

BALDWIN TOWNSHIP REGULAR MEETING

December 7, 2009

Present – Supervisors Larry Handshoe, Jeff Holm, Bryan Lawrence, Jim Oliver and Jay Swanson.

Call to Order – The Baldwin Township regular meeting of December 7, 2009 was called to order by Chairman Jeff Holm at 7:08 p.m.

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

Additions/Corrections to Agenda – “Stipend for Strategic Planning Committee Members” under New Business is taken off the agenda at this time. “Review/Approve Healthy Communities Grant & Approve Township Writing a Letter of Support for Grant” is tabled until the Tuesday, December 8, 2009 regular town board meeting.

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

November 2009 Final Treasurer’s Report – The clerk/treasurer reported receipts of \$30,111.61 and disbursements of \$126,243.45, check numbers 14170-14242 and 7 EFT payments leaving a balance of \$390,650.23. The November 2009 final treasurer’s report was accepted subject to audit.

December 2009 Preliminary Treasurer’s Report – The clerk/treasurer reported receipts of \$350,467.00 and disbursements of \$172,282.60, check numbers 14243-14290 and 5 EFT payments, leaving a preliminary balance of \$569,088.32.

Approval of Consent Agenda – With a change in the ‘Healthy Communities Partnership (HCP) Update’ paragraph of the November 24, 2009 Special Workshop minutes saying that “Jeff Holm stated that the grant” ‘is’ rather than ‘it’ . Swanson/Handshoe unanimous to approve the Town Board meeting minutes of October 5, November 9, November 10, November 23 closed employee meeting , November 23 workshop and November 24, 2009 workshop.

Open Forum for Citizens - Elaine Philippi, 127th Street, talked about the Minnesota Association of Townships annual meeting in Rochester. She requested a brief description of classes attended, what was learned and the overall cost of the trip by the two board members who had attended. The item will be placed on the Tuesday, December 8, 2009 town board meeting agenda.

OLD BUSINESS:

Presentation of 2007 & 2008 Audit – Janelle Bitzan, the audit manager from Kern, DeWenter, Viere, was present to present and review the 2007 and 2008 audits. Swanson/Lawrence unanimous to approve the 2007 and 2009 audits.

Approve/Disapprove Fire Truck Financing Proposals - Carolyn Drude, Ehlers & Associates, was present. One proposal, from the Bank of Elk River, was received. Ehlers had sent out six requests for proposals. The net interest rate for the one proposal received is at 4%. The money will be received December 29, 2009. The first payment will be August 1, 2010. Drude questioned if the township made a levy to cover this cost or would the township have the funds to cover? Lawrence stated that he believed it would come from the Capital Fund but it would be wise to relook at it. Drude stated that state law requires adding 5% to the amount needed. The advantage of the quote is that the bonds are prepayable at any time. Lawrence/Swanson approving Resolution No, 09-08; A Resolution Awarding the Sale of \$285,000 General Obligation Certificate of Indebtedness, Series 2009A; Fixings its Form and Specifications; Directing its Execution and Delivery; and Providing for Its Payment, contingent on that Kennedy & Graven provides assurance that they prepared this document on behalf of Baldwin Township by tomorrow. Drude stated that, based on this resolution, Kennedy & Graven will be giving the township a legal opinion. Upon voice vote, the motion carried with Lawrence, Oliver and Swanson in favor and Holm and Handshoe opposed.

Sheriff report – Sergeant Wilson reported 192 calls for service in November.

Fire Department Report – A memo received from Chief Torborg states that there was a total of 19 calls for the month of November. Chief Torborg will be out of the country from the middle of December to the middle of January. Mark Bennett will be acting Chief and Jim Pagel will be acting Assistant Chief during that time. Captain positions have also been filled and will be in place during that time as well. After speaking with Torborg, Lawrence informed the town board that there is now a full roster.

Relief Association Report – Oliver questioned whether monthly meeting reports should be monthly. There is not much going on. They meet every month. Copies of the meeting minutes are now coming to the town board. Holm suggested creating a section for staff and committee reports in writing on the agendas so that if an item needs approval it would be a separate item. Oliver will have information in the agenda packets for the monthly meeting.

Park Committee Report – There will not be a December meeting. Lester Kriesel said that the electric company is waiting for a sketch in order to form an estimate. We are also waiting for the monument. The parking lot plans were not received by the contractor on time. The county will not sign off on the driveway permit until next spring.

Review/Approve Healthy Communities Grant & Approve Township Writing a Letter of Support for Grant - Moved to Tuesday, December 8th agenda.

TABLED ITEMS:

Approve/Disapprove Classification & Sale of Tax Forfeited Land – Lawrence/Oliver unanimous to approve of the sale of the tax forfeited land, parcel numbers: 01-017-1308; 01-023-4301; 01-404-0250; 01-404-0325; 01-404-0390 and 01-404-0836.

NEW BUSINESS:

Stipend for Strategic Planning Committee Members - Removed from the agenda until a later date.

Draft Comprehensive Plan Comments to Sherburne County – The board reviewed the Sherburne County draft comprehensive plan. The board would like to see the entire urban reserve district removed and change it to business and industry. The board would like to see the business and industry district bumped a little bet west of County Road 9 and Country Road 45 intersection. The board would like to see the northeast portion of the county remain rural residential (general rural). The board would like to see the area around the airport as business and industry. The chair will work with the clerk to return the revised document to Jon Sevald, Sherburne County Zoning.

Approve/Disapprove Ballot Questions for March Township Election – Lawrence/Oliver unanimous to disapprove any ballot questions for the March Township election.

Approve/Disapprove Newsletter – Swanson/Handshoe unanimous to approve tabling the newsletter until the Tuesday, December 8, 2009 town board meeting.

Approve/Disapprove Kern DeWenter Viere to Perform 2009 Audit – Lawrence/Oliver moved to approve Kern DeWenter Viere to perform the 2009 audit. Vote taken with Lawrence, Oliver, Handshoe and Swanson in favor. Holm opposed. Motion carried.

Approve/Disapprove Clerk Notary Renewal – Lawrence/Swanson unanimous to approve the notary renewal for the clerk.

Schedule Regular & Fire Workshops – Lawrence/Swanson unanimous to approve tabling scheduling the regular and fire workshops until the Tuesday, December 8, 2009 town board meeting.

Approve/Disapprove Transfer of \$13,397.32 from Capital Fund to Debt Service Fund, Fire Station Payment – Lawrence/Oliver unanimous to approve the transfer of \$13,397.32 from the Capital Fund to the Debt Service Fund for the fire station payment.

Approve/Disapprove Transfer of \$19,937.96 from Fire Fund to Debt Service Fund, Fire Trucks & Equipment Payment – Lawrence/Oliver unanimous to approve the transfer of \$19,937.96 from the Fire Fund to the Debt Service Fund for the fire trucks and equipment payment.

Approve/Disapprove Holiday Hours for Office – No action taken.

Approve/Disapprove Sherburne County Subdivision Ordinance Amendment #171
Oliver/Handshoe unanimous to approve the Sherburne County Subdivision Ordinance

Approve/Disapprove Sherburne County Zoning Ordinance Amendment #172 –
Oliver/Handshoe unanimous to approve the Sherburne County Zoning Ordinance
Amendment #172.

ANNOUNCEMENTS:

Green Acres Meeting, Wednesday, December 9th, 6:30 pm, Sherburne County;
Town Board Position Filing Open December 29, Closes January 12, 2010;
PERA Coordinated Plan Rate Increase January 1st from 6.75% to 7%.

ANY OTHER BUSINESS: None.

Motion to Approve Bills for Payment – Holm had a question regarding paying for the fire chief's association duties. Swanson stated that the township will pay for the meeting this time but preparation for the meeting will not be paid from now on. This issue will be added to a fire workshop agenda. Lawrence suggested discussing this with the chief prior to a decision is made.

Swanson/Handshoe unanimous to approve payment of check numbers 14239, 14243 – 14290 plus 5 EFT payments totaling \$172,531.94.

Adjourn – Handshoe/Swanson unanimous to adjourn at 9:03 p.m.



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



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

Attendees: Lester Kriesel, Ton Rush, Elaine Philippi, Carolyn Drude (Ehlers), Janelle Bitzan (KDV)

NOVEMBER 2009

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
14205	IKON Office	copy machine maintenance	\$130.04							\$130.04
14206	Otsego Law Enforce	training	\$600.00							\$600.00
14207	Roland Thompson	animal control	\$700.00	\$700.00						
14208	Lester W. Kriesel	cemetary caretaker	\$50.00						\$50.00	
14209	Howard Homes	access permit refund	\$50.00		\$50.00					
14210	RW Builders	access permit refund	\$50.00		\$50.00					
14211	William Ross	access permit refund	\$50.00		\$50.00					
14212	Neft Auto Supply	supplies	\$199.86		\$199.86					
14213	Circle 9 Conoco	fuel	\$14.00		\$14.00					
14214	Greg Anderson	gopher (138 pair)	\$207.00	\$207.00						
14215	James Harrison	gopher (21 pair)	\$31.50	\$31.50						
14216	Petty Cash	postage	\$58.85	\$58.85						
14217	Wachovia	fire relief	\$20,346.23							\$20,346.23
14218	State of MN	dot decals	\$8.00		\$8.00					
14219	MAT Agency	insurance	\$12,693.00	\$8,977.50						\$3,715.50
14220	Larry Handshoe	wages	\$645.17	\$645.17						
14221	Larry Handshoe	mileage & reimbursement	\$126.40	\$126.40						
Auto	EFTPS	october 941 tax withholding	\$2,016.63	\$832.81	\$1,137.92					\$45.90
Auto	MN Dept of Revenue	october tax withholding	\$358.78	\$159.98	\$198.80					
14222	Princeton/AnimalClinic	animal impounding	\$181.50	\$181.50						
14223	Plaistad Companies	sand	\$40.22		\$40.22					
14224	Jim Oliver	wages	\$420.97	\$420.97						
14225	Jim Oliver	mileage	\$36.30	\$36.30						
14226	Jay Swanson	wages (2 months)	\$960.44	\$960.44						
14227	Jay Swanson	mileage & reimbursement	\$156.80	\$156.80						
14228	Bryan Lawrence	wages	\$374.20	\$374.20						
14229	Bryan Lawrence	mileage	\$24.20	\$24.20						
Auto	PERA	town board contribution	\$158.00	\$158.00						
14230	SherbCoAud/Treasurer	283rd striping & 2nd overlay	\$57,104.37		\$57,104.37					
14231	Jeff Holm	wages	\$569.43	\$569.43						
14232	Jeff Holm	mileage	\$113.52	\$113.52						
Auto	PERA	town board contribution	\$61.50	\$61.50						
14233	Terry Carille	wages	\$732.07		\$732.07					
14234	Cheryl Goetz	wages	\$85.93	\$85.93						
14235	Zachary Good	wages	\$848.29		\$848.29					
14236	Cathy Stevens	wages	\$1,179.67	\$1,179.67						
Auto	PERA	employee contribution	\$522.42	\$215.78	\$306.64					
14237	Cheryl Goetz	wages	\$95.04	\$95.04						
14238	Cathy Stevens	wages	\$1,165.20	\$1,165.20						

7A 20
HW
921

PRELIMINARY

DECEMBER 2009

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
14243	Connexus Energy	electric utilities	\$222.55	\$222.55						
14244	Connexus Energy	electric utilities	\$150.44							\$150.44
14245	AT&T Mobility	fire cell phones	\$124.66							\$124.66
14246	Finken Great Glacier	water & cooler rental	\$49.29	\$49.29						
14247	IKON Office	copy machine maintenance	\$1,225.28	\$1,225.28						
14248	U.S. Bank	credit card charges	\$108.00		\$108.00					
14249	Essig Construction	road blading	\$1,187.50		\$1,187.50					
14250	Princeton Township	road blading	\$125.00		\$125.00					
14251	Surplus Services	misc furniture & equipment	\$192.50	\$71.50	\$121.00					
14252	Joel Stottrup	gopher (8 pair)	\$12.00	\$12.00						
14253	Tavis Metal	truck modification	\$6,415.00							\$6,415.00
14254	Emergency Apparatus	vehicle maintenance	\$808.98							\$808.98
14255	Erickson Asphalt	baldwin meadows culdesac	\$10,310.00		\$10,310.00					
14256	Qwest	phone & internet	\$172.58	\$172.58						
14257	Qwest	phone & internet	\$210.96							\$210.96
14258	Greg Anderson Auto	fires & tire repair	\$1,139.00		\$1,139.00					
14259	Brake Chamber Tools	r&b supplies	\$49.95		\$49.95					
14260	Office Depot	office supplies	\$263.83	\$263.83						
14261	MAT	conference registration	\$175.00	\$175.00						
14262	Wells Fargo	fire station payment	\$13,397.32					\$13,397.32		
14263	Wells Fargo	fire trucks & equipment	\$19,937.96							
14264	MAT Agency	workers comp insurance	\$11,203.00	\$206.35	\$6,791.35					\$19,937.96
14265	West Branch Const	sweeping & elk lake roads	\$850.00		\$850.00					\$4,205.30
14266	Larry Handshoe	wages	\$451.33	\$451.33						
14267	St. Cloud Truck	r&b supplies	\$114.04		\$114.04					
Auto	MN Dept of Revenue	november tax withholding	\$485.57	\$223.31	\$262.26					
Auto	EFTPS	november 941 tax withhold	\$2,742.48	\$1,265.70	\$1,476.78					
Auto	MN Dept of Revenue	october fuel tax	\$37.94		\$37.94					
Auto	MN Dept of Revenue	november fuel tax	\$32.79		\$32.79					
14268	Marvs True Value	supplies	\$305.60	\$113.60	\$192.00					
14269	Jim Oliver	wages	\$617.43	\$617.43						
14270	Jim Oliver	mileage & reimbursement	\$442.32	\$442.32						
14271	Donald Larsen	janitorial service - november	\$150.00							\$150.00
14272	AT&T Mobility	r&b cell phone	\$46.72		\$46.72					
14273	Kern DeWenter	final audit payment	\$3,350.00	\$3,350.00						
14274	Pety Cash	postage	\$45.73	\$45.73						

