fund.

Approve/Sign Bank Signature Cards – Handshoe/Rush unanimous to approve and
sign the new bank signature cards.

Approve/Disapprove Bremer Bank Safe Deposit Department Corporate Resolution
Rush/Handshoe unanimous to approve the Bremer Bank Safe Deposit Department
Corporate Resolution.

Review/Sign MAT Officer List – The town board reviewed and signed the MAT officer
list.

Approve/Disapprove Attendance at Urban Short Course – Handshoe/Good
unanimous to approve Atwood, Good, Swanson and the clerk's attendance at the Urban
Short Course.

Qwest Communications – Good gave the following proposal:

Qwest Internet and PhoneCurrent Costs

Long distance is a variable:

Town Hall 184.49
 Fire Hall 233.08 including a leased modem @ \$8.00 per month
 417.57 March Bill

We will be losing an additional \$20 discount per month on our April Statement due to a commitment/contract termination.

Proposed Government Care 1 Connect Plan

This plan includes unlimited long distance.

Town Hall 120 + tax (20 est.) = 140.00 w/ 2 lines (add \$40 for add. Line in shop)
 Fire Hall 180 + tax (20 est.) = 140.00 w/ 2 lines add 1 time fee \$79.00 for Modem
 240 + tax \$40 = \$280

This demonstrates a savings of ~~\$1650.84~~ per year and eliminates the long distance variable. Plus the additional \$240 per year lost due to contract expiration.

Additional line for shop \$40 x 12 = \$480 per year

If we include a shop line our savings would be ~~\$1170~~ per year. Plus the additional \$240 per year lost due to contract expiration.

Kimberly Good

Good moved to approve. The board would like to see something in writing directly from Qwest. Atwood/Rush unanimous to table and bring to the May meeting.

ANNOUNCEMENTS:

- a. Sherburne County Association of Townships Meeting, Wednesday, April 20th, 7:30 p.m., Haven Town Hall
- b. MAT Urban Short Course, Thursday, April 21st, Otsego (Save \$10 by Registering Prior to April 8th)
- c. Local Board of Appeal & Equalization, Thursday, April 26th, 3:00 pm
- d. Clean Up Day, Saturday, April 30th, 8:00 am – 11:00 am

ANY OTHER BUSINESS:

The clerk reported the moving of the camera from the town hall meeting area to the office with no knowledge of who moved it.

Motion to Approve Bills for Payment – Handshoe/Rush unanimous to approve check numbers 15453 – 15514 and 3 EFT payments totaling \$27,370.01

Adjournment/Recess – Handshoe/Rush unanimous to adjourn at 1:13 a.m.



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



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

Attendees: Chuck Nagle, Lester Kriesel, Tim Kane, Elaine Philippi, Carol Swanson,
Mike Rademacher, Jeff Holm, Rich Harris, Frank Matz, Dale Nordby, Dennis Lindberg,
Stephanie Aho, Cynthia Aho, Dean Kleinhans, John Bowen, David Patten

MARCH 2011

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15377	ANCOM Comm.	communications	\$12.50							\$12.50
15378	AT&T Mobility	cell phones	\$124.07							\$124.07
15379	BLK Electrical	park electrical	\$374.35				\$374.35			
15380	Bogart Pederson	engineering	\$250.00			\$250.00				
15381	Brand Mfg.	vehicle repair	\$433.40		\$433.40					
15382	CATCO	vehicle repair	\$11.94		\$11.94					
15383	Cathy Stevens	reimbursement	\$699.82	\$699.82						
15384	Central Fleet Service	vehicle repair	\$184.34		\$184.34					
15385	Central Hydraulics	vehicle repair	\$172.12		\$172.12					
15386	Circle 9	fuel	\$50.79		\$19.14					\$31.65
15387	Clarey's Safety Eq	supplies	\$672.09							\$672.09
15388	Connexus Energy	electric utilities	\$178.79							\$178.79
15389	Connexus Energy	electric utilities	\$687.14	\$687.14						
15390	Connexus Energy	electric utilities	\$37.89				\$37.89			
15391	Crysteel Truck Eq	vehicle repair	\$974.97		\$974.97					
15392	Donald Larsen	janitorial - 2 months	\$270.00							\$270.00
15393	East Central Sanitation	garbage service	\$45.64	\$22.82						\$22.82
15394	ECM Publishers	legal notice	\$55.20	\$55.20						
15395	Edina Eye Physicians	firefighter exam	\$422.00							\$422.00
15396	Eggens Bulk Service	fuel	\$1,527.46		\$1,527.46					
15397	Elite Lock & Key	rekey town hall buildings	\$257.53	\$257.53						
15398	EmergAppar/Maintenar	vehicle repair	\$354.78							\$354.78
15399	Finken Great Glacier	water cooler rent & water	\$37.82	\$37.82						
15400	IKON Office Solutions	copy machine maintenance	\$419.28	\$419.28						
15401	Jerry Mueller	gopher - 66 pair	\$132.00	\$132.00						
15402	Kennedy & Graven	legal fees	\$610.50	\$610.50						
15403	Kern DeWenter Viere	2010 audit	\$6,000.00	\$6,000.00						
15404	Larry Boeke	reimbursement	\$363.58							\$363.58
15405	Lemke Signs	graphics for fire dept.	\$250.00							\$250.00
15406	Lester W. Kriesel	cemetery caretaker	\$50.00						\$50.00	
15407	Louis Christen	reimbursement	\$26.30		\$26.30					
15408	Marvs True Value	supplies	\$299.17	\$85.73	\$209.21					\$4.23
15409	Michael Rademacher	reimbursement	\$58.23							\$58.23
15410	Midwest Fire & Resc	equipment	\$4,223.80	\$3,061.26						\$1,162.54
15411	Neft Auto Supply	supplies	\$27.98		\$27.98					
15412	Newman Signs	park signs	\$161.85				\$161.85			
15413	Northstar Alternator	vehicle repair	\$195.41		\$195.41					

MARCH 2011

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15414	Office Depot	office supplies	\$97.21	\$97.21						
15415	Petty Cash	postage & office supplies	\$95.08	\$95.08						
15416	Plaistad Companies	sand	\$7,191.76		\$7,191.76					
15417	Princeton Animal Clinic	animal impounding	\$202.89	\$202.89						
15418	Qwest	telephone & internet	\$232.86							\$232.86
15419	Qwest	telephone & internet	\$179.77	\$179.77						
15420	BlueCrossBlueShield	health - april	\$654.50		\$654.50					
15421	SherbCoAuditor	road allotment reimbursement	\$551.60		\$551.60					
15422	Small Engine Shop	supplies	\$46.01		\$46.01					
15423	W.S. Darley	e3 equipment	\$3,543.19	\$3,543.19						
15424	Terry Carille	wages	\$319.90		\$319.90					
15425	Louis Christen	wages	\$548.15		\$548.15					
15426	Phillip Fadden	wages	\$320.56		\$320.56					
15427	Milton Fick	wages	\$315.64		\$315.64					
15428	Cheryl Dobson	wages	\$174.02	\$174.02						
15429	Mark Otis	wages	\$377.38		\$377.38					
15430	Cathy Stevens	wages	\$1,446.57	\$1,446.57						
15431	Larry Handshoe	wages	\$184.80	\$184.80						
15432	Jeff Holm	wages	\$273.17	\$273.17						
15433	Tom Rush	wages	\$379.72	\$379.72						
15434	Larry Boeke	wages	\$547.23							\$547.23
15435	Phillip Holland	wages	\$75.48							\$75.48
15436	Michael Rademacher	wages	\$234.74							\$234.74
15437	Ross Martin	wages	\$114.12							\$114.12
15438	CenterPoint Energy	gas utilities	\$380.66							\$380.66
15439	CenterPoint Energy	gas utilities	\$708.99	\$708.99						
15440	Jeff Holm	mileage	\$13.26	\$13.26						
15441	Roland Thompson	animal control	\$200.00	\$200.00						
15442	Tom Rush	mileage	\$6.12	\$6.12						
Auto	PERA	employee contribution	\$471.91	\$291.77	\$180.14					
Auto	PERA	town board contribution	\$94.60	\$94.60						
Auto	MN Dept of Revenue	february fuel tax	\$145.48		\$145.48					
15443	Terry Carille	wages	\$398.87		\$398.87					
15444	Louis Christen	wages	\$702.73		\$702.73					
15445	Phillip Fadden	wages	\$313.99		\$313.99					
15446	Milton Fick	wages	\$244.78		\$244.78					
15447	James Given	wages	\$153.98		\$153.98					
15448	Cheryl Dobson	wages	\$233.52	\$233.52						
15449	Zachary Good	wages	\$68.91		\$68.91					

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15490	St. Joseph Equipment	vehicle repair	\$109.54		\$109.54					
15491	Superior Printing	newsletter	\$539.33	\$539.33						
15492	Terry Nemerov	reimbursement	\$100.00							\$100.00
15493	U.S. Bank	credit card charges	\$61.51		\$61.51					
15494	W.S. Darley	e3 equipment	\$1,633.35	\$1,633.35						
15495	Kimberly Good	wages	\$287.66	\$287.66						
15496	Larry Handshoe	wages	\$303.24	\$303.24						
15497	Tom Rush	wages	\$329.20	\$329.20						
15498	Jay Swanson	wages (3 months)	\$905.76	\$905.76						
15499	Larry Boeke	wages	\$132.09							\$132.09
15500	James Buell	wages	\$47.17							\$47.17
15501	Michael Rademacher	wages	\$234.74							\$234.74
15502	Mark Bennett	2010 wages (prevckvoided)	\$145.45							\$145.45
15503	Cheryl Dobson	wages	\$116.16	\$116.16						
15504	Terry Carlile	wages	\$294.87		\$294.87					
15505	Louis Christen	wages	\$613.10		\$613.10					
15506	Phillip Fadden	wages	\$295.02		\$295.02					
15507	Milton Fick	wages	\$177.37		\$177.37					
15508	void	void	\$0.00							
15509	Larry Handshoe	wages	\$153.41		\$153.41					
15510	Mark Otis	wages	\$290.31		\$290.31					
15511	Cathy Stevens	wages	\$1,304.35	\$1,304.35						
Auto	PERA	employee contribution	\$456.86	\$269.74	\$187.12					
Auto	MN Dept of Revenue	march tax deposit	\$402.65	\$205.13	\$196.39					\$1.13
Auto	EFTPS	march 941 tax payment	\$1,893.66	\$816.27	\$960.89					\$116.50
15512	Jeffrey Holm	wages	\$112.26	\$112.26						
15513	Crysteel Truck Eq.	vehicle parts	\$111.43		\$111.43					
15514	Marvs True Value	supplies	\$736.58	\$268.36	\$350.30					\$117.92
		totals	\$27,370.01	\$16,028.34	\$5,011.63	\$765.00	\$30.22	\$0.00	\$50.00	\$5,484.82